



ALL COMMUNITIES
MATTER CIC

TRADER GUIDELINES

All Communities Matter CIC have put together this helpful guide to help traders to trade in a responsible and legal manner.

Contents

TRADER GUIDELINES	1
HMRC Rules	2
Insurance	2
GDPR	2
Food Stalls	3
First Aid	3
Copyright and Intellectual Property	3
Testing, Labelling and Licenses	4
UKCA	4
CPSR (Cosmetic Product Safety Report)	5
CLP (classification, Labelling and Packaging)	6
Children's Clothing Labels	7
Homemade Dog Treats	7
Natasha's Law	7
The Food Imitations (Safety) Regulations	7
PAT Testing	8
Hallmarking	9



HMRC Rules

At some point HMRC will consider what starts out as selling a few items at a craft fair, as the business grows it will turn into a business with the responsibilities that come with that.

The trading allowance is £1,000 from self employment, above that you are likely to need to register as self employed. This figure is your total income, not your profit.

You can find more information on the HMRC website [Working for yourself - GOV.UK](https://www.gov.uk/working-for-yourself)
<https://www.gov.uk/working-for-yourself>

Once your income exceeds £90,000 you will need to register for VAT

Advice from ACM

- keep good quality records from the day you start trading
- keep all receipts for purchases
- note how many miles you travel
- open a separate bank account for your income from markets, this makes record keeping much easier

Insurance

Please refer to our insurance policy

GDPR

GDPR almost certainly will apply to you if you do any of the following

- Collect email addresses for a mailing list or newsletter.
- Take card payments (your payment processor handles most of the technical compliance, but you are still the data controller).
- Keep customer order records with names and addresses.
- Photograph customers or their purchases for social media.
- Maintain a customer database or contact list.

You need consent to send marketing emails and it needs to be specific and informed.

You can use an email marketing platform like Mailchimp, Mailletlite or Email Octopus to provide an unsubscribe option and keep you complaint.

You may need to register with the ICO (information commissioners office), there is an annual fee to pay.



Food Stalls

All food stalls must be registered with their local council. Please see our Food Stalls Policy.

First Aid

ACM have 3 qualified first aiders, so there should be one present at every event.

We all have a first aid kit and there will always be a first aid kit available at all of our events. Our kit is upgraded with instant cold packs, emergency burn dressings, burn spray and blankets suitable for outdoor use

If you are unsure who the first aider is, go to the person who helped you locate your stall or any person wearing hi vis.

Copyright and Intellectual Property

Intellectual property law affects every craft seller, whether you realise it or not. It protects the original designs you create — and it restricts what you can do with other people's designs, brand names, and copyrighted characters.

UK law exists for copyright, design rights, and patents. It protects original creative works including artistic works, literary works, and "works of artistic craftsmanship."

Copyright law protects your –

- Your original painting, textile design, jewellery design, or surface pattern
- Your product photographs
- Your written descriptions, blog posts, and pattern instructions
- Your original sewing, knitting, or crochet patterns

Original doesn't mean it's never been done before, it means that you created it yourself with your own intellectual skill and effort, you didn't copy it from someone else.

Copyright exists automatically from the moment you create the work, no registration is needed and it lasts the creator's lifetime plus 70 years.

Design rights are slightly different and protect the appearance of a product, design rights fill the gap between copyright and patents (which protect inventions). An unregistered design right lasts for 15 years.

Registered design rights have a fee to pay, it can be worth considering for distinctive products.

Trade marks protect brand names and logos. You cannot use someone else's registered trade mark, even if you make the product yourself, unless you have a license.



Copyright, design rights and trade marks are collectively known as Intellectual Property or IP for short. It is important that you are aware of IP and do not infringe it as it can have serious consequences.

Common mistakes –

1. Making products from licensed fabric
2. Inspired by products
3. Using a knitting pattern intended for personal use
4. Using images copied from the internet
5. Repurposing branded items
6. Describing as decorative only

Testing, Labelling and Licenses

Some items will need licenses or testing (such as toys made for children) it is the stall holders' responsibility to obtain these licenses and conduct the correct testing, in line with UK law. If ACM become aware that you are not following UK law, we will ask you to remove these items from sale.

UKCA

Any item designed, intended, or likely to be used for play by children under 14 must have the UKCA (UK Conformity Assessed) mark to be legally sold in Great Britain. The law applies to items with "play value," if they could be mistaken for toys. Examples of these items are 3D printing and crochet plushies.

There are two ways to achieve UKCA marking:

- 1. Third-party testing — Send your toy to an accredited testing laboratory (BSI, Intertek, SGS). They test it and provide a certificate. This costs hundreds to thousands of pounds per product and is primarily used by large manufacturers.
- 2. Self-certification — You carry out the required tests yourself, document the results, compile a Technical File, and issue your own Declaration of Conformity. This is the route used by virtually all small-scale handmade toy makers in the UK. It is legal, legitimate, and the method recommended by the [UKCA & CE Marking Handmade Toys Collective](#).

Here's an example of some tests you should conduct

- Tension test — pulling eyes, noses, buttons, and other attached parts to check they don't detach



- Stress test — applying force to seams to check they don't split
- Drop test — dropping the toy to check nothing breaks loose
- Torque test — twisting small parts to check they don't come off

These can be performed at home with basic equipment

You also need to test for flammability and chemical safety.

Once you have completed the process all products must have a UKCA label attached.

You can find a helpful Facebook group here [\(16\) Entry lvl - UKCA & CE Marking Handmade Toys Collective | Facebook](#)

CPSR (Cosmetic Product Safety Report)

This is mandatory before selling any cosmetic product, including perfumes. The products must be registered with the UK Office for Product Safety and Standards (OPSS) before being made available to customers. This applies if you make or sell bath bombs, lip balms, shampoo, sun cream, deodorant, lotions or any product that goes on your skin. There are no exemptions for small batch or home-based or hobbyists.

If you buy and sell on these products, your supplier will be able to provide the correct documents, although these are usually labelled in the correct way, as follows –

- The product name
- The ingredients list — using INCI (International Nomenclature of Cosmetic Ingredients) nomenclature, listed in descending order of weight.
- The net weight or volume.
- The name and address of the Responsible Person.
- A batch number or production reference.
- The "period after opening" symbol (the open jar icon with a number of months) or, if the product has a shelf life of less than 30 months, a "best before" date.
- The function of the product, if not obvious from its name.
- Any warnings or precautions for use.
- The 26 recognised fragrance allergens must be individually declared

You can find out more here [Cosmetic Products Enforcement Regulations 2013 - GOV.UK](https://www.gov.uk/government/publications/cosmetic-products-enforcement-regulations-2013)
<https://www.gov.uk/government/publications/cosmetic-products-enforcement-regulations-2013>

CLP (classification, Labelling and Packaging)

For items that contain potentially hazardous chemicals including fragrance oils and essential oils. Products such as wax melts, reed diffusers, cleaning products and candles, follow the Classification, labelling and Packaging Regulations.

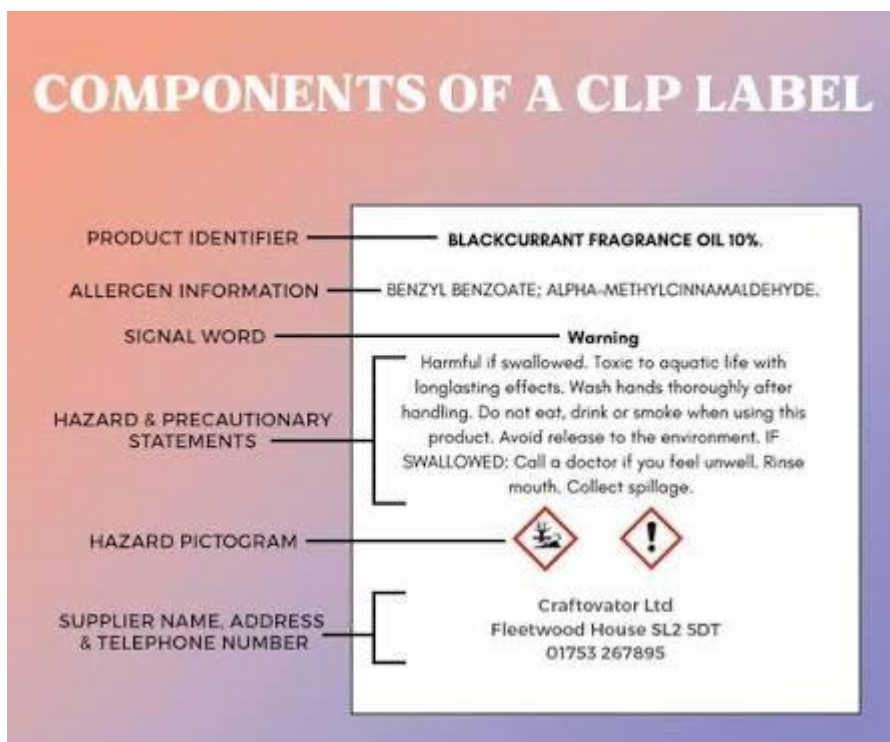
You can find out more about CLP Regulations here [The GB CLP Regulation - HSE](https://www.hse.gov.uk/chemical-classification/legal/clp-regulation.htm)
<https://www.hse.gov.uk/chemical-classification/legal/clp-regulation.htm>

This information is provided to help you however it should not be considered a full list, if the UK law says you need to do anything to ensure safety, you must conduct your own due diligence and not rely on ACM to inform you.

Please go to www.gov.uk to find out more.

You should also note that if the correct checks haven't been done, your public liability insurance would not be valid. If there is any doubt on your products, we would not allow you to attend for this reason. The stall fee would be non-refundable in this instance.

Here is an example of a complaint label



ACM CIC will visually check for labels at events and ask you to upload example compliance documents so we can ensure the products sold at our markets are safe.



ALL COMMUNITIES
MATTER CIC

Children's Clothing Labels

Selling handmade children's clothing involves compliance with different regulations covering

- Fabric composition
- Safety standards for cords and drawstrings, refer to BS EN 14682
- Flammability for nightwear, either test or include KEEP AWAY FROM FIRE on the label
- General product safety, ensure all buttons, poppers and decorations are securely attached – no choking hazards

Every garment must have a fibre composition label you can find out more here [Textile labelling - GOV.UK](https://www.gov.uk/guidance/textile-labelling) <https://www.gov.uk/guidance/textile-labelling>

It is good practice to include care and size labels, this is not mandatory but including them gives customers confidence and your business is more professional.

Homemade Dog Treats

These are classed as animal feed and fall under a completely different set of regulations.

You need to register with trading standards and need APHA approval (if using animal-origin ingredients). The labelling rules are completely different to human food.

Your insurance needs to be specific to pet food production.

Natasha's Law

This requires food that is prepacked for direct sale to carry a label showing the food's name and full ingredient list, with the 14 declarable allergens.

If you sell unpacked food the labelling law doesn't apply however you must still provide allergen information.

You can find out more here [Food labelling and packaging: Overview - GOV.UK](https://www.gov.uk/food-labelling-and-packaging) <https://www.gov.uk/food-labelling-and-packaging>

The Food Imitations (Safety) Regulations

This prohibits the supply of a product that is not a foodstuff but has an odour, colour, appearance, packaging, labelling, volume or size to cause a consumer, especially a child to confuse it with food.



Products that combine a food-like appearance with a food-like scent are the primary concern. Specific examples frequently cited by Trading Standards include:

- Wax melts shaped like chocolate bars, doughnuts, macarons, fruit, sweets, or cake slices
- Candles designed to look like cupcakes, ice cream scoops, or pies — especially with realistic frosting, sprinkles, or fruit details
- Snap bars in food-like colours (brown, cream) combined with food-scented fragrances
- Bath bombs shaped like food items

The more food-like characteristics a product has — shape, colour, scent, packaging — the stronger the case that it breaches the regulations.

You don't have to give up food-inspired fragrances — just rethink the presentation:

- Use food-inspired fragrances in non-food shapes — geometric moulds, classic clamshells, snap bars in bright or glittery non-food colours
- If you want decorative candles, use shapes that are clearly non-food — flowers, crystals, abstract art, architectural forms
- Avoid packaging that mimics food packaging — bakery boxes, sweet wrappers, ice cream tubs
- Focus your creativity on colour combinations, textures, and finishes that are beautiful but obviously not edible

PAT Testing

The law requires electrical equipment to be safe, PAT testing is not mandatory. If you are using electrical equipment it is the stall holders responsibility to ensure safety. If ACM notice a potentially unsafe device, you will need to stop using it immediately and rectify the issue before it can be used again. We will be looking for signs of the following

- Damaged or frayed cables.
- Cracked or broken plugs.
- Exposed wires.
- Burn marks or scorch marks on plugs or cables.
- Loose connections.



ALL COMMUNITIES
MATTER CIC

- Signs of overheating.
- Missing or damaged outer casing.

Hallmarking

Certain precious metals require a hallmark. You can register for hallmarking here [Useful Downloads | The Goldsmiths' Company Assay Office](https://www.assayofficelondon.co.uk/downloads)
<https://www.assayofficelondon.co.uk/downloads>

You can find out if you need to register here [British Hallmarking Council - GOV.UK](https://www.gov.uk/government/organisations/british-hallmarking-council)
<https://www.gov.uk/government/organisations/british-hallmarking-council>

As a general guide, you are exempt if the precious metal content is under these weights

- Gold under 1 gram
- Silver under 7.78 grams
- Platinum under 0.5 grams
- Palladium under 1 gram

ACM advise that you follow these guidelines as albeit an old law it is still very much enforced and Trading Standards do actively monitor markets for hallmarking.