



Taunton Farmers' Market
Higher Berehill Farm
Broad Street
CHURCHSTANTON
Taunton
TA3 7PY

Dear

Taunton Farmers Market Application Pack

Thank you for requesting an application pack to join Taunton Farmers Market. Within the pack you will find;

1. Application Form
2. Criteria and Rules for Taunton Farmers' Market
3. Risk Assessment Form

Please complete the Application and Risk Assessment forms, returning with a copy of your Public/Employers Liability Insurance together with a copy of your food hygiene certificate.

Once we have received your application it will be discussed at our next board meeting, which take place once a month. After which we will notify you of our decision. We may restrict what you are entitled to sell, due to products sold by current producers.

Should you have any questions please do not hesitate to contact us, or pop along to the market on a Thursday in person.

With kind regards,

Mr Fred Wing
Membership Secretary



PRODUCERS APPLICATION FORM

Contact Name _____ **Company** _____
Address _____ **Postcode** _____
Telephone _____ **Mobile** _____
Email _____ **Website** _____
Twitter _____ **Facebook** _____
Holding Number _____
Business Description _____

Your Produce/Product

Please list all the produce/products you would like to sell. All items must comply with the Market's Regulations (appendix 1) You will only be permitted to sell the items listed below and may be asked to remove any undeclared or unauthorised items (use separate sheet is required)

If you change your trade or develop new lines, you are required to complete a new application form for board approval before adding them to your stall. The board will confirm the products you will be entitled to sell.

If your produce is Seasonal, which months will you be attending the Market?

Please list any ingredients you buy in and their source

Other Farmers' markets attended

Is the company a member of any assurance or certification schemes (Soil Assoc etc)? If so please include a copy of the certificate with this application;

Legal Requirements

Local Council (EHO) approved

Yes/No

Hygiene Certificate Number

Trading Standards approved

Yes/No

Electrical appliance certificate test date

Will you personally be attending the market to sell your produce?

Yes/No

If no, please state who will be regularly attending the market. (To qualify to sell at our certified market, produce can only be sold by the Producers, a Family Member, or an employee directly involved in the production of the goods on sale.

Name(s)

Position in the company

Applicant Statement; Please tick to acknowledge your acceptance

I agree to sell only the items I have produced, grown or raised

Only persons named above will be present at my stall

I understand that my details will be passed to Trading Standards and Environmental Health

I understand that Trading Standards and Environmental Health will communicate with the market on any issues that affect my ability to attend the market

I agree to any inspections required to verify the above statements

All information on this application is true to the best of my knowledge/belief and I will be suspended from trading if false information has been provided

I enclose a copy of my public/product/employers liability Insurance

I understand that participation at the market is done so at my own risk and therefore agree not to hold Taunton Farmers' Market liable for any damage, injury, charges, loss or claims against me, arising from my involvement in the market

I HAVE READ, UNDERSTOOD AND AGREE TO ABIDE BY THE CRITERIA AND MARKET REGULATIONS.

QUALITY LOCAL PRODUCE AT ITS BEST

Signed;

Date;

(an electronic returned form will need to be followed up with a signed hard copy, before starting the market)

Thank you for your application, which will be considered by the board of directors at our next meeting.

Please send your completed form to;

Fred Wing, Membership Secretary, Higher Berehill Farm, Broad Street, CHURCHSTANTON, Taunton. TA3 7PY (email; fredsfarmuk@gmail.com)

CRITERIA and RULES for TAUNTON FARMERS' MARKET

1. Market stall holders will come from the local area. This area has been set as a 30 mile radius of the market. In the case of difficult to source produce the radius will be widened to 50 miles.
2. All primary produce sold must be grown, reared, caught, foraged or processed by the stall holder and all secondary produce must be processed by the stall holding business.
3. The producer or someone directly involved in production must attend each market.
4. Processed goods must contain as much locally grown/reared/caught ingredients as possible for the product - a minimum of 10%. The market reserves the right to undertake inspection visits and request documentary evidence in line with these requirements.
5. Each stall holder will comply with all relevant legislation both at their place of business and at the market, in addition each stall holder must have public and product liability of £5 million or greater. Documentary evidence of these requirements will be inspected annually and should be available at every market.
6. Produce not listed on the stall holders' application form and approved by the market committee may be removed by the market organiser, an additional form should be completed to add new produce to your range.
7. If a stall holder changes their business structure/production system or process /location they must inform the market. If the change means that they move outside the rules/area of the market then the market reserves the right to remove the stall holder from the market.
8. Stands should at all times be neat and tidy with cloths to floor length.
9. Stallholders are responsible for clearing litter around their stand and must leave the area tidy and litter free. No smoking on or near any stall.
10. Stands must be operated between the hours of 9am and 3pm. All vehicles to leave the area by 8.30am and not return until 3pm. Packing up should not begin until the market closes. We ask that, even if you sell out, you remain at the market until closing to maintain the look of the market.
11. Vehicles should enter from the south end of the High Street (Vivary Park end) and leave from the North end (Parade end). The only exception to this being stalls immediately outside Boots whose vehicles should both enter and leave by the North end.
12. Stalls should be clearly labelled with the business name and address.
13. Payment is monthly in advance on the last Thursday of every month. No refunds will be made unless a member gives at least one week's notice [ie by 3 pm on a Thursday], then the pitch fee for that week is carried forward to the following month. If a member only gives at least 2 full day's notice [ie by midnight on a Monday], then 50% of the pitch fee for that week is carried forward to the following month. With any shorter period, there is no carry forward, unless the Board considers the circumstances to be so exceptional that a whole or partial carry forward is allowed.
14. Stall holders who do not attend 90% of their agreed markets (weekly, fortnightly, monthly or seasonally) will be asked to leave to make way for producers on the waiting list. Extenuating circumstances will be taken into consideration on an individual basis.
15. Complaints should be passed to the market organiser or to any committee member. This can be done verbally or in writing and/or by phone or by email.
16. The board reserves the right to accept any stall/stallholder on to the market if they believe them to be advantageous to the market.
17. Any decision by the market board is final.
18. Any further guidance on these rules please look at FARMA website www.farma.org.uk

TAUNTON FARMERS' MARKET - RISK ASSESSMENT FORM

Contact Name _____ Company Name _____

Address _____

Postcode _____

Stall Description: _____

Risk Assessment performed by: _____

Date of Assessment: _____ Signature _____

HAZARD	PERSONS AT RISK	CONTROLS TO MINIMISE RISK	FURTHER ACTION

TAUNTON FARMERS' MARKET
QUALITY LOCAL PRODUCE AT ITS BEST

CATERING

GAS Do you have inspection / gas safety certificates for your appliances / pipework and are all hose connections made with “crimped” fastenings? (<i>Evidence of this must be included in your application</i>)	Yes/No
ELECTRICAL APPLIANCES Have any portable appliances been PAT tested by a qualified person in the last 12 months?	Yes/No



ESTD 1999

TAUNTON
FARMERS' MARKET

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