



Cowbridge Farmers' Markets New Member Application Form 2023

Please note that Cowbridge Farmers' Market is a Food and Farm based market.

Held every Saturday from 9.00am until 1.00pm

Your Name(s)

Trading Name

Address.....

.....

Postcode.....

Telephone.....

Mobile

E-mail

Website.....

Stall holders will be expected to attend either weekly, fortnightly or monthly on the same Saturday each month. Please indicate which market and how often you are interested in attending.

Weekly Fortnightly Monthly:(same Saturday of every month)

Please list **ALL** the products, that you would like to sell. This is so we can manage a fair balance of stalls. You may not be able to sell everything you list and you will be asked to remove any undeclared items.

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£5 annual membership will be collected on your first invoice of the year; your membership fee is non-refundable.

We run a generous continuous attendance discount scheme for all our producers as follows:

- If you are a weekly member and attend 5 markets consecutively (with no gaps) you will have your 6th market free.
- If you are a fortnightly member if you attend 7 markets (as per your schedule) every other week – no gaps) you will have the 8th market free.
- If you are a monthly member if you attend 11 markets (as per your schedule) you will have the 12th market free.
- If you miss a market all credits built up will reset and you will go back to zero. i.e. If you attend 5 markets but then take a break when you return that market will be counted as the 1st.

If you change your trade or develop new lines, you will need to fill in a new application form

Are all the products to be sold at the Farmers' Market produced/made at the above address? **Yes/ No**

If no, please give details.....

Please give a brief description of your business (years trading etc).....

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Meat Producers - Please give name and address of slaughter house used

Meat Producers - Where is your product processed and packed?

Is your business accredited to trade at any other farmers' markets? **Yes/No**

If yes, please give details

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Will you yourself be attending the Market to sell your produce? **Yes/No**

Please state who else will regularly be at the Market and their position in your business or their relationship to you and the produce on sale (grower, partner etc.)

Name & Position Hygiene Cert. enclosed **Yes/No**

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Please enclose a copy of Hygiene Certificate for **every person** who will be manning your stall

What is your Hygiene Rating **0 1 2 3 4 5** Date of last inspection:

Please enclose copy of your Food Hygiene rating certificate or letter of exemption.

Food Hygiene rating certificate must be displayed on stall at every market

Are you a registered organic producer **Yes/No** (If you are please enclose a copy of your certification document).

A minimum of £5,000,000 Public and Product Liability insurance is required

I/We enclose current copy of the above insurance **Yes/No**

(Please ensure the name of the insurance company, policy number and date of issue are shown)

If you are selling alcohol, please enclose copy of your personal licence **Yes/No**

Name of Unitary authority to which your business is registered

Please note your details are shared with Environmental Health/Trading Standards

Signed **Date.....**

Gazebo will be provided but you will need to supply your own tables and any other equipment you require.

Please Note: All markets are pre booked for the full month and invoices will be sent out prior to the start of the month for your scheduled markets and will need to be paid in full before the start of the month. Failure to pay by the due date will mean all markets for that month will be cancelled.

We offer free electric and market wifi to all producers.

Please return the following either by email to: **valeglamfarmersmarket@gmail.com**

Or by post to: Myfanwy Edwards, Hilton House, Colwinston, Cowbridge. CF71 7NJ

1. FULLY COMPLETED COPY OF YOUR MEMBERSHIP APPLICATION FORM
2. FULLY COMPLETED COPY OF THE STALL HOLDERS RULES & RETAIN ONE COPY FOR YOUR RECORDS
3. CURRENT PHOTOCOPY OF YOUR PUBLIC & PRODUCT LIABILITY INSURANCE SHOWING INSURANCE COMPANY NAME, INSURANCE NUMBER AND DATE ISSUED.
4. PHOTOCOPY OF FOOD HYGIENE RATING CERTIFICATE
5. CURRENT PHOTOCOPY OF YOUR HYGIENE CERTIFICATE (WHERE APPLICABLE)
6. CURRENT PHOTOCOPY OF YOUR PERSONAL ALCOHOLIC DRINKS LICENCE (WHERE APPLICABLE)
7. CURRENT PHOTOCOPY OF YOUR ORGANIC FOOD PRODUCERS DOCUMENTATION (WHERE APPLICABLE)

NB: Completing and returning this form does not guarantee acceptance as a member of Cowbridge Farmers' Market. All application (even existing members) must be approved by officers of the market each year.

Vale of Glamorgan Farmers' Markets – Rules for Stall Holders 2023
(Please retain one copy for your own records)

The Market will be led by a Committee responsible for all decisions relating to the operation and membership of the market. The Committee will be made up of: Chairman, Vice-Chairman, Secretary, Treasurer and Market Manager. All members will be invited to an Annual General Meeting. Officers will be elected by members' vote at the Annual General Meeting. (One vote per membership paid.)

1. All produce must be locally produced where possible. Where a produce is oversubscribed, priority will be given to the most local or to those producers, who in the opinion of the Committee, are the most beneficial to the market. There will only be what the Committee considers to be a sustainable amount of any one produce allowed at the market. This will be a maximum of three producers of any one commodity, but may be considerably less at the discretion of the Committee. The Committee will also ensure that a balance exists between different groups of produce so that any one type of produce is not over represented. Applications for membership will be placed on a waiting list if the market is oversubscribed for a particular commodity.
2. All stall fees will be collected monthly in advance. An invoice will be emailed to each producer which will need to be paid in full before markets can be attended during that month. Stall fees will not be refunded if you fail to attend the markets. At the committee's discretion the stall fee may be carried over to the following month.
3. All members must be responsible for their own produce and only themselves or those nominated on their membership form are permitted to sell at the market. Bought in produce is permitted in exceptional circumstances, at the committee's discretion.
4. All producers must have completed a Farmers' Market Membership Application Form. No producer may attend their first market of the year until they have received confirmation of membership acceptance by the Chairman or Secretary. £5 annual membership will be added to your first invoice of the year.
5. Each producer must have a minimum £5,000,000 Product Liability Insurance and Public Liability Insurance.
6. Producers must have a Hygiene Rating. This must be clearly displayed on the stall at each market.
7. All producers must adhere to all Local Authority regulations. Producers must be registered with their own local Authority as a 'food provider' where applicable
8. Stalls will be allocated each week at the Market Manger's discretion. All producers must clearly display their trading name and address on their stall. All producers and their stalls must be clean and tidy, clean aprons/ appropriate clothing and gloves must be worn.
9. The market will open from 9.00 am to 1.00 pm and each stall must remain open until at least 12.30 pm. All producers must be ready to trade with their vehicles off the market by 9.00 am. Producers arriving late will be refused a stall but their fee will be collected. Producers may pack up and leave the market after 12.30 with the permission of the Market Manager.
10. Produce should be appropriately packaged, labelled with the name and address of the producer, the weight and clearly priced. (where appropriate) Packaging and labelling should comply with Environmental Health and Trading Standards, whilst also giving consideration to minimal use of single use plastic. Where possible packaging should be compostable or easily recyclable.
11. Members are to clear away all their own rubbish before leaving their pitch site. Market site must be left clean and tidy and any one repeatedly leaving rubbish will be excluded from the market.
12. All producers must park their vehicles, as directed by the market Manager, with consideration when they attend the markets.
13. Market Property: Loyalty cards, marketing materials including aprons, remain the property of the Farmers' market. Should you no longer wish to be a member of the market or your membership is cancelled you must return all market belongings.
14. In the event of any dispute at the market, comments at the first instance must be directed to the Chairman who will consult with other Officers as to how the matter should be resolved. In this event the Officers' decision taken at the time will be final.

Officers

Pete Ashton	Chairman	Tel: 07976 935608
Janine Gray	Vice Chairman	Tel: 07870 348422
Myfanwy Edwards	Secretary	Tel: 07813 761474
Martyn Williams	Market Manager	Tel: 07969 763819

I have understood the above rules and agree that I and anyone manning my stall will abide by them.

Name **Trading name:**

Signature: **Date:**.....

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