



Vale of Glamorgan Farmers Market Membership Application Form 2017

Your Name(s)

Trading Name

Address

.....

..... Postcode

Telephone Mobile

E-mail Website

Business Facebook Page Twitter

If you are on Facebook or Twitter please link up with the Market Twitter and Facebook pages:

Facebook: Vale of Glamorgan Farmers Market Twitter: @valem markets

Please indicate which markets you want to attend Cowbridge 1 Cowbridge 2 Penarth

Please circle the months you want to attend the market (***This will be displayed on our website & literature***)

Jan Feb March April May June July Aug Sept Oct Nov Dec All Year

Please list **ALL** the products, in detail, that you would like to sell at the Vale of Glamorgan Farmers' Markets. This is so we can manage a fair balance of stalls, you will be asked to remove any undeclared items.

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.....

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 at the above address? **Yes/ No**

If no please give details

Please give a brief description of your business (i.e. number of animals, years trading etc)

Please give name and address of slaughter house used (where applicable)

Where is your product processed and packed?

If you are making products from raw ingredients (processed/value added) as many ingredients as possible should be locally sourced (Please give details)

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

If yes please give details

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 Certificate

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If you are producing/selling food please enclose a copy of Hygiene Certificate for **every person** who will be manning your stall

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

Are you a registered organic food producer? Yes/No

(If you are please enclose a copy of your certification document).

A minimum of £2,000,000 Public and Product Liability insurance is required. (NB. Not your employers' Liability insurance) 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

Telephone number of unitary Authority

Membership for the year is due by 1st January

£25 annual membership

Please make cheques payable to: Vale of Glamorgan Farmers' market

Signed **Date**.....

We will be passing on your details to the Environmental Health/Trading Standards

Members of the committee may call at your premises for a site visit

Please return the following to: Myfanwy Edwards – Secretary, Vale of Glamorgan Farmers' Market, Hilton House, Colwinston, Cowbridge, Vale of Glamorgan. CF71 7NJ

1. FULLY COMPLETED COPY OF YOUR MEMBERSHIP APPLICATION FORM
2. FULLY COMPLETED COPY OF THE STALL HOLDERS RULES
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)
8. MEMBERSHIP CHEQUE

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

Vale of Glamorgan Farmers Market – Rules for Stall Holders 2016
(Please print 2 copies and retain one 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 for rarer, low volume produce, 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 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 NOT permitted. Members of the committee may call at your premises to check conformity.
3. All producers must have completed a Vale of Glamorgan Farmers' Market Membership Application Form. No producer may attend their first market of the year until they have received signed confirmation of membership acceptance by the Chairman or Secretary.
4. Each producer must have a minimum £2,000,000 Product Liability Insurance and Public Liability Insurance. Producers where appropriate, must also have a Hygiene Certificate. This must be clearly displayed on the stall at each market.
5. All producers must adhere to all Local Authority regulations. Producers must be registered with their own local Authority as a 'food provider' where applicable
6. 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 white coats and or appropriate aprons must be worn at all markets.
7. The market will open from 9.00 am to 12.30 pm and each stall must remain open until 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.
8. Produce should be appropriately packaged, labelled with the name and address of the producer, the weight and clearly priced. (where appropriate)
9. Only remote cylinders may be used with gas cookers and fire extinguishers should be on hand (provided by the stallholder using the gas)
10. In the event of non-attendance at a market all producers are requested to notify the Market Manager 24 hours prior to the market to cancel the stall. Failure to comply with this will result in the full stall fee being charged to the producer, or refusal to attend the next market.
11. Members are to clear away all their own rubbish before leaving their pitch site. Market sites must be left clean and tidy and any one repeatedly leaving rubbish will be exclude from the market.
12. All producers must park their vehicles, as directed by the market Manager, with consideration when they attend the markets.
13. 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.

Names of officers

Nick Craddock	Chairman	Tel: 07933 286631	
John Davies	Vice Chairman	Tel: 01446 774458	
Myfanwy Edwards	Secretary	Tel: 01446 771033	Mob: 07813 761474
Jan Rees	Treasurer	Tel: 01446 760478	
Nigel Hunt	Market Manager	Tel: 01685 877349	

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

Name:

Trading name:

Signature: **Date:**