



# Vale of Glamorgan Farmers Market Membership Application Form 2019

Your Name(s) .....

Trading Name .....

Address .....

.....

..... Postcode .....

Telephone ..... Mobile .....

E-mail ..... Website .....

Business Facebook Page ..... Twitter .....

Instagram.....

*If you are on Facebook, Instagram or Twitter please link up with the Farmers' Market pages.*

Facebook: @valem markets      Twitter: @valem markets      Instagram: Vale Farmers Market

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.

.....  
.....  
.....

*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) .....

.....

.....

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 .....

.....

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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If you are producing/selling food 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**

**£25 annual membership for the year is due by 1<sup>st</sup> January**

Payments to be made by online bank transfer to Vale of Glamorgan Farmers' Market

Account No: **71712659** Sort Code: **40-18-18**

Or please send cheque made payable to: Vale of Glamorgan Farmers' market

**Payment is required to be submitted with application form.**

**Signed .....** **Date.....**

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

Or by post to: Gerladine Tucker, Ben Acre, 100 Broadway, Llanblethian, Cowbridge. CF71 7EY

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

***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. If your application is unsuccessful your 2019 membership fee will be returned to you. Once your application has been accepted for 2019 your membership fee is non-refundable.***

**Vale of Glamorgan Farmers Market – Rules for Stall Holders 2019**  
***(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 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 confirmation of membership acceptance by the Chairman or Secretary and paid their annual membership.
4. Each producer must have a minimum £5,000,000 Product Liability Insurance and Public Liability Insurance.
5. Producers must have a Hygiene Certificate. This must be clearly displayed on the stall at each market.
6. All producers must adhere to all Local Authority regulations. Producers must be registered with their own local Authority as a 'food provider' where applicable
7. 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.
8. 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.
9. 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.
10. Only remote cylinders may be used with gas cookers and fire extinguishers should be on hand (provided by the stallholder using the gas)
11. In the event of non-attendance at a market all producers are required to notify the Market Manager a minimum of 48 hours prior to the market to cancel the stall, failure to do so will mean you are liable for the full stall fee. An invoice will be submitted for the monies with payment to be sent prior to next attendance at a market. Failure to cancel your stall within the 48 hour timescale / No shows may result in refusal to attend subsequent markets or indeed jeopardise your membership.
12. 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 excluded from the market.
13. All producers must park their vehicles, as directed by the market Manager, with consideration when they attend the markets.
14. Market Property: Loyalty cards, date magnets, 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.
15. 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**

Gerladine Tucker	Chairman	Tel: 07854 520501
Martyn Williams	Vice Chairman	Tel: 07969 763819
Myfanwy Edwards	Secretary	Tel: 07813 761474
Jan Rees	Treasurer	Tel: 01446 760478
Nigel Hunt	Market Manager	Tel: 07564 394378

**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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