

NOTES FOR NEW STALLHOLDER APPLICANTS

Please fill in the relevant sections of this form, as explained below, and send these to Pete Briggs, Stall Holder Liaison, at 12 Glen Road, Weetwood, Leeds LS16 5NJ or by email to p.briggs682@btinternet.com.

- Page 1 Please provide full contact details and confirmation that you have Public/Product Liability insurance in place (£5 million minimum), please also attach a copy of your current insurance certificate.
- Pages 2/3 Please answer the questions as fully as possible, provide copies of certificates etc, detail the products that you would like to sell and sign on page 3.
- Pages 4/6 Please read through the market terms, conditions and rules to make sure that you are in a position to comply with these.
- Page 7 If you are happy to comply with the terms, conditions and rules please sign the contract on page 7.
- Page 8 Use the boxes on page 8 to detail how you would like to describe your stall on our website.
- Pages 8/9 Please read our data protection privacy notice on pages 8 and 9.

All applications for new stalls will be considered by the Horsforth Farmers' Market Committee, which meets monthly. We will endeavour to respond to all applications within one month of the application being received.

CONTACT DETAILS

	CURRENT INFORMATION HELD:	
STALLHOLDER NAME:		
ADDRESS:		
EMAIL ID:		
TELEPHONE NO(S):		

PUBLIC/PRODUCT LIABILITY INSURANCE DETAILS

	CURRENT INFORMATION HELD:		
INSURER:			
POLICY NUMBER:			
CURRENT POLICY FROM:		TO:	
COVER DETAILS:			
INSURED:			
BUSINESS DESCRIPTION:			

Producer Checklist

Company Name:

Locally grown or reared?

As far as possible, is your produce locally grown, raised or harvested, *i.e. within a 50-mile radius of the market?*

Processed with the recommended percentage of local ingredients? *Note local is defined as within a 50-mile radius of the market. Products such be processed with as many local ingredients as is possible for the finished product (25% is the minimum for most processed products with 10% the minimum for baked goods). The main ingredient (e.g. meat or fruit) should be your own or from known local producers.*

How are you able to evidence of this local sourcing?

Staffing your Market Stall

Is the person selling your produce at the market yourself, a member of staff involved in the production of your produce or a close family member?

Have you provided us with (where relevant) copies of your:

Assurance scheme (e.g. Organic)	
Appropriate level Food Hygiene certificate	
Public Liability Insurance policy: current cover note	
Our Market Contract	

HORSFORTH FARMERS' MARKET – PRODUCER CHECKLIST

Products:

Please list below the products you wish to sell at the Horsforth Farmers' Market

[illegible]

*Any additional products which are **substantially different** to those listed above must be cleared first with the Market Committee before they can be sold.*

Signed: Stallholder: Date:

pp *Horsforth Farmers' Market*

Date:

Horsforth Farmers' Market is hosted by Horsforth Churches Together to provide access to good quality local food, to support local producers and to foster the community life of Horsforth

Terms and conditions

- Horsforth Farmers' Market aims to provide food and products sourced as locally as possible, sold to the public by the producers.
- Consumers will be assured that produce bought at Horsforth Farmers' Market is sold in line with hygiene and all other relevant legislation and that they are able to trace the product back to the producer. Preference will be given to local stallholders and producers.

Who?

The market is run by Horsforth Farmers' Market Committee (HFMC) under the auspices of Horsforth Churches Together.

All Stallholder queries should be directed to Pete Briggs, Stall Holder Liaison, at:
p.briggs682@btinternet.com.

When?

The market will run from 09:00 to 12:30 on the first Saturday of every month excluding January.

Where?

Markets will be held at St Margaret's School, Town Street, Horsforth LS18 5BL.

What does a pitch cost?

Stallholders will be charged £35 per pitch, which must be paid on the day of the market, either in cash or by cheque made out to *Horsforth Churches Together with Farmers' Market* on the reverse.

What is local?

It is the intention of Horsforth Farmers' Market to ensure all produce is as local as possible. As a FARMA compliant market, this means originating within 50 miles of Horsforth and, where possible, within 30 miles. In certain instances, where a product is not available locally, e.g. fresh fish, this requirement may be waived, up to a maximum of 100 miles from the market. Preference in allocating a pitch will be on the basis of proximity to the market, as well as quality of the product.

What is 'own produce'?

Only products grown, raised or caught as locally as possible will be sold by the producers themselves. Produced and manufactured products must also be made as locally as possible and primarily from local ingredients/materials. Products sold will be the stallholder's own produce, that is:

- the principal producer or their representative must attend and sell their own produce, that is the produce must be grown, reared, caught, pickled, baked, smoked or processed by the stallholder;
- primary produce must be from sources that have spent the majority of their lifetime on the producer's own farm/site;
- processed goods must contain as much locally sourced ingredient as possible for the product, 25% being the minimum for all products except 10% for baked goods. The main ingredient should be made from scratch. Genetically modified foods must not knowingly be used. When necessary, producers will be asked to supply proof of local ingredients in their processed goods (e.g. receipts); and

- no bought-in goods are to be sold without substantial alteration and this by using locally grown or reared ingredients. No middle men are allowed.

In the event of a dispute, a representative of Horsforth Farmers' Market Committee will make the final decision.

Guest stalls

There may be one or two guest stalls at each market which may not conform to the rules above in regard to local produce. These stallholders, who will be invited at the discretion of the market organisers, must adhere to all the other rules laid down in the terms, conditions and rules.

Booking Conditions

Stallholders should ideally give two weeks' notice if they are unable to attend a market for which they are booked. Otherwise, unless there are special mitigating circumstances, they will still be liable to pay for the pitch fee. If there are any problems which may prevent attendance at short notice, they should notify Pete Briggs (Stall Holder Liaison) on 07772 092 505 or Duncan Stow (Market Manager) on 07946 704 498 as soon as they can.

Insurance

All stallholders will have public liability insurance and product liability insurance with £5 million cover. Stallholders must provide details of their public and product liability insurance, which will be retained with the Horsforth Farmers' Market Committee, and must send copies of the insurance renewal each year. Copies of insurance certificates should be sent to Pete Briggs either by email at p.briggs682@btinternet.com or by post to 12, Glen Road, Weetwood, Leeds LS16 5NJ.

Rules

1. Only good quality goods and products will be sold.
2. No genetically modified products will be knowingly sold.
3. Prices must be displayed and all products labelled clearly, including ingredients and the full postal address of the producer.
4. All meats must have gone through local, licensed abattoirs and be fit for human consumption.
5. Raw and cooked foods will not be allowed to come into contact with each other or be stored or sold on the same surface or container.
6. Stallholders cannot operate a stall on site during Farmers' Market hours unless they have booked a pitch from the HFMC, and they must occupy the pitch that has been allocated to them for that day. Trading must cease and stalls be removed at 12:30.
7. Stallholders will comply with all statutory hygiene and trading legislation and will have attended any required trading or hygiene courses and be in possession of the appropriate certificates.
8. All producers claiming organic status should display a copy of their current certificate on their stall.
9. No aggressive techniques will be used to sell products.
10. Clean and washable protective clothing must be worn.
11. To protect from contamination of products, stallholders must wash their hands before returning to the stall, e.g. if visiting other stalls, going to a toilet etc. They must maintain a clean stall and a standard of personal hygiene commensurate with handling food. They must refrain from trading if there is a medical condition, wound etc., which could lead to the contamination of produce.
12. Smoking is not permitted at the stall.

13. Stallholders must examine their procedures of hygiene, through all processing, transport, sale etc. to ensure hygiene is maintained throughout.
14. Stallholders must leave their pitch and surrounding area clean and tidy, disposing of their own rubbish.
15. All stallholders will have public liability insurance and product liability insurance (minimum £5 million cover). Stallholders must provide a copy of their public and product liability insurance with their signed contract which will be retained with the Horsforth Farmers' Market Committee. Each year when they renew their insurance they must provide HFMC with a copy.
16. Alcoholic beverages may only be sold in accordance with licensing laws and regulations (including Temporary Events Notices).

For any queries contact your local trading standards and/or environmental health department.

Labelling, storage and presentation of food

The following information is for guidance only. All traders must meet legislative requirements and if there is any doubt, then traders should seek assistance from Leeds City Council's Markets Service (34, George Street, Leeds LS2 7HY Tel: 0113 378 1950) – see website link below:

<https://www.leeds.gov.uk/leedsmarkets/Home>

All traders are asked to confirm that they are registered with a local authority (Environmental Health and Trading Standards) and identify that local authority. Trading Standards will make periodic visits to the market and may be able to assist or you should contact your own local authority.

Food labelling

Labels must be clear and conspicuous stating:

- name of the food; and
- type of additives, if any, including antioxidants, sweeteners, colours, flavour enhancers, flavouring and preservatives.

Food safety

- Stallholders must maintain their stalls and spaces in a clean and sanitary condition and must remove all packaging and other materials brought by them, **before leaving the site.**
- Foodstuffs and containers must not be placed on the ground.
- Storage, preparation and packing must only be carried out in premises registered and fit for such purposes, which includes foodstuffs unsold that are fit for sale at a subsequent event.

Transport

Conveyances and/or containers used for transporting foodstuffs must be suitable for that use, kept clean and maintained in good order to protect foodstuffs from contamination.

Meat and meat products

- Bags of meat must not be opened for the sale of items separately and should be kept at below 8°C.
- Cooked meats must be vacuum packed and kept at or below 8°C at all times.
- Fresh poultry must be kept and/or displayed at a temperature of between 4°C and -2°C.
- Frozen meat must be kept and displayed at below -18°C and must remain frozen throughout the duration of the market.

Contract

Please complete and return to:

Pete Briggs
Horsforth Farmers' Market Stall Holder Liaison
12, Glen Road
Weetwood
Leeds LS16 5NJ

p.briggs682@btinternet.com

- I have read the terms, conditions and rules of Horsforth Farmers' Market and agree to accept the terms, conditions and rules as stated.
- I confirm that I have Public Liability insurance and Product Liability insurance of £5 million cover. I have attached a copy of the current covers to this signed contract and will provide further copies upon each annual renewal.

Signed:

Name in block capitals: Date:

Address (in block capitals)

Email:

Phone no:

Mobile:

Signed (on behalf of HFMC)

Name (in block capitals) *Date*

HORSFORTH FARMERS' MARKET – HOW YOU WOULD LIKE TO BE DESCRIBED

The Horsforth Farmers' Market maintains its own website (see link below) and we like to use the site to provide brief information on all of our regular and guest stallholders.

<http://www.horsforthfarmersmarket.co.uk>

Please use the sections below to show how you would like to be described.

Home page

We list the guest stalls that will be present at each market.

Name of guest stall:	
One sentence description of your offering:	
Link to website, Facebook page etc that you'd like to be shown:	

Stalls page

Each of our regular and guest stalls are listed.

Name of stall:	
Photo/logo that you'd like us to use:	
One sentence description of your offering:	
Link to website, Facebook page etc that you'd like to be shown:	

Privacy Notice

Under Data Protection legislation the Committee of Horsforth Farmers' Market are the Data Controller and the Committee member responsible for Stall Holder Liaison acts as our Data Protection Officer. We are collecting this information to enable the Committee to run the Farmers' Market efficiently and in line with its aims and objectives, and to ensure that we can contact you in connection with the logistics of each market day. Data Protection legislation allows us to process this information as we regard it as being in the Market's legitimate interest. If you are unable to supply the information requested then we will be unable to accept your stall at our Market.

The paper version of the information you supply will be held in a folder kept in a filing cabinet at the home of the Committee member responsible for Stall Holder Liaison and only this person will have access to the paper version. The information contained on the paper version will be transferred to electronic format (Microsoft Word and Excel) and, in this format, may be shared with other members of the Committee but we will not pass this information to anyone else.

You have the right to ask for copies of your personal data that we hold, by making a subject access request, to ask for your data to be rectified if it is incorrect and to have your data erased if it is being processed without a lawful basis. Paper and electronic forms will be retained for current active stallholders, new applicants and other stallholders who've attended the Market in the last three years. All other forms will be destroyed.

If you are concerned about the way your information is being handled please speak to our Data Protection Officer (see contact details below). If you are still unhappy you have the right to complain to the Information Commissioners Office.

Data Protection Officer: Pete Briggs, 12 Glen Road, Weetwood, Leeds LS16 5NJ, Tel: 0777 209 2505, Email: p.briggs682@btinternet.com