



HighamFerrersFarmersMarket

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Farmers' Market Rules

1. All produce must be locally grown or locally produced. Local means within 50 miles of the Market. Producers outside 50 miles (but within 100 miles) may be considered if they offer the most local supply of a particular product.

Where more than one producer of the same type applies for a vacant Market stall preference will be given to the most local producer, at the discretion of the management.

Own Produce – All produce sold must be grown, reared, caught, brewed, pickled, smoked or processed by the stallholder.

'Own Produce' means:

For primary produce, including livestock, that it has been grown or finished on the producers' land.

For processed meat products, that the meat should be primary produced as defined above.

For other processed foods: that the products have been made within the defined radius and ingredients sourced locally where possible.

Crafts and processed products using materials from outside the area shall be excluded in favour of food products, which have an entirely local origin. The proportion of the Market represented by processed products and crafts shall generally not exceed 25% except in the winter months when it shall not exceed 50%.

2. Stalls must be staffed by the producer, their family or an employee who is directly involved with the growing/producing of the product on sale.

Producer co-operatives and community associations such as local allotment societies or Women's Institute groups may be agreed as principal products on a case by case basis. In all cases they must be bona fide producers.

3. Producers must sell only their own produce at a stall, all of which must have been stated on the License Application Form. A change of trade is not permitted without reapplication.

4. Added value products must contain at least one local raw ingredient with 10% as a minimum.

5. All stalls must comply with current Trading Standards and Environment Health requirements.

Information shall be available to customers at each market about the rules of the market and the production methods used. The Market shall also publicise the availability of this information.

The Farmers Market shall be operated in accordance with trading standards, environmental health, alcohol licensing, market charters and other relevant legislation.

The policy of the Farmers Market in terms of sourcing locally produced food and encouraging sustainable methods of production shall be available to customers.

Producers must produce clear written information about production methods, which shall be available to any customer who requests it. The Market shall publicise the availability of this information. Producers shall be encouraged to welcome visitors onto their farm.

No genetically modified organisms are knowingly to be sold or included in products sold at the market.

6. Producers must maintain public, employee and products liability insurance.

7. All market stalls must be set up and vehicles removed by 8am in accordance with our Health & Safety guidelines. Free parking is available at the Doctor's surgery on Saffron Road, and at Roulton Engineering on Midland Road.

8. Should a stall holder need to take a holiday or is unable to attend for any other reason, you must notify the market manager on the contact details above, giving at least two weeks' notice. Failure to do this will incur a fine for the cost of the pitch.

9. **LITTER – NO MARKET LITTER SHOULD BE LEFT IN THE MARKET SQUARE**

PLEASE ENSURE THAT YOU BAG UP YOUR LITTER AND TAKE IT AWAY WITH YOU.

Stall Numbers

a) The market has set limitations on the number or percentage of stands under the following category.

i) Fresh Meat – 25%

ii) Vegetables – 8%

iii) Cheese – 8% (no more than 1 speciality cheese stall)

iv) Bread – 4%

v) Cakes – 12.5%

b) These have been created to ensure a viable trading environment is achieved for all traders. These rates will be adhered to unless mutual consent between the new trader, existing trader and the market can be achieved. In this situation the agreement will be placed in writing signed by all parties.

Waiting Lists

- a) If a trader wishes to sell at the market but the quotas as set in the rule on stall numbers have been reached then that trader will be placed on the waiting list.
- b) The waiting list will be kept by the market organiser and can be viewed by any trader, the public or possible new trader if requested. This list will be available on market days.
- c) To enter the waiting list a trader must provide a full application for the market and copies of the relevant documentation as set out on the application form.
- d) If a space becomes available this will be offered to the trader who is highest on the list, subject to not exceeding the agreed quotas, from within the core catchment area as set out in rule 1.a. will be selected. If no trader is on the list within this area then the trader at the top of the list within the area defined in rule 1.b. will be offered a place.
- e) Traders will be asked annually if they wish to remain on the list.
- f) If a trader on the waiting list brings the market into disrepute while on the waiting list they will be removed from the list. This will be communicated to them in writing. This will include the reason for removing them.

Complaints

- a) Complaints should be passed to the market organiser. This can be done verbally, over the phone or e-mail.
- b) Lesser transgressions of the rules will result in disciplinary action – two verbal and one written warning; continued non-compliance will result in dismissal.
- c) Significant breaches of the rules will see instant dismissal from the market. Example of significant dismissal include: bringing the market into disrepute, breaching environmental and or health and safety procedures or treating the market organiser or any other trader in a physical or verbally aggressive way.
- d) The market organiser's decision is final.

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Amended August 2014