

# NORTHUMBERLAND

## Northumberland County Council

### **Morpeth Farmers Market Criteria**

Farmers Market means that there are rules you must follow to be allowed to trade at the market. Please read the following information carefully.

#### **Local Production**

- All products sold on the market must be raised, grown or produced within 50 miles of the market.
- Producers from up to 100 miles from the market may be considered if there is no suitable application from a local producer.
- The person selling the products must be either the principal producer or a representative involved in the production process.

#### **Producer**

- You must sell your own produce only.
- Your employees who attend the market must be directly involved in the growing, raising or production of the goods sold.
- If you sell raw meat together with ready to eat foods, whether pre-packed or not, you must be licensed under the provisions of the Food Safety (General Food Hygiene) (Butchers Shops) Amendment Regulations 2000.
- If you are a primary meat producer you must have copies of livestock movement records for cattle, sheep and pigs, stamped and dated by your abattoir. The information must be available at each market showing where the livestock has been reared so that all meat sold at the market can be traced.
- If you are applying as a community or local growers association, the association must select one person to attend the market to sell the produce of the organisation. This person must be directly involved in the growing or producing of some of the products on sale. Each separate producer must fill in an application form.

#### **Own produce**

Own Produce means:

- If you sell a primary product, the produce must spend at least 50% of its life on your land. A primary product is unprocessed produce for example raw meat, poultry, vegetables and plants.
- If you sell processed meat, poultry or vegetable products, the main ingredient must spend at least 50% of its life on your land.
- If you sell processed food products, other than meat, poultry or vegetables, they must be produced within 50 miles of the market. You are not allowed to buy produce to re-sell at the market unless you have significantly changed them. Wherever possible all processed goods should contain at least 10% local ingredients.
- Where craft products are sold – they must have been made within 50 miles of the market.
- Anyone selling alcohol is responsible for arranging their own alcohol licence with Northumberland County Council.

#### **Genetically Modified Goods**

No genetically modified produce or goods containing genetically modified ingredients may be knowingly sold.

## **Other Producers**

At the market manager's discretion and only to maintain the viability of the market, a maximum of two stalls per market will be permitted that do not entirely meet the produce requirements of the farmers market. These stalls will be located aside from the main market and will not sell produce in competition with compliant farmers market stalls. They will be clearly signposted and their non-compliant produce clearly labelled.

In addition, at the market manager's discretion and only to maintain the diversity of produce on the market, a maximum of one 'guest producer' per market will be permitted. This producer will meet the normal requirements of the farmers market except that they will be based more than 50 miles from the market, and they will not sell any produce that is sold by any other producer on the market.

## **Stall allocation**

- We want to achieve a good mixture of uses but the following things will be taken into account where lots of producers apply to sell the same product:
  - primary products – producers closest to the market
  - processed food products – producers using the most locally produced ingredients
  - craft products – producers who use local materials.

## **General Information**

### **Where the stall will be located**

- Morpeth Market Place.
- We will give you a stall which measures approximately 3m by 3m. The market stalls have canopies and tables.
- Electricity is supplied.

### **When you can use the stall**

The stall can be used from:

Saturday 5 April 2014	9.00am to 3.00pm
Saturday 3 May 2014	9.00am to 3.00pm
Saturday 7 June 2014	9.00am to 3.00pm
Saturday 5 July 2014	9.00am to 3.00pm
Saturday 2 August 2014	9.00am to 3.00pm
Saturday 6 September 2014	9.00am to 3.00pm
Saturday 4 October 2014	9.00am to 3.00pm
Saturday 6 November 2014	9.00am to 3.00pm
Saturday 6 December 2014	9.00am to 3.00pm
Saturday 3 January 2015	9.00am to 3.00pm

Saturday 7 February 2015

9.00am to 3.00pm

Saturday 7 March 2015

9.00am to 3.00pm

### **Costs**

- The pitch fee will be as determined by Northumberland County Council.
- If you are successful you will have to pay this fee and sign the market application form.
- Once you have paid, the fee cannot be refunded unless the market is cancelled by us.
- **Please do not send any money with your application form**

### **Insurance**

- You can only use a stall if you have Public Liability Insurance. You must have a minimum cover of £5,000,000.
- If your application is successful, you must give us a copy of your insurance policy which shows:
  1. The type of cover you have
  2. The name of the company insuring you
  3. The name of the policyholder
  4. The policy number
  5. The dates when the policy starts and ends
  6. The amount you are covered for – known as the indemnity limit

### **Alcohol**

If you are selling alcohol you must have all relevant licences. Northumberland County Council's Licensing Department control the grant of premises licences to sell alcohol and currently issue a licence for one business to sell alcohol products per market.

### **How we allocate stalls**

In order to maximise the appeal of the market to shoppers we seek to have a good mix of products and a balance of regular and new traders. Stalls are allocated on this basis. What if I'm a new trader trying to get on? Don't give up, keep applying and you may find an opportunity to trade eventually.

### **Other rules you must follow when using the stall:**

- No vehicles of any kind can be left on the market
- You can load and unload your vehicle until 8:30am then all vehicles must be removed from the market. You will not be able to trade at the market if you arrive after 8:30am.
- **You are responsible for removing your own rubbish. It is an offence under Sections 33(1)(a) and 33(6) of the Environmental Protection Act 1990, as amended, to deposit waste, or knowingly cause or knowingly permit a deposit of waste, onto land that is not permitted for that purpose. This includes the "tipping or dumping" of any waste by traders. The Clean Neighbourhoods and Environment Act 2005 contains a number of provisions relating to fly-tipping, including increasing the penalty on conviction to a maximum fine of £50,000 and/or up to five years imprisonment. Those convicted of fly-tipping offences can now be made to pay the costs of enforcement and investigation, as well as the clear-up costs. Please be in no doubt that it is the policy of this Authority to prosecute offenders.**
- You are required by Trading Standards to display your trading name and prices clearly on your stall. If you want more information or advice about trading standards please contact Northumberland County Council's Trading Standards on (01670) 534585 (For out of normal hours this number has voicemail facility) Fax: (01670) 534590  
e-mail [tradingstandards@northumberland.gov.uk](mailto:tradingstandards@northumberland.gov.uk)

- You are also required to display where the products are produced.
- You must obey all relevant laws including Food Safety Regulations if these apply to your activity at the market. If you want more information or advice about food safety please ring Environmental Health on 0845 600 6400. You must be able to prove that you have registered your food premises. You are required to display your food hygiene rating each time you are licenced to trade.
- We work closely with the trading standards and food safety teams and give them a list of traders for each month's market. They regularly visit the market to inspect traders and their produce.
- Please note that generators, chillers and freezers will not be allowed into the market without consent. They will need to be placed within the area you are given and be properly maintained and silenced.
- You have to make your own arrangements for parking in Morpeth.
- If you are unable to trade on the date you are given you must tell us immediately so that we can make other arrangements for your stall. You must give us at least 48 hours notice. If you do not you will not be allowed to trade on the next Market day. **Please note that the licence fee will not be refunded to you**
- You must make your own arrangements for hand washing and toilet facilities.

### **National Fraud Initiative - Fair Processing Notices**

The Council has to make sure that the money we use is safe from fraud. We may use the information you have provided on this form for the prevention and detection of fraud. We can also share the information provided with other organisations responsible for auditing or administering public money for these purposes. For further information, contact the Freedom of Information and Data Protection Officer at Northumberland County Council. Email: [FOI@northumberland.gov.uk](mailto:FOI@northumberland.gov.uk) .

Please complete the attached application form if you would like to apply for a stall at the Market.

# NORTHUMBERLAND

Northumberland County Council

## Application form for Morpeth Farmers Market

Before completing this form you are advised to read carefully the market criteria and general information attached to this application. This application form should be submitted to:-

Markets Officer  
Northumberland County Council  
Local Services Northern Area  
Coopies Lane Depot  
Morpeth  
NE61 6JT

Applicant (in block capitals)	Business Premises details
Title .....	Business name .....
Surname .....	Premises name .....
Forename .....	Trading Address .....
Middle Name .....	.....
Address .....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	Postcode .....
Post code .....	business telephone number .....
Home telephone number .....	fax number .....
Mobile telephone number .....	website address .....
Email address .....	company registration number .....
Date of birth .....	VAT registration number .....
NI number .....	Acreage (if applicable) .....
	Holding number .....

### Insurance Details (minimum of £5m is required)

Insurance company name .....

Policy number .....

Start date .....

Expiry date .....

**Do you trade at any other farmers market?**

Yes/No	If yes please give details of the markets
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**Do you trade at any FARMA certified markets?**

Yes/No	If yes please give details of the markets
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**Have you been inspected by any other market organiser?**

Yes/No	If yes please give details of the markets
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<b>Please indicate which days you want to have a stall</b>	<b>Full stall/Part stall</b>	
Saturday 5 April 2014 (9.00am to 3.00pm)	Yes / No	Full/Part
Saturday 3 May 2014 9.00am to 3.00pm)	Yes / No	Full/Part
Saturday 7 June 2014 (9.00am to 3.00pm)	Yes / No	Full/Part
Saturday 5 July 2014 (9.00am to 3.00pm)	Yes / No	Full/Part
Saturday 2 August 2014 (9.00am to 3.00pm)	Yes / No	Full/Part
Saturday 6 September 2014 (9.00am to 3.00pm)	Yes / No	Full/Part
Saturday 4 October 2014 (9.00am to 3.00pm)	Yes / No	Full/Part
Saturday 6 November 2014 (9.00am to 3.00pm)	Yes / No	Full/Part
Saturday 6 December 2014 (9.00am to 3.00pm)	Yes / No	Full/Part

Saturday 3 January 2015 (9.00am to 3.00pm)	Yes / No	Full/Part
Saturday 7 February 2015 (9.00am to 3.00pm)	Yes / No	Full/Part
Saturday 7 March 2015 (9.00am to 3.00pm)	Yes / No	Full/Part

<b>Your right or others working on your stall's right to work in the UK</b>	
Are there any restrictions which might affect your right or others working on your stall's right to work in the UK?  Yes / No	If yes please give details

<b>Please indicate your core business</b>	
<b>PRIMARY PRODUCTS</b> meat/poultry ..... fruit/vegetables ..... eggs ..... herbs ..... plants/seeds ..... Other .....	<b>PROCESSED PRODUCTS/CRAFTS</b> Sausages/Burgers ..... Pies/quiches ..... Cakes ..... Drinks ..... Cheeses ..... Confectionery ..... Sauces ..... Non-food items ..... Breads ..... Craft type ..... Jams ..... Other .....

<p><b>Please list all the products or produce you intend to sell at Morpeth farmers market. Please include as much information as you can as you will only be allowed to sell produce listed on this application form. You may be asked to remove any items you have not listed.</b></p>

<p><b>You must give details of the raw ingredients or principal materials for your products you are selling. You must give details of where they have been made and where the main ingredients</b></p>
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have been produced. You must also give details of what percentage of local produce is used as you should include at least 10% local ingredients, preferably 25%. You should keep receipts as proof of local origin as Trading Standards may ask for these.

<b>Details of person (s) selling the produce:</b>	
Name (s) of person(s) who will be selling the produce ..... ..... .....	What position or relationship does the above have with your business or organisation: ..... ..... .....

<b>Are you a member of any assurance or certification scheme? Please give details.</b>
..... .....

<b>An electric supply is available</b>	
Do you need to bring a generator / chiller or freezer?	Yes / No  If yes please give details ..... ..... .....

**Applicant Statement**

I agree that I hereby apply for a Morpeth Farmers Market stall.

I agree this transaction is subject to contract and that the final selection of traders for this market is the responsibility of the Markets Officer only.

I have read and understood the general information and certification rules and comply with all requirements to trade at Morpeth Farmers Market.

I understand that my details will be passed on to Environmental Health and Trading Standards officers and they may raise issues which may affect my ability to attend the market.



I agree that the Council has to make sure that the money we use is safe from fraud. I agree that the Council may use the information I have provided on this form for the prevention and detection of fraud. I agree that the Council can also share the information provided with other organisations responsible for auditing or administering public money for these purposes.

Signed .....

Print Name .....

Dated .....