



Dear _____,

Taunton Farmers Market Application Pack

Thank you for requesting an application pack to join Taunton Farmers Market. Within the pack you will find;

1. Application Form
2. Criteria and Rules for Taunton Farmers' Market
3. Risk Assessment Form

Please complete the Application and Risk Assessment forms, and return them with a copy of your Public/Employers Liability Insurance.

Once we have received your application it will be discussed at our next board meeting, which take place once a month. After which we will notify you of our decision. We may restrict what you are entitled to sell, due to products sold by current stallholders.

Should you have any questions please do not hesitate to contact us, or pop along to the market on a Thursday in person.

With kind regards,

Mr Graeme Wallace
Chairman



CRAFTS/ARTISANS APPLICATION FORM

Contact Name _____ Company _____

Address _____

Postcode _____

Telephone _____ Mobile _____

Email _____ Website _____

Twitter _____ Facebook _____

Holding Number _____

Business Description _____



QUALITY LOCAL PRODUCE AT ITS BEST

CRITERIA and RULES for TAUNTON FARMERS' MARKET

1. Market stall holders will come from the local area. This area has been set as a 30 mile radius of the market.
2. All products sold must be made by yourself, and, if possible, the materials should have a low environmental impact and be sourced locally.
3. The craftsperson or artisan producer, or someone involved in making the products, must attend each market.
4. Each stall holder will comply with all relevant legislation both at their place of business and at the market, in addition each stall holder must have public and product liability of £5 million or greater. Documentary evidence of these requirements will be inspected annually and should be available at every market.
5. Products not listed on the stall holders' application form and approved by the market committee may be removed by the market organiser. An additional form should be completed to add new items to your range.
6. If a stall holder changes their business structure/production system or process/location they must inform the market. If the change means that they move outside the rules/area of the market then the market reserves the right to remove the stall holder from the market.
7. Stands should at all times be neat and tidy, and tables should be covered with cloths to floor length.
8. Stallholders are responsible for clearing litter around their stand and must leave the area tidy and litter free. No smoking on or near any stall.
9. Stands must be operated between the hours of 9am and 3pm. All vehicles to leave the area by 8.30am and not return until 3pm. Packing up should not begin until the market closes. We ask that, even if you sell out, you remain at the market until closing to maintain the look of the market.
10. Vehicles should enter from the south end of the High Street (Vivary Park end) and leave from the North end (Parade end). The only exception to this being stalls immediately outside Boots whose vehicles should both enter and leave by the North end.
11. Stalls should be clearly labelled with the business name and address.
12. Payment is monthly in advance on the last Thursday of every month. No refunds will be made unless a member gives at least one week's notice [ie by 3 pm on a Thursday], then the pitch fee for that week is carried forward to the following month. If a member only gives at least 2 full day's notice [ie by midnight on a Monday], then 50% of the pitch fee for that week is carried forward to the following month. With any shorter period, there is no carry forward, unless the Board considers the circumstances to be so exceptional that a whole or partial carry forward is allowed.
13. Stall holders who do not attend 90% of their agreed markets (weekly, fortnightly, monthly or seasonally) will be asked to leave to make way for producers on the waiting list. Extenuating circumstances will be taken into consideration on an individual basis.
14. Complaints should be passed to the market organiser or to any committee member. This can be done verbally or in writing and/or by phone or by email.

15. The board reserves the right to accept any stall/stallholder on to the market if they believe them to be advantageous to the market.
16. Any decision by the market board is final.
17. Any further guidance on these rules please look at FARMA website www.farma.org.uk



TAUNTON FARMERS' MARKET - RISK ASSESSMENT FORM

Contact Name

Address

Company Name

Postcode

Stall Description:

Risk Assessment performed by:

Date of Assessment:

Signature

HAZARD	PERSONS AT RISK	CONTROLS TO MINIMISE RISK	FURTHER ACTION

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