

STEYNING FARMERS MARKET

ORGANISATION

- **The Farmers Market takes place on the 1st Saturday of every month and is situated in the High Street Car Park High Street Steyning (Closed to parking during market hours).**
- **The market is open to the public from 9am to 1pm.**

UNLOADING and LOADING

- **No vehicles are allowed into the Farmers Market trading area at anytime**
- **Vehicles will be able to enter the car park and unload from 7.30am until 8.30am**
- **Vehicles will be able to enter the car park and re-load between 1pm to 2pm**
- **NO PARKING ON SITE (Exception will be made for essential refrigerated vehicles where no other means of storing food at ambient temperature is available)**
- **Vehicles must be unloaded and then parked at the Steyning Grammar School Car Park up Church Street off Vicarage Lane – opposite St Andrews Church (at time of publishing – parking supplied free by the school)**
- **All stalls must be set up AFTER unloading and parking vehicles**
- **DO NOT PARK IN ADJOINING ROADS**

PUBLIC SAFETY

- **No vehicles will be allowed to enter the car park after 8.30am**
- **All vehicles must be removed from the car park by 8.45am**
- **No vehicle movements will be allowed during market hours**

GENERAL MATTERS

- **A NO SMOKING POLICY EXISTS AT ALL TIMES, THIS INCLUDES E-CIGARETTES.**
**Failure to comply will mean immediate closure of your stall.*
- **Stallholders should not close down or pack up during market trading hours.**
- **Stall areas should be kept clean and tidy.**
- **Stallholders are responsible for their own security.**

- **Allocation of stalls is solely the responsibility of the Market Co-Ordinator**
- **ANY TRADE WASTE MUST BE TAKEN AWAY AT THE END OF THE MARKET.**

VEHICLES and TRAILERS

- **Due to size restrictions special arrangements must be made with the organisers if traders wish to sell directly from a vehicle or trailer.**

*Steyning Farmers Market criteria and general information will be kept under review and may be altered to take account of changing circumstances.
Effective from June 2021*



Buy fresh - Buy local

STEYNING

FARMERS MARKET

Criteria and General Information

*Steyning Farmers Market is organised by Louise Crush
on behalf of Steyning & District Business Chamber*

Criteria for participation at STEYNING FARMERS MARKET

PRODUCERS who attend are expected to meet the following criteria:

1. Locally Produced

Only produce from the defined area shall be eligible for sale at Steyning Farmers Market. Producers from the area defined as local will be given preference.

- The defined area is a distance of 30 miles from the market site. Producers from a distance of more than this may attend the market if there is no suitable local producer of a given product.
- The Organisers may change the radius of the Farmers market to accommodate specific needs; however no producer should come from beyond 100 miles of the market.
- Priority will be given to the most local producer, when space becomes available at the market, without compromising quality.

2. Principle producer:

- Stalls must be staffed by the producer, their family or a representative directly involved with the growing/production of the food on sale.

3. Primary Produce:

Primary Produce must have been grown /reared by the stallholder.

• Beef and Lamb

In the cases of beef and lamb, it will be considered appropriate for livestock farmers to finish beasts bought-in from neighbouring farms, using the criteria laid down by FABBL, 180 days for cattle and 90 days for lamb.

• Game:

Game shot or caught within the local area may be sold at farmers markets by the person licensed to hunt the game or a dealer who can produce receipts from a local, licensed hunter.

Sellers of game must provide an up-to-date game dealers license authorising the dealing, processing and selling of game.

• Fish:

Ideally, fish should be sold by the fisherman concerned; however a representative from a number of known local boats may attend as long as the fishing grounds are known local inshore waters and those receipts proving this can be produced.

4. Secondary Produce:

- Anyone processing produce or adding value is a secondary producer. Wherever possible all processed goods should contain at least one ingredient from within the defined local area (Not merely bought locally). The recommended minimum amount of local ingredient/s is 10% for each finished product.
- No bought in produce. As proof of origin the stallholder should keep receipts for inspection by trading standards and the organisers.

5. Plants:

We encourage the sale of plants grown from seed or cuttings, where some degree of skill is involved in the growing. Plugs of small plants may be purchased and potted on, but must not be sold until they are well established and their roots are visible at the bottom of the pot. Under no circumstances may producers buy in mature plants for immediate resale. Some skill must be used in improving these plants prior to resale.

6. Rural Hand-made craft products:

- Only products derived from the land with the defined area and crafted locally, using naturally occurring materials. For example willow baskets, coppice products, and charcoal. The proportion of the market represented by crafts will not be allowed to exceed 25% of the total stalls at any Farmers market.

7. Alcohol

- Special licensing arrangements must be made in order to sell alcoholic beverages.
- The Market Organisers will arrange the TENs (Temporary Events License) – but sellers of alcohol will pay an extra cost of £3.50 on top of their pitch fee.

8. Collaborative Groups:

- Producer's cooperatives and community associations such as local allotment societies or WI groups may come together as a collaborative group.
- Providing:
 - The primary and secondary producer criteria is met.
 - Each producer retains ownership of stock. (No stock is 'bought in')
 - Produce is clearly labelled with producers name and place of business in addition to legal labelling requirements

- At least one producer in the collective must be selling at all times.
- Each producer of the collective completes an application form and provides evidence of insurance.

GENERAL INFORMATION

1. APPLICATIONS

- The Organisers will consider all applications; however, they reserve the right to refuse any application.
- Generally, no more than two producers in each category of produce will be allowed. Exceptions may be made where producers trade in one type of meat. (i.e specialize in either Beef, pork or lamb)
- Only produce included on the initial application will be allowed, any additional produce or product will need completion of a further application form and agreement by the Organisers before being sold.

2. INFORMATION

- Producers should provide information about their production methods.
- Information on the rules of the market will be available on request
- Producers must display business name and address clearly and provide information about production practices. Products must be traceable.
- Producers may be required to provide information about their trade for the effects of evaluating the impact of the market and for the planning of future markets.

3. LAWS AND REGULATIONS:

• TRADING STANDARDS

- You are responsible for complying with the relevant Trading Standards legislation and regulations regarding the production, preparation, labelling, display, storage and sale of goods.
- Food must be marked and priced according to legal requirements.

• FOOD SAFETY

- You are responsible for complying with the relevant legislation and regulations regarding food safety requirements
- **Food Safety the Four Hour Rule:** For chilled foods the required temperature is 8°C or below, unless a lower temperature is necessary for food safety reasons. The 8°C requirement is specified in regulation 4(1) of the Food Safety (Temperature Control) Regulations. However, regulation 7(1) of the Regulations provides that a food business may offer a legal defence against failure to observe the 8°C requirement providing the food was displayed for a single period of up to four hours to allow for service of display.
- We wish to encourage high standards of food safety and best practice and would encourage traders to use chillers and freezers to display their products wherever possible. A power supply may be available, please check with the Market Organisers.
- Trading Standards and Environmental Health Officers will make unannounced visits to farmers markets.

• INSURANCE

- Stallholders must have adequate **public, employee and products** liability insurance. Photocopies of relevant certificates etc should accompany your application. Proof of renewal of insurance will also be required at the appropriate time.

4. VERIFICATION

- The organisers may make scheduled visits to places of production to verify compliance with the "Producer-only" rule. Complaints of suspected violations of the "Producer-only" rule must be submitted in writing to the organisers and signed. Refusal to permit reasonable visits to a site will result in suspension or expulsion from the market.

5. GENERAL

- Only certified organic producers can trade under the "organic" label and must display organic certification from an accepted body.
- No genetically modified (GM) produce or produce knowingly containing GM ingredients can be sold at this market.
- Food Safety
- Animals must be kept under humane conditions. Producers free from prosecution or threat of prosecution.
- This market does not permit /support the purchasing / repackaging & selling on of finished or imported goods.
- Any stallholder considered to be flouting any of the above criteria or of behaving unacceptably will receive a written warning about their conduct. Any further disregard for the rules or uncooperative behaviour may result in a

stallholder being excluded from the market.

6. Non-Attendance

- Stallholders are required to give at least 1 weeks' notice if unable to attend the market that month, later notification or no-shows will result in the loss of your pitch fee.

Steyping Farmers Market is organised on behalf of Steyping & District Business Chamber by
Louise Crush 07905 405454

steypingfarmersmarket@gmail.com

STEYPING FARMERS MARKET

**Steyping Farmers Market is held every 1st Saturday of the month
Steyping High Street Car Park**

Fees

You may pay for one month, three months, six months and twelve months in advance.

The fees currently charged are as indicated below:

For 1 pitch (as from June 2021)

1 month £35.00

3 months£96.00

6 months..... £180.00

12 months..... £345.00

For 1 pitch without gazebo

(new from June 2021)

1 month £30.00

3 months£81.00

6 months..... £150.00

12 months..... £288.00

For a double pitch

(as from June 2021)

1 month £55.00

3 months£150.00

6 months..... £282.00

12 months..... £546.00

Charity/Community Pitches

(as from July 2020)

£20

This fee includes the provision of a covered stall and table(s).

We regret only the stalls provided can be used.

In limited circumstances and subject to prior written agreement a pitch with trailer may be permitted but it must be designed to trade within a 2.5m x 2.5m pitch