



ADUR MARKETS CRITERIA & GUIDANCE 2018



Farmers' & Artisan Markets offer producers a retail outlet that enables them to sell direct to the public. The long-term aims of the Market are to promote healthy eating and more environmentally friendly and sustainable food production, as well as the encouraging creative skills in arts and crafts using locally sourced materials.

CRITERIA for participation selling Local Food & Drink, Arts & Crafts at Shoreham Farmers' Market, Shoreham's Artisan Market, and The Lancing Village Market

Locally Produced:

The defined area is a distance of 50 miles from the market site (due to the markets coastal location).

Producers from further afield 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; Ideally no producer should come from beyond 100 miles of the market.

Category 1 - Primary Produce:

- Includes eggs, fruit, vegetables, herbs, meats, dairy products, honey and bee products, wine, cider, beer, fruit juices, flowers and plants.
- Plants may include planted baskets if wholly grown and arranged by producer.
- Exceptions may be made for products which are not available locally or to respond to customer demand
- The organisers will permit the sale of locally caught fish, seafood or farmed fish.
- All animals to be kept under humane conditions and producers free from prosecution or threat of prosecution

Category 2 – Secondary Produce: Hand made consumable products

- Anyone processing produce or adding value is a secondary producer.
- Includes ready-made meals, beer (Brewer), condiments, confectionary, preserves, cakes and desserts whose principal ingredients are from primary produce from category 1.
- All processed goods must contain at least one ingredient of origin from within the defined local area (not merely bought locally) The minimum local ingredient is 10% of each product

Category 3 – Hand made craft items

- Only products crafted from locally sourced materials, or imported goods ethically produced that are not available locally.

Principle Producer:

- Someone directly involved in production shall operate the stall; or someone employed by the producer who has significant knowledge of production methods.

Collaborative Groups:

- Producer's cooperatives and community associations such as local allotment societies or WI groups may be agreed as principle producers on a case by case basis by the organisers.
- Small-scale producer's, either primary or secondary may come together as a collaborative group. The criteria for both primary and secondary produce will apply

In addition:

- Each producer retains ownership of stock. (No stock bought in)
- Produce must be 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 to complete and sign application form and provide evidence of insurance.

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 these markets.
- No additives or artificial colouring in any product.
- No processed fats (such as Hydrogenated fats) to be used in any product.
- This market does not permit / support the purchasing / repackaging selling on of finished goods.

Policy and Information

- The producers should be able to provide information about their production methods.
- Producers must display business name and address clearly and provide information about production practises.
- 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.

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Laws and Regulations: Food Safety, Trading Standards and Insurance etc.

- You are responsible for complying with all laws and regulations regarding the production, preparation, labelling, display, storage and sale of goods and also the relevant Trading Standards legislation. Food must be marked and priced according to legal requirements.
- 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.
- 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. Power supplies are available if requested in specific areas. Sneeze guards are also a welcome addition, along with frozen chill packs under produce where necessary (especially summer months).

Alcohol and game:

- Special licensing arrangements must be made in order to sell alcoholic beverages or game at a market.
- Sellers of alcohol must provide proof of an adequate off licence on the day of the market.
- Sellers of game must provide an up to date game dealers licence authorising the dealing, processing, and selling of game.

Applications:

- The organisers will consider all applications however they reserve the right to refuse any application without giving a reason.
- Normally no more than a maximum of **3** producers in each category of produce will be allowed.
- **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 organiser before being sold.**

Verification:

- The organisers (or their chosen representative) 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.
- Meat producers may be required to produce copies of slaughter certificates and animal movement records to satisfy trace-ability legislation and the “producer-only” rule

Suspension or Exclusions

- The organisers reserve the right to suspend or exclude any producers if for any reason they fail to meet the criteria set or act in an unreasonable manner or who bring Shoreham Farmers Market into disrepute.

General Matters

- Stallholders should not close down (unless sold out) during market trading hours (meat sellers without refrigeration are exempt)
- Stall areas should be kept clean and tidy
- Stallholders are responsible for their own security
- A no smoking policy applies to all stallholders
- Allocation of stalls is solely the responsibility of the Markets Officer
- Stallholders are responsible for clearing up their stall area, picking up and bagging rubbish and sweeping the area. It is extremely important that stall areas are left clean and free from rubbish at the end of the market. **YOU MUST TAKE YOUR RUBBISH AWAY AT THE END OF THE MARKET.**
- No political propaganda or the raising of any petitions etc. will be allowed on any market stall
- The organisers reserve the right to remove side and back sheets or to close the market early without prior notice in the event of adverse weather conditions.

ORGANISATION OF SHOREHAM FARMERS' MARKET

- Held on the second Saturday of every month, Shoreham Farmers' Market will be situated in East Street, Shoreham by Sea. * The market is open to the public from 9am to 2pm.
- Vehicles will be able to unload in the designated areas from 7.30am until 8.15am
- Entry to the market is via East Street from New Road, High Street or St Mary's Road
- Once unloaded vehicles must be parked at Shoreham Railway Station car park, high sided vehicles may use the Shoreham Centre car park (a valid ticket **MUST** be purchased).
- In the interests of public safety, no vehicle movements will be allowed between 8.15am and 2pm.
- Vehicles will be able to re-load in the designated areas after 2pm
- No vehicles are allowed to enter the Market trading area at any time.

ORGANISATION OF THE LANCING VILLAGE MARKET

- Held on the third Saturday of every month, The Lancing Village market will be situated in North Road, Lancing. * The market will be open to the public from 9am to 1pm
- Vehicles and trailers will be able to unload in the designated areas from 7.30am to 8.15am.
- Entry to the market is via North Road, from the North or South.
- Once unloaded vehicles must be parked in Littlecroft car park, to the rear of Queensway, Lancing (a ticket is **NOT** required).
- In the interests of public safety, no vehicle movements will be allowed between 9.00am and 1pm.
- Vehicles will be able to re-load in the designated areas after 1pm
- No vehicles are allowed to enter the Market trading area at any time.

ORGANISATION OF SHOREHAM'S ARTISAN MARKET

- Held on the fourth Saturday of every month, Shoreham's Artisan market will be situated in East Street, Shoreham by Sea. * The market will be open to the public from 9am to 2pm
- Vehicles and trailers will be able to unload in the designated areas from 7.30am to 8.15am.
- Entry to the market is via East Street from New Road, High Street or St Mary's Road
- Once unloaded vehicles must be parked at Shoreham Railway Station car park, high sided vehicles may use the Shoreham Centre car park (a valid ticket **MUST** be purchased)..
- In the interests of public safety, no vehicle movements will be allowed between 9.00am and 2pm.
- Vehicles will be able to re-load in the designated areas after 2pm
- No vehicles are allowed to enter the Market trading area at any time.

PAYMENTS & INFORMATION RELATING TO MARKET ATTENDANCE

- Business owner, stall holder are responsible for informing the Markets Officer of intention to attend each individual Market. Also when taking a break or holiday.
- Payments for each Market are to be made in advance; retrospective payments are not allowed or encouraged.
- Payments should not be made in cash or cheque without prior arrangement/agreement.
- Payments can be made by invoice, BACS or miscellaneous online payment method through the councils website

CANCELLATION OR TERMINATION

- In the event of the Market being cancelled or terminated due circumstances outside the organisers control (including adverse weather conditions) no refunds will be made.

VEHICLES and TRAILERS

- Due to size restrictions special arrangements must be made with the organisers if traders wish to sell direct from their own vehicle or trailer.

Contact Details

Markets Officer
Place & Economy Team
Adur & Worthing Councils
Room 22,
Worthing Town Hall
Chapel Road
Worthing
West Sussex BN11 1HA

01273 263265

Shoreham Farmers Market and Artisans Market criteria for the sale of local food & produce and general information will be kept under review and may be altered to take account of changing circumstances.

Effective from August 2018

Please note:

This criteria and guidance relates only to the sale of local food and drink, arts and crafts as defined above

Please sign below to accept these Terms & Conditions

<i>Business Name</i> (please print)	
<i>Proprietor Name</i> (please print)	
<i>Representative Name</i> (If applicable)	
<i>Signature</i>	