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Membership Application Form

***NB: In line with GDPR obligations, please note that the information you have provided below will be held at the following places in our organisation – TVFMC Office; given to our Market Managers & Directors for contact purposes regarding market attendance and trading updates; and on the TVFMC Website (***[***www.tvfm.org.uk***](http://www.tvfm.org.uk)***). Please note that we will never pass your details onto anyone else, except that information you have requested be listed on our website and is therefore in the public domain.***

**COMPANY TRADING NAME:**

**DATE:**

**Becoming a Member of**

**Thames Valley Farmers’**

**Market Co-operative Ltd**

**Who can join?**

We welcome applications from local producers who would like to trade at one or more of our markets.

Membership of our co-operative will allow you to sell your produce at professionally managed, well promoted markets that are part of an organisation that is owned and run by its members. All the money we raise is ploughed back into the organisation for the benefit of our stall holders.

We believe that Thames Valley Farmers’ Markets are some of the best in the country and we take great care to maintain high standards so that our customers can be certain of the quality and provenance of everything they buy. By joining us, you can benefit from high levels of customer confidence that we have built up over many years.

To safeguard our standards we generally only consider applications from:

Local producers (we define local as being within 30 miles of one of our markets).

Who are only permitted to sell produce that they have grown, reared, caught, brewed, pickled, baked, smoked or processed themselves.

If you are a secondary producer you will need to be able to demonstrate that your ingredients are as local as possible and, as a minimum, we ask that:

Any meat in your products (for example, in pies, pates or prepared dishes) is locally reared.

Every product you make contains at least 25% locally grown/produced ingredients.

All your ingredients are as local as they can be.

Imported ingredients are only used when there is no home-grown alternative.

We visit all new applicants so that we can be certain these standards are being met.

**Speciality Traders**

The majority of our members are local and our markets are principally for producers in the Thames Valley. However, we recognise that some produce is not readily available locally and in certain circumstances we will consider applications from producers who are over 30 miles from our markets or fall below our 25% rule. Speciality Traders are full members of TVFMC and have to meet the same standards. If you are outside our local area or are producers who do not meet our 25% criteria and you are interested in joining our co-operative, please speak to someone in the office.

**The Application Procedure**

If you think you meet our standards and you would like to apply for membership, fill in the Application Form and return it to the office by post or email.

If it looks as though you do not meet our standards we will tell you. If it is unlikely that we will be able to offer you space at any of your local markets (because they are already full or because they are not looking for more producers of your particular products) we will let you know and, if we can, give an indication of when space might become available.

If you proceed with your application, this will be reviewed by our committee. Once your application has been approved by the committee at their monthly meeting, we will ask our market managers to get in touch with you to agree when you can start to trade. This may be straight away or, if you will be selling products that are already available at that market, you may need to wait for two months while we consult with the existing stall holders.

**Other Requirements**

To become a member you will need to demonstrate that:

You have Public Liability Insurance for at least £5 million and Product Liability Insurance for at least £5 million.

Your insurance covers you for production and sale to the public at markets.

Your premises are registered with your local Environmental Health Office (legally you are required to register your premises at least 28 days prior to trading).

That all persons coming into contact with food have appropriate training.

That you have a documented food hygiene management system based on the principles of hazard analysis and critical control points (HACCP).

That you are aware of and meet all statutory requirements regarding food labelling and food safety.

Please contact us for further information on Tel: 01235 227266 or Email: [info@tvfm.org.uk](mailto:info@tvfm.org.uk).

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| --- | --- |
| **YOUR NAME** |  |
| **BUSINESS NAME** |  |
| **BUSINESS ADDRESS**  **(Note that correspondence will be sent to your business address unless otherwise indicated).**  **POST CODE** |  |
| **HOME ADDRESS**  **POST CODE** |  |
| **CONTACT NUMBER** |  |
| **EMAIL** |  |
| **WEBSITE ADDRESS** |  |
| **FACEBOOK**  **INSTAGRAM** |  |

**PRODUCTS**

Please tick the box that best describes your core business and list ALL the products or produce you intend to sell at farmers markets. Please note that if, in the future, you change your trade or develop new product lines, you will need to complete a new application form.

|  |  |
| --- | --- |
| **BAKERY** |  |
| **BEVERAGES** |  |
| **DAIRY AND EGGS** |  |
| **FISH** |  |
| **MEAT, POULTRY AND GAME** |  |
| **PLANTS AND FLOWERS** |  |
| **PRESERVES AND HONEY** |  |
| V**EGETABLES** |  |
| **CRAFTS** |  |
| **OTHER** |  |
| **PLEASE COMPLETE THIS SECTION AS FULLY AS POSSIBLE OR YOUR APPLICATION MAY BE DELAYED** |  |

**ARE YOU A PRIMARY OR SECONDARY PRODUCER? PLEASE TICK THE BOX THAT APPLIES**

|  |  |  |
| --- | --- | --- |
| **PRIMARY** |  | **Products that you aim to sell at market must be grown, reared or caught by the stallholder within 30 miles of our markets.** |
| **SECONDARY** |  | **Products that you aim to sell must be brewed, pickled, baked, smoked or processed using ingredients from within 30 miles of our markets (or, if they are crafts, finished off within 30 miles of our markets, having used British materials).** |

WE DEFINE THE LOCAL AREA AS WITHIN 30 MILES OF OUR MARKETS.

**INGREDIENTS**

If you are making products from raw ingredients (eg; cakes, breads or beers) **at least** **25%** of the ingredients you use must be produced or grown locally. If you are making meat pies or similar products the meat **must be** **100% locally reared.**  Local means within a 30 mile radius of the market. Labour does not count as the local contribution. Please give details of your local suppliers. You may be asked to evidence (eg; produce receipts) when your accreditation is approved. **Please also note that local does not mean your local butcher or supermarket.**

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**MARKETS**

Please confirm the markets you are interested in attending. Attendance will be subject to the availability of space once your application has been processed. Entering the names of the TVFMC markets you would like to attend is not a guarantee that you will be accepted on aa particular market. You will need to be within 30 miles of your chosen market(s) for your application to be given priority.

|  |  |
| --- | --- |
| Abingdon | Ascot |
| Beaconsfield | Charlbury |
| Little Chalfont | Newbury |
| Reading First Saturday | Windsor |
| Reading Second Saturday | Witney |
| Woodstock First Saturday | Woodstock Second Saturday |

**Will you personally be attending the markets to sell produce?**

**If not, please state who else will regularly be at the markets. To qualify to sell at the markets, produce must be sold by the producer, family member or someone who is directly involved with the growing, raising or producing the goods on sale.**

**Name and Relationship to Business\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Are you a member of any Assurance or Certification scheme (e.g. Organic, LEAF, FABBAL etc.)?  If you are, please include a copy of your Certification document with this application.

**Membership Charges**

**NB:  On approval, before start of trading, all traders must become members of the co-operative by purchasing £1 Share Certificate and paying pro-rata’d Annual Fee of £75.00 (start of term is 1st November until 31st October).  If trader decides not to continue trading within three months of joining, the Annual Membership fee paid will be refunded.  Stall Fees will be paid on a per market basis and fee category will be decided by the Committee.**

|  |  |  |
| --- | --- | --- |
|  | Due | Fee |
| **Share Certificate** | On approval | £1.00 |
| **Stall Fee** | Per Market | £33.00 for standard producers / £25.00 if categorised as Small Producer – Committee to confirm trading category |
| Membership Fee | Standard Annual Fee – 1st November until 31st October – pro-rata basis, reduced fee for traders attending one market or seasonal traders | £75.00 pro-rata’d by month trading starts, reduced fee to be advised at approval |

**Applicant Statement**

Please tick to acknowledge:

I agree to sell only items that I have produced, grown or raised.

Only the persons named above will be present at my stall.

I have read and understood the TVFMC Market Rules dated 2013 and agree to abide by them.

I understand that Environmental Health and Trading Standards Officers will communicate with the market organiser any issues, which may affect my ability to attend the markets

I agree to assist in any inspections required to verify the above statement.

I agree to copy my insurance certificates to the co-operative on my policy’s annual renewal and I accept that failure to do so could jeopardise my attendance at markets.

I agree to ensure that the cover for both public and product liability will be £5,000,000 each.

  I wish to become a member and shareholder of Thames Valley Farmers’ Market Co- operative Ltd, once my initial six month period of trading has completed.

**SIGNED AND DATED :**

**Any stallholder who falsifies information on this form will be suspended from trading**

**Please ensure that the following are included with your application form:**

Evidence that you are already registered with your local council as a food business (if applicable)

Photographs of your stall / **ALL** Products for sale

Copy certificates / letters from my insurers\* detailing policy numbers and indemnity limit for product insurance and public liability cover (\* delete as appropriate).

**Cover must be for £5,000,000 public and product liability each.**

**Equipment needed**

*PLEASE NOTE - Reading 1 & 2 & Charlbury Farmers’ Market provide some of the equipment detailed below, therefore, please speak to the office for clarification.*

Essential

* Gazebo (professional market gazebo recommended for appearance and longevity of use)
* Weights for gazebo
* Tables
* Change & Float
* Table coverings
* Banner or signage identifying your business (Legal requirement)
* EHO Registration Document (if selling food)
* Risk assessment document
* Product & Public Liability insurance certificate.
* Products must be labelled and priced clearly so visible.
* Bags to put produce in for customers.
* Bin liner (to take away rubbish at end of market).
* Fire blanket & fire extinguisher if cooking at market.
* Good handwashing facilities – basin with supply of hot and cold water, soap and hygienic hand-drying facilities.  (TOILET FACILITIES DO NOT COUNT)
* Sneeze Guard - for those selling unwrapped produce.

High Risk Produce (soft or semi-hard cheeses, most dairy products, cooked meat and vegetable products, most smoked or cured meat, fish and shellfish)

* Refrigeration Facilities/Ice Blocks – to keep high risk food at a temp of below 8°C.
* Spoons, tongs, plastic wrapping or disposable gloves to prevent direct contact with produce.

Low Risk Produce (biscuits, olives, etc, wrapped food, utensils using for food handling)

* Alcohol based hand gel/sanitizer, antiseptic wipes and/or disposable gloves.
* Spoons, tongs, plastic wrapping or disposable gloves to prevent direct contact with produce.

Preferable

* First Aid Kit

**NB:**  Please note that personal appearance is important to give a good impression to customers!  No dirty work clothes or dark glasses.  We also recommend that you do not sit down at markets, unless you have a disability, as it prevents engagement with customers, and has been found to deter customers from perusing such stalls.

**ALSO, PLEASE NOTE THAT SOME REQUIREMENTS MAY BE SUBJECT TO CHANGE DUE TO CHANGING ENVIRONMENTAL HEALTH LAWS. YOU WILL BE RESPONSIBLE FOR KEEPING UP TO DATE WITH THESE AND BE PREPARED FOR ENVIRONMENTAL HEALTH VISITS AT MARKETS.**

Please return this form together with enclosures to:

TVFMC Ltd., Unit 9, Boston House, Grove Business Park, Wantage, Oxon OX12 9FF

Or Email to info@tvfm.org.uk