

# Application Form and Information

Orton Farmers Ltd

Orton Farmers' Market  
Charity Organisations

***N.B***

- New applicants should only complete and submit pages 6 & 7
- If you are renewing membership you must complete and submit pages 6, 7 & 8 (page 8 requires a signature and must be returned via post or handed to the market coordinator, along with payment)
- All applicants must read accompanying information

# Contents

Operating Criteria.....	3 & 4
Information for Orton Farmers' Market.....	5
Application Form.....	6 & 7
Membership Form.....	8



Orton Farmers Ltd is a member of FARMA and operates within their guidelines. The market is certified by FARMA and run strictly in accordance with farmers' market principles.

## ORTON FARMERS' MARKET POLICY



1. All produce must be grown, reared, caught, brewed, pickled, baked, smoked or processed by the primary stallholder.
2. The meat for processed meat products must be reared on the producers land for a minimum of 12 weeks before slaughter.
3. At least 10% of the ingredients for other processed products (baking, pickles, jams etc) must be **sourced** (not just bought) locally - receipts will be required as proof.
4. **Craft goods** must be made by the stallholder and use materials sourced locally wherever possible.
5. Only producers from within a radius of 50 miles of the market are eligible to trade.
6. Each stall must be operated by someone directly involved in the production.
7. Producers who are not able to comply with the above rules but who add value to the market may be admitted to trade as a guest producer at the approval of the Board. Guest stalls **must** be clearly identified to the public as non farmers' market stalls.
8. Producers **must** declare all the produce they wish to sell at the market on the trader application form and must only sell produce that has been declared and approved. Organisers reserve the right to remove from sale any produce that has not been so declared and approved.
9. New applicants wishing to sell produce that duplicates that of existing stallholders will be admitted to trade on the approval of the Board following careful consideration of trading patterns.
10. The application to trade must be renewed annually using the trader application form.
11. Where there is a choice of producers for a vacancy, preference will be given to the producer nearest the market.
12. Producers are encouraged, wherever possible, to allow access to the customer to view production/rearing methods.
13. Producers must allow the market organisers to undertake an accreditation visit to their farm or place of production on an annual basis.
14. Genetically modified organisms must not be knowingly sold or included in products sold at the market.
15. Producers who claim their produce to be organic should display organic certification from an accepted body.
16. Producers must clearly display accurate prices for their produce.
17. The market is operated in accordance with trading standards, environmental health, alcohol licensing and other relevant legislation. Stallholders must abide by the Food Safety and trading standards regulations applicable to the produce they are selling.
18. Producers should supply clear written information about their production methods to any customer who requests it.
19. Non-food produce should not exceed 15% of the total stalls allocated.
20. Stallholders **must** be set up ready for business 30 minutes before the advertised start time and must not vacate their stalls before the advertised closing time.

21. Stallholders must display, as a minimum, their name, main place of production and insurance certificates should be available on request.
22. Stallholders who fail to fulfil a booking, for whatever reason may, at the discretion of the Board, be refused further bookings.
23. Stallholders must have public and products liability insurance and are responsible for making these arrangements.
24. Stallholders must help to set up and dismantle the stalls at the close of business.
25. Stallholders must sign a statement agreeing to abide by these regulations before they can trade at the market(s).
26. Stallholders may apply for membership of Orton Farmers Ltd for an annual fee of £10. The decision to admit to membership lies with the Board of Directors.

#### **MARKET ORGANISER'S RESPONSIBILITIES:**

1. The organisers will ensure the health and safety of any electrical equipment and other equipment that they provide for use by traders. All electrical extensions will be fitted with breaker units.
2. The organisers will advertise the market regularly through newspapers, posters, signs and leafleting campaigns.
3. The organisers will supply Trading Standards and Environmental Health with details of all stallholders trading at the market(s).
4. The organisers will display a complaints procedure.
5. The organisers will investigate and resolve all complaints from customers.
6. The organisers retain the right to remove from the market any stallholder who is not operating in accordance with the market criteria.
7. The organisers retain the right to remove from sale any produce that has not been declared on the trader application and/or which they have reason to believe is not the produce of the stallholder and/or which they have reason to believe does not adhere to the above stated criteria.
8. The Directors retain the right to revoke the membership of any producer who does not adhere to the operating criteria.
9. The organisers will inform stallholder of any changes to the operating criteria.
10. The organisers will allocate stalls to traders on the waiting list with due regard to the balance of craft to food stalls, the distance of the producer to the market and the range of goods for sale at the time.
11. The organisers will undertake one accreditation visit per year to each producer's farm or place of production. This will be by appointment.
12. The market organisers will arrange a minimum of one stallholders' meeting per year. This will usually be the Annual General Meeting.
13. The organisers will maintain public liability insurance covering stalls and electrical equipment supplied.

For further details and queries contact Leanne | 07969 335598

**Orton Farmers Ltd** | c/o Raisgill Hall Farm | Tebay | Nr Penrith | CA10 3UB

[info@ortonfarmers.co.uk](mailto:info@ortonfarmers.co.uk) | [www.ortonfarmers.co.uk](http://www.ortonfarmers.co.uk)

## FACILITIES

- \* Electricity (if indicated) & stalls are provided.
- \* There are 10 indoor stalls and 20 outdoor.
- \* An indoor 'stall' is a table measuring 6ft x 3ft
- \* An outdoor stall is a stall frame measuring 10' x 10' or 10' x 8' with a waterproof cover
- \* Public toilets are adjacent to the Hall

Cover (if outside) is supplied and electricity to those who have indicated they require it but you must provide your own circuit breaker. We have access to a limited amount of tables so consider providing your own.

Have a think about your display i.e banner, leaflets, table cloths etc. **THE PRICES OF ALL YOUR PRODUCTS MUST BE CLEARLY DISPLAYED.**

**PARKING** Although we do not have designated parking for traders, the school kindly allows us to use their car park for our smaller vehicles. When this area is full we ask that you use the road sides LEAVING SPACES NEAR THE MARKET FOR VISITORS (if they know there's parking they'll come back) – all vehicles to be removed from the square and ready to trade at 9am.

**SET UP** It is a requirement that all stallholders arrive at the start of the day in sufficient time to help erect all stalls. The hall is open from 7.45am but please be there at 8am to get everything set up. At the end of the day, all stallholders must help to dismantle the Market, including tidying the surrounding areas in order that there is no litter or possessions left. In other words, the square is left as it was found in order that the local residents have no cause for complaint. Additional fees may be applied for those who do not conform.

**Market Hall:** At the start of the day, remove and relocate stage and contents under stage to side walkways. Utilise 'stage' as tables.

Broom found in kitchen to sweep hall floor.

Return stage and contents as found.

**Market Square:** Use diligence and seek advice from others. Help erect pop ups as per plan located in the hall. Steel-framed tables to be returned to trailer as found.

Tables taken from the hall must be returned.

Depending on the weather and at the say so of the management, trading ends at 2pm/2.30pm.

It is usual practice for exhibitors to have copies of their public/product liability insurance on them at all events. Orton is no exception.

**LOCATION** From M6. Leave motorway at junction 38. Take the first exit (signed Appleby/ Orton). Take this road steadily for about 1.5 miles. The market will come into view. **SAT NAV: CA10 3RU**

**FREQUENCY** The market is held on the second Saturday of every month throughout the year.

**CHARGES** £20 per market, payable in advance (an invoice will be sent out)

**PRODUCE RANGE** Orton has a wide range of produce for sale. We have room for approx. 40 stalls and we try to avoid repetition of products. This gives a better range of produce for the customer and does not 'water down' the trade for producers. Non-food stalls should not exceed 15% of the total stalls allocated.

When a vacancy arises and there is more than one producer on the waiting list selling the same produce, **preference is given to the producer nearest to the market.**

**ORGANISATION** Orton Farmers Ltd is a community business (not for profit) registered with Companies House and run by a Board of volunteers and elected stallholders. All stallholders whose base is within a **50 mile** radius of Orton and who abide by the operating criteria are welcome to apply for membership of the company. One of the conditions of acceptance as a stallholder on Orton Market, is that the stallholder understands that the success and smooth running of the Market, is dependent on the co-operation and teammanship of all concerned.

# Approved Farmers' Market Stallholder Application

This form is for exclusive use by the market organisers, Trading Standards, Environmental Health officers and FARMA officials. Please make a copy for your own records.

**Market(s) interested in attending** (please check):

- Orton Farmers' Market**                       **Other Markets run by Orton Famers Ltd.**

**Your Name**.....**Co. structure** (circle) sole trader, partnership, ltd company

**Business Name**.....

**Business address (please include post code):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

T: \_\_\_\_\_ alt: \_\_\_\_\_

E: \_\_\_\_\_

W: \_\_\_\_\_

**Home address (if different):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

T: \_\_\_\_\_

EU/ cutting/ packing No. \_\_\_\_\_

Holding No. \_\_\_\_\_

Environmental Health Officer (if applicable) \_\_\_\_\_

**Please tick the box that best describes your core business**

- |  |   |
|--|---|
| <input type="checkbox"/> Fruit                       | <input type="checkbox"/> Hot/cold food to take away |
| <input type="checkbox"/> Vegetables                  | <input type="checkbox"/> Confectionary              |
| <input type="checkbox"/> Cheese and dairy produce    | <input type="checkbox"/> Preserves                  |
| <input type="checkbox"/> Eggs                        | <input type="checkbox"/> Drinks                     |
| <input type="checkbox"/> Raw meats and meat products | <input type="checkbox"/> Plants/herbs/flowers       |
| <input type="checkbox"/> Bread/pastries/baked goods  | <input type="checkbox"/> Other/ Crafts.....         |

**PRODUCTS:** Please list all that you intend to sell at this/these Farmers' Market(s). You will only be permitted to sell produce listed below, and may be asked to remove any undeclared items. If you change your trade or develop new lines, you **must fill out a new application form**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROCESSED PRODUCTS:** Please list locally grown or reared ingredients used in your products. You must list from where you source your local ingredients/materials and you should include proof of local origin with your application. These will be passed to Trading Standards if requested. **NB: local origin means grown or reared within a 50 mile radius**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please list other outlets for your produce including farmers' markets:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please circle the months in which you are able to sell your produce or products (Orton):**

- All Year** | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec

**Will you be attending in person, at all the markets to sell your produce?**  Yes  No

If no, please state who else will regularly be at the markets and their position in the company. To qualify to sell at a FARMA Certified Market, produce must be sold by the producer, a family member or by a member of staff directly involved in the production of goods on sale.

Name \_\_\_\_\_ Position \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

NB: you are responsible for the conduct of anyone selling at your stall, antisocial behaviour will jeopardise the continued presence of your business at the market.

**Are you a member of any assurance or certification scheme (e.g. Organic, LEAF)?**  Yes  No

If you are, please enclose a copy of your certification document with this application.

**Please give the name of the insurance company that provides your Public, Product and Employee Liability Insurance, the policy number and expiry date.**

Insurance company name:.....

Policy number: ..... Expiry date:.....

**To enable our visitors to contact our producers are you happy for your details to be displayed on Orton's website?**  Yes  No

**APPLICANT STATEMENT**

Please tick to acknowledge

- I agree to sell only items that I have produced, grown or raised myself.
- One of the persons named above will be present at my stall.
- I understand that my details will be passed to Environmental Health and Trading Standards.
- I agree to assist in any inspections and/or visits required to verify the above statements.
- My insurance is current and I will supply a copy of the policy if asked.
- I agree to uphold the rules of the market and to ensure that my representatives do likewise.

I, the undersigned, declare that the information provided is correct:

Signed: .....

Print name: .....

Position: .....Date: .....

*Thank you*

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



**Enclosures:**

- Copies of certificates for assurance schemes (e.g. Organic, FABBAL etc)
- Copy of Basic Food Hygiene
- Certificate for food processors
- Copy of insurance policy
- Proof of local ingredients

**Please return this form to: Orton Farmers Ltd | c/o 16 Hawthorne Avenue | Newton | Nr Preston | PR4 3TB**  
(your application will be processed quicker)



## Membership Form 2017 Orton Farmers Ltd

1. All regular stallholders at the company's market(s) will be eligible for full membership. (Regular is defined as minimum of 10 markets per year.)
2. Full members will elect a Board of no less than 3 and no more than 11 of their members.
3. Other interested parties may apply for associate membership. They will not be admitted to membership without the approval of the Board.
4. Associate members will not be entitled to vote though they may be co-opted to the Board in an advisory capacity if they are deemed to have specific expertise that will benefit the company. Co-opted members may be removed from office by the Board.
5. Any member – full or associate - not abiding by the operating criteria of the market and the articles of the company will have membership withdrawn (operating criteria attached).
6. Members will not benefit materially from membership other than by access to the services provided by the Company.
7. No dividends will be payable to members.
8. All members – whether full or associate - will be required to pay £1 towards creditors if the company should go into liquidation.
9. If the company is wound up, all the assets will be transferred to Orton Market Hall (a registered charity).
10. The Board will appoint officers to carry out the operation and management of the company. Such officers, including the company secretary, will be entitled to receive payment for their services in addition to expenses incurred in the course of their duties.
11. The company secretary will be present for the annual accounts and report on the Company's activities at an AGM, at which all full members may put forward resolutions and vote.
12. All members will be entitled to attend the AGM, any special general meetings, and propose resolutions and amendments to the articles of association
13. The Company is registered under the name of Orton Farmers Ltd though we use the trading names Orton Farmers Market.
14. The objects of the company are; **1. To market and promote quality local produce. 2. To bring the customer and producer closer together. 3. To increase social cohesion and promote community well being. 4. To encourage and support agricultural diversification and self-reliance.**
15. There are two categories of membership – community members and volunteer members. The 'Community' is defined as "Producers, farmers and growers whose place of production falls within a 50 mile radius of Orton village and who are actively involved in selling their own produce direct to the public in accordance with the values and principles of the farmers' market movement".
16. The committee members (and also named company directors) comprises 8 members – 6 community members and 1 volunteer members. The market coordinator is also the Company Secretary and responsible for keeping the accounts, calling meetings and maintaining the register of members and directors.
17. We hold an AGM each year when the annual accounts are presented for approval. The accounts are independently audited.
18. Anyone who is 18 years old who has paid the annual membership fee and who falls within one of the 2 categories of membership can apply to be a member. It will be the Committee that approves membership. There is a right of appeal to a general meeting if membership is refused.
19. Membership can be either individuals or organisations. If an organisation applies for membership it must appoint a named deputy to act on its behalf (this person will be the one with the vote).

If you would like to become a member please detach and return the below slip along with the £10 annual membership fee to: **Orton Farmers Ltd | c/o Raisgill Hall Farm | Tebay | Nr Penrith | CA10 3UB**



### Application for membership 2017

I wish to apply for membership of **Orton Farmers Ltd**.

**(please circle one choice)** as an individual / as an organisation

I understand I am liable for the sum of £1 if the company goes into liquidation.

Name \_\_\_\_\_ Signed \_\_\_\_\_

On behalf of (organisation) \_\_\_\_\_ Date \_\_\_\_\_

I enclose the £10 annual membership fee  (cheques payable to Orton Farmers Ltd). A receipted invoice will be sent to you.



If you prefer to transfer funds by BANK TRANSFER - Account: **11383701** Sort Code: **400829**.

Detach this slip and return to: **Orton Farmers Ltd | c/o Raisgill Hall Farm | Tebay | Nr Penrith | CA10 3UB.**