



# OUNDLE TOWN COUNCIL

## Oundle Farmers Market - Regulations

- All produce/products must be locally grown or produced, using at least one local raw ingredient, and more where possible. Local means within **40 miles** radius of Oundle. In the case of too many producers applying to sell similar products, they will be invited to go onto a waiting list. Producers outside a 40 miles radius will be considered if they offer the most local supply of a specialist product and there are stalls available.
- Producers must sell only their own produce at a stall, all of which must have been stated as a core business on the Application Form. A change of trade is not permitted without the written consent of the Market Operator.
- Stalls must be staffed by the producer, their family, or an employee who is directly involved with the growing / producing of the product on sale.
- Added value products must contain one local ingredient.
- Stalls should be attractively presented. Only good quality wholesome food should be sold and produce should be kept clean and tidy with packaging kept to a minimum.
- The stallholder is responsible for clearing up and disposing of all rubbish at the end of the market.
- All producers must maintain Public, Employee and Products Liability Insurance.
- All stalls must comply with current Environmental Health and Trading Standard requirements and must display the business details and address.
- Application Forms will be renewed annually.
- All vehicles, equipment and goods for sale must be confined to the approved pitch area. If you wish to use a vehicle for market trading within the confines of your pitch, please advise Oundle Town Council and a relevant Parking Permit will be issued. All other vehicles must be parked away from the Market Place.
- All pitches must be occupied by **8.00am** and vehicles removed. Pitches must be cleared and vacated by **2.30pm**.
- Pitches must be occupied every month - holidays should be notified to the Town Clerk in advance and unavoidable absences, due to vehicle breakdown or illness, notified by telephone as soon as possible.
- Rents are payable monthly, in advance, and are reviewed annually by the Town Council. The

Council expects the appropriate rental to be paid whether you attend the market or not. Absences attract no rebate, except when an absence is notified at least 7 days in advance and the site is re-let. In such instances, the Clerk or designated Officer, will endeavour to re-let the site to a casual trader; however no guarantees can be given.

Payments should be made by Direct Debit or by post or in person to **Oundle Town Council, Fletton House, Fletton Way, Oundle, PE8 4JA**

We offer an annual rent offer which gives you one-month free incentive.

**If you wish to make payment via Direct Debit, our bank details are as follows:**

**Bank:** Unity Trust Bank PLC  
**Sort Code:** 60 83 01  
**Account No.** 20435985  
**Account Name:** **Oundle Town Council**

Please quote your account name on the Direct Debit form (located on the monthly invoice) in order that payments are assigned correctly.

- Pitches are allocated solely by the Oundle Town Council and the Council takes no responsibility for any arrangements made or not made between pitch holders.
- The Town Council reserves the right to:-
  - a) cancel any letting or
  - b) impose an additional charge where a Trader abuses the Market Regulations.
- All vehicles must be unloaded and removed by 8 00am. A permit for all day parking on Saturdays in the Long Stay Car Park, East Road is available to Market Traders on application to the Town Council.

Under no circumstances may vehicles be parked on the York stones within the Market Place.

- The Town Clerk, or any other nominated Officer, is the duly authorised Officer of the Town Council for the charging of Market Rents and has responsibility for the operation of the Market.

Interpretation of these Regulations is at the discretion of Oundle Town Council

**Oundle Farmers Market**

**Stallholder Application – Oundle Farmers Market**

Your Name .....

Business Name .....

<b>Business Address</b> ..... ..... ..... Post Code .....
Telephone .....
Fax .....
E-mail .....

<b>Home Address</b> ..... ..... ..... Post Code .....
Telephone .....
Fax .....
E-mail .....

Acreege (if applicable)..... Holding No .....

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"/> Honey products                    |
| <input type="checkbox"/> Cheese and Dairy produce   | <input type="checkbox"/> Preserves                         |
| <input type="checkbox"/> Eggs                       | <input type="checkbox"/> Drinks                            |
| <input type="checkbox"/> Raw meat and meat products | <input type="checkbox"/> Plants/flowers                    |
| <input type="checkbox"/> Bread/pastries/baked goods | <input type="checkbox"/> Other <i>please specify</i> ..... |

Please list all the product or produce you intend to sell at Oundle Farmer’s Market. You will only be permitted to sell the produce listed below, and may be asked to remove any undeclared items. If you change your range or develop new lines, you will need to complete a new application form.

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.....  
.....  
.....

Please circle to indicate the months in which you are able to sell your products.

All Year      *or*

Jan    Feb    Mar    Apr    May    June    July    Aug    Sept    Oct    Nov    Dec

If you are making products from raw ingredients (i.e. cakes, bread or beers) you should include local ingredients - local means within 40mile radius.

Please give details of these. Proof may be required.

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.....

Will you yourself be attending the market to sell your produce?

- Yes                       No

If no, please state who else will be regularly at the market. To qualify to sell at a NAFM Certified Market, the produce must be sold by the producer, a family member or by a member of staff directly involved in the production of goods for sale.

Name(s) .....

Position .....

Are you a member of any assurance or Certification scheme (e.g. Organic, LEAF, FABBAL etc.)? If yes please include a copy of your Certification with this application.     Yes     No

**Applicant Statement**                      Please tick to acknowledge

- I agree to sell items that I have produced, grown or raised.
- Only the persons named above will be present at my stall.
- I understand that my details will be passed on to Environmental Health and Trading Standards.
- I understand that Environmental Health and Trading Standards Officers will communicate with the market organiser any issues that may affect my ability to attend the market.
- I agree to assist in any inspections to verify the above statements

Signed .....                      Print .....                      Date .....

**Thank you**

Any stallholder who falsifies information on this form will be excluded from the Market

**Enclosures**

- A copy of public and produce liability insurance or Membership No & Insurer .....
- Copies of Certificates for assurance schemes

Long Stay, East Road Car Park permit required?                      Yes/No

Parking Permit for Market Place pitch required?                      Yes/No

Date Permit(s) issued:.....

Permit References(s):.....

**Please return to:** Oundle Town Council, Fletton House, Fletton Way, Oundle, PE8 4JA