



COMMON CAUSE
CO-OPERATIVE

LEWES FARMERS' MARKET CRITERIA

First and third Saturday of the month, 9 am and 1 pm, Cliffe precinct, Lewes.

The Lewes Farmers' Market is a not-for-profit enterprise run by Common Cause Co-operative Limited. We aim to support a sustainable rural economy, a vibrant and economic successful town and available local, healthy, and environmentally produced food.

Market Manager: Annabel Frost T: 07555 902677 ; E: lewesfarmersmarket@gmail.com

Pitch size: Stalls must be less than 3 metres deep. The width must be agreed with the Organiser.

Fees: A standard pitch up to 2.5 metres wide and costs £27.00.

Pitches between 3m and 3.5m cost £32.00.

Pitches between 3.6 and 4m cost £37.

Pitches from 4.2-5m wide cost £42.00 pitches from 5.10m – 6m cost 52.00.

2 months notice will be given to stallholders of any change in pitch fee.

Non-attendance – 48 hours notice is required to avoid incurring the full stall fee.

Stalls – Producers must supply their own stalls. The stalls must be safe and suitable for all weather situations. No garden style gazebos will be permitted. Weights must be used on gazebos. If there is any reason why this is not possible different arrangements may be agreed at the market managers discretion.

Name.....

Trading Name:

I have read and understood the conditions set out below and agree to abide by them

Signature and date:

Please note that signing the application form indicates agreement and compliance with all the following conditions – please read them carefully.

Details for Specific Products

Stalls selling food must be registered as a food business with the producer's local Environmental Health Department. In the case of mobile vehicles these must be registered with the EH Dept at the local authority where the vehicle is normally stored when not in use.

Cheese and other dairy products must be made from milk from livestock raised by the producer. Exceptions to this rule are by permission of the manager only.

Meat must be raised by the producer from animals born and reared on the farm or sourced as young stock animals and reared to finish on the farm. Preference is given to free range and extensive methods of production and caring animal husbandry. Intensive and battery farmed animals and eggs are excluded. Livestock should be fed on non-genetically modified animal feed (i.e. no feed containing genetically modified soya, maize, etc).

Processed Meat Products All meat in processed foods must be either raised by the producer or sourced from named local free range enterprises, or from enterprises rearing animals to standards acceptable to Common Cause.

Game must be either reared and shot on the producer's land or sourced from a named local farm or estate. A butcher may process game for the producer.

Ready to eat food may not be sold at a stall selling raw meat without a butcher's license.

Fish must be caught locally and names of suppliers provided. Fish products should contain wild, locally caught and landed fish. Where farmed fish is used this should be from named local enterprises that farm to standards acceptable to Common Cause.

Wine, juice and cider must be pressed, mixed, and matured from fruit grown by the producer. Exceptions to this rule are by permission of the manager only

Plants must be raised by the producer from seeds or cuttings. Cut flowers must be grown and arranged by the producer.

Baked goods must be mixed and baked by the producer. Ingredients may be purchased. Producers should use ingredients from named local producers wherever possible. Eggs used must be free range. Priority will be given to those who use local butter, flour, eggs, and other ingredients.

Preserves, pickles and chutneys must be mixed, cooked and processed by the producer, but ingredients may be purchased. Major ingredients, such as the fruit for jam or vegetables for pickles must be sourced locally. Priority will be given to those using local and environmentally grown ingredients.

Crafts must be made to a high quality out of land based materials grown or produced locally. Inclusion in the market is at the discretion of the manager.

Other Conditions

Insurance and legislation - The producer is responsible for complying with all laws and regulations regarding the production, preparation, labelling, display, storage and sale of goods. Stallholders must maintain adequate public, employee and products liability insurance. A copy of this to be supplied each year with the annual application form.

Trial Period There is a three month trial period for new producers. If any problems arise within this period a meeting will be held with involved parties to try and resolve the situation. Failing this the most recent stallholder will be asked to leave.

Producers - The producer named in the application must raise, grow, produce, process or bake everything sold, and attend the market. Producers may not sell items on behalf of, or bought from, any other farm or supplier. The term producer includes the applicant's family and employees directly involved in production.

Producer Groups – Producer groups may appoint one or more representatives to sell pooled produce on a communal stall, provided those selling are directly involved in the production of some of the produce on sale and the producer of the goods attends at least one market in three. The origin and nature of the goods should be clearly marked. ***Each representative should complete their own application form.***

Local and Sustainable Produce - Produce must be raised, grown, produced, processed or baked no more than 30 miles from Lewes. Produce must be grown or raised in a way that contributes to thriving local economies and sustainable livelihoods both in the UK and, in the case of imported products, in producer countries, enhances landscape and biodiversity, minimises food miles, is based on caring animal husbandry and provides social benefits such as good quality food, safe and healthy products, and educational opportunities.

Allocation of the pitches is at the discretion of the market manager. Priority is given to “Primary Producers”, i.e. producers of vegetables, fruit, eggs, dairy products and meat or to stalls that provide for an existing gap in produce available at the market.

Processing - No bought-in produce may be resold without further processing. Processed goods should contain local and free range ingredients, and all main ingredients should be listed on the application form. Producers using fair trade or organic ingredients where local sources are not available will have priority.

Organic produce - Only produce with organic certification may be sold under the label ‘organic’.

Genetically Modified Produce or goods containing genetically modified products may not be sold at the market.

Permitted products – Items not listed on the producer's application are prohibited except by permission of the manager.

Storage - Food should be stored at least 45cm off the ground to avoid contamination from dogs etc.

Changes to Business – Any changes to information contained on the application form submitted must be notified to the market manager immediately. This includes change of ownership, addresses, products, ingredients,.

Producers may be asked to supply information to the market organisers about their trade for the purpose of evaluating the market and planning future markets

Electric cables – these must be positioned safely, either covered on the ground to prevent tripping, or up above head height. Wiring should be safe.

Allocation of pitches. We keep all new applications on file. When a pitch becomes available it is allocated according to the needs of the market.

Length of tenure. If offered a pitch at the market the normal tenure is for one year (providing all conditions are met). Each year the applications will be reviewed. Common Cause recognises the need for continuity both for stallholder and customer. However, we also aim to offer customers the best in local and environmental produce. If we receive an application from a new producer that fulfils more of our criteria than an existing producer with similar product, we will notify the existing producer that we are reviewing their status at the market and give them the opportunity to review their produce/ingredients to match the new application. If the existing producers cannot, for whatever reason, match the criteria fulfilment of the new application, Common Cause reserve the right to offer the pitch to the new applicant.

Guest Stalls – when space allows we can offer some guest slots – these are temporary pitches allocated on a monthly basis.

Rubbish – stallholders must clear away their own rubbish. Common Cause encourages recycling of cardboard, paper and other waste. Stallholders must clear up any spillages.

Setting up and packing up: The market will open at 9am and close at 1pm. Stallholders may arrive from 7am. All vehicles must be off the precinct by 8.45am. No vehicles will be allowed onto the precinct until 1pm. If everything is sold, producers must put up a 'sold out' sign and return to pack up later. Stallholders must offload goods from vehicles and park prior to setting up stall. Stallholders must dismantle stall prior to bringing vehicles onto the precinct at the end of the market.

Packaging must be kept to a minimum, and paper used in preference to plastic.

Local Shops - If you supply any shops in the town, please ensure they are aware of your presence at the market. Common Cause encourages stallholders to advertise these links at the market and will not support any traders who behave in a way which could unnecessarily jeopardise the trade of local shops.

Traceability - Producers must display their business name and address clearly on their stall and provide information about production practices.

Pricing - Food must be marked and priced according to legal requirements. Contact your local Trading Standards office for more information.

Hand washing facilities should be available for all stalls where unwrapped food is handled.

Complaints - Complaints of suspected rule breaking must be submitted to the manager. The person who makes the complaint will not be identified to the suspected producer.

Verification Visits - The manager will make scheduled visits to places of production.

Conflicts - Any producer whose presence, activity or behaviour is contrary to the aims and general ethos of the market will be given a verbal warning followed by a written warning followed by suspension if the problem persists. If Common Cause Board of Directors deems the matter to be very severe or a stallholder is convicted of acting against the law with regard to the product on sale then they will be liable to exclusion from the market.

Please Note: Common Cause may make exceptions to these conditions to satisfy the needs of the market as a whole and reserves the right to offer and withhold places as deemed appropriate in the furtherance of the overall aims of the market