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**Producer Criteria and Market Regulations Updated November 2023**

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 & successful town and make available local, healthy and environmentally produced food.

**Market Manager**: Nava Kazemi

**Pitch Size**: Stall must be less than 3m deep. The width must be agreed with the Market Manager.

**Fees**: 2m frontage £28
3m frontage £37

If you require any other size please speak to the manager

2 months’ notice will be given to stallholders of any change in pitch fee. Fees are payable on the day by card. 48 hours’ notice of cancellation is required to avoid incurring the full pitch fee.

It is occasionally necessary to move stalls either temporarily or permanently when we have either new stalls or others leave, because of the irregular shape of the whole market. No-one is guaranteed a particular pitch, but all efforts will be made to try to keep the disruption to a minimum.

**Length of Tenure:**If offered a pitch, 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 for both stallholder and customer. However, we also aim to offer the customer the best in local & environmental produce. If we receive an application from a new producer that fulfils more of our criteria than an existing producer with a similar product, we will notify the 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. Common Cause reserves the right to offer the pitch to the new applicant.

**Trial Period:**There is a tree month trial period for new Stallholders.

**Guest Stalls:**When space allows we can offer some guest slots – these are temporary pitches, allocated on a weekly basis.

**Allocation of Pitches:**Allocation of Pitches is at the discretion of the Market Manager. Priority is given to “primary produce” i.e. producers of vegetables, eggs, dairy products & meat. Or to stalls that fill an existing gap in produce available in the market. We keep all new applications on file. When a pitch becomes available it is allocated according to the needs of the market.

**Insurance & Legislation:**The producer is responsible for complying with all laws & regulations regarding the production, preparation, labelling, display, storage & sale of goods. Stallholders must maintain adequate public, employee & product liability insurance. A copy of this to be supplied each year with the annual application form. All food producers must be registered with their local Environmental Health Authority and a copy of their Food Hygiene Rating Must be supplied with the annual application form. If applicable a copy of all Gas Safety Certificates & PAT certificate must be supplied with the annual application form.

**Producers:**The producer named in the application must raise, grow, produce, process or bake everything sold, and attend the market. Unless agreed by the Market Manager, stallholders may not sell items on behalf of, or bought from, any other farm or producer.
Producers may be asked to supply information to the Common Cause about their trade for the purpose of evaluating the market and planning future markets.

**Changes in Business:**Any changes to information contained in the application form must be submitted to the Market Manager immediately. This includes change of ownership, address, products and ingredients.

**Local & Sustainable Produce:**Products 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 ingredients enhances landscape and biodiversity, minimises food miles, is based on caring animal husbandry and provides social benefits such as good quality food, safe & healthy products and educational opportunities.

**Producer Visits:**The Market Manager will make scheduled visits to places of production.

**Setting up and Closing Down**

Stallholders & their staff are expected to set up and manage their stall according to their own risk assessments and all stall holders should provide a copy of their risk assessment along with their PLI.

Cars and vans are permitted in the car park 7am - 8.30am and 1pm - 2pm. All vehicles must drive slowly and carefully and be aware of other stallholders needs and access.

The Market Manager will inform the stallholder which pitch has been allocated.

Stallholders must unload their vehicles as quickly as possible & leave the precinct to park, before setting up their stalls. All vehicles must be off site by 8.30am and stalls ready to trade by 9am.

Stallholder vehicles can only be parked in the spaces allocated to the market and cannot park in any spaces open to public parking. Stallholders must seek alternative parking if none is available in the car park. All parking must be paid for.

The driving of vehicles in the car park between 8:30am and 1pm is expressly forbidden unless allowed by the Market Manager in extreme circumstances and, in which case, any vehicles must be escorted, drive at a speed of no more than 5mph, with hazard lights on. No reversing on site without a look-out on foot supervising.

The market closes at 1pm. No stallholder may leave before then without permission from the Market Manager. All stalls must be packed down before the stallholder’s vehicle enters the site. If it is raining the stall may be packed down but the gazebo left up.

**Weather Policy**

In high winds or gusts of high wind, stalls can be blown over and risk badly hurting people or damaging property. We have seen this happen with stalls belonging to the most experienced traders with all their weights in place. It happens very suddenly and can be impossible to stop. We never want to cancel a market and there is always the hope the weather forecast will change on the day, but our experience has shown this is a risk we have to take seriously.

Stall holders & their staff are expected to set up and manage their stall according to their own and the Lewes Farmers Market risk assessments. This must include using suitable weights (minimum 10kg for a 2m stall and 13kg for a 3m stall for each leg of the stall) at ALL markets. In the event of windy or gusty weather if stalls do not meet these minimum safety requirements the Market Manager will ask the stall holder to pack away their stall to ensure public safety.

If wind and / or gust speeds over 31mph are forecast within 2 days of a Market, then the upcoming Market will operate a no-gazebo set up, selling directly from vehicles. This situation could arise within 24 hours of a Market date. If speeds are rising across the week before a Market, those who cannot attend without a gazebo and prefer to cancel their attendance will not be penalised for cancelling within 4 days of a Market.

All decisions will be made using the Met Office forecast for Lewes, by the Market Manager & will be done in the interests of public safety.

If during the market the market manager is concerned about wind speeds & public safety, the traders will be asked to remove the backs & sides from their stalls, or asked to pack up for an early closure of the market.

All stall holders should provide their own risk assessment along with their PLI.

**Rubbish:**All rubbish must be taken home, not left in the council bins. Common Cause encourages recycling of cardboard, paper & other waste. Stallholders must clear up any spillages. If you are aware of any other rubbish please inform the Market Manager.

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

**Local Shops:**If you supply any local 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 be able to provide information about production practices if asked by customers.

**Hand Washing Facilities:**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 Market Manager. The person who makes the complaint will not be identified to the suspected producer.

**Conflicts:**Any Stallholder whose presence, activity or behaviour contradicts the aims and general ethos of the market will be given a verbal warning, which will be followed by a written warning. This will be followed by a 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.

**Processing:**No bought-in produce may be resold without further processing. Processed goods should contain local & free-range ingredients, and all main ingredients should be listed on the application form.

**Organic Produce:**Only produce with organic certification may be sold under the label ‘organic’

**Genetically Modified Produce:**Genetically modified produce or goods containing genetically modified ingredients may not be sold at the market.

**Permitted Products:**All products to be sold must be listed on the producers application form. A new application form is required if the product range changes.

**Storage:**All food must be stored at least 45cm above the ground.