

9. Do you require car access to your stall? YES/NO
10. Do you require electricity? YES/NO
11. Insurance

I have my own (complying) **Public Liability Insurance** Policy.

Company/Policy Number/Expiry Date

You are required to register with the City of Casey as a stallholder, If you have any questions as to what is required of you please call City of Casey's Health Department on Ph: 9705 5261.

12. Declaration

I confirm I have read the Market Terms and Conditions and agree, should this application be successful, to abide by all applicable Market Terms and Conditions and to accept decisions and reasonable instructions from the Market Coordinator.

Signed: Date:

Please Print Name:

Email completed form to:

Geoff Rankin
Market Coordinator
Email: kayandgeoffrankin@bigpond.com

Or post to:

Geoff Rankin,
P. O. Box 1,
BERWICK. VIC. 3806

Market Terms & Conditions

To maintain the success of the Old Cheese Factory Farmers' Market, it is important that we uphold a high level of quality of the goods sold. For this reason we do have strict requirements that we insist stallholders abide by.

1. Stallholders must meet all applicable statutory requirements. Examples include, but are not limited to, the completion, lodgment, and/or the securing of from the relevant authorities, Food Regulations Registration, Food Act Registration Certificate, Food Safety Program Template, and Limited Liquor License.
2. Each stallholder will be required to carry Public Liability Insurance with a cover of \$10 million and products liability.
3. All products sold at the market must be grown, reared, caught or made by the registered stallholder. Resellers are not permitted to be vendors.
4. The market is limited to food, wine, fruit trees, vegetable plants, and seedlings. Arts and crafts will not be sold at the market.
5. Buying from a grower and wholesaler and selling on will not be accepted.
6. All products that you do plan to sell need to be listed in your application form. If you wish to sell a new product you must tell the Market Coordinator about it prior to the market.
7. Produce and products sold at the market must be fresh and of excellent quality. The Market Coordinator has the right to deny a stallholder permission to exhibit if their products do not meet quality requirements.
8. Stalls must be staffed by people genuinely involved in the business, who have a complete knowledge of the products offered for sale, and the farming or production method used in their preparation.
9. Stallholders are responsible for maintaining their stall. Each stall is to be kept clean and tidy. Sites are to be left clear and without rubbish at the conclusion of each market.
10. Organic stallholders are required to display their certification.
11. Wineries are required to display their Limited Liquor License.
12. Relevant promotional material is acceptable at stalls.
13. The Market Coordinator will, where necessary, limit the number of stalls with the same product to protect the commercial viability of stallholders.
14. Casey residents will have preference over other stallholders, however if you do not live in the City and have a unique product you may be permitted to sell it at the market.
15. No vehicle movement within the market area is permitted between 7:45 a.m and 12:30 p.m.
16. There will be no refunds or transfers if stallholders do not turn up on the day.

Where appropriate, explanatory notes are included on the Stallholder Information pages.

Stallholder Information

Market Coordinator:

If you have any questions regarding the market, or any items below, please contact:

Geoff Rankin
Market Coordinator
PO Box 1
Berwick 3806
Phone: 9769 4459
Email: kayandgeoffrankin@bigpond.com

Application Process:

Please discuss your application with the Market Coordinator prior to submission if you are unsure of any point.

All documentation should be forwarded to the Market Coordinator. Your application will be assessed against the market Terms & Conditions and you will be notified of the decision.

Please do not forward any payment until your application has been assessed.

The Old Cheese Factory

The market is held at The Old Cheese Factory, 34 Homestead Road, Berwick. Stalls will be set up as directed by the Market Coordinator. These stall locations are then their permanent positions.

Market Dates & Times

The market runs from 8 am to 12:30 pm, the **Second Saturday** of each month.

Set up time is between 6.15am – 7:30 am. Please note that NO vehicle movement is permitted within the market area between 8 am and 12.30 pm.

Farmers Market@The Old Cheese Factory will operate for **12 MONTHS OF THE YEAR...** RAIN, HAIL OR SHINE!

Food Safety

We require **every stallholder to complete the Food Regulations Registration** that has been included with the application form. Return the form to the City of Casey Health Department, Attention Mr. Andrew Pomlins. Ph: 97055261.

If you are planning to sell food or drinks at the market (that have been prepared elsewhere) you will need to provide evidence of your **Food Act Registration Certificate** (which proves that your product is made in registered premises) and complete a **Food Safety Program Template**.

If you are planning on selling food that you have prepared on the day (for example a sausage sizzle) you are required to complete a **Food Safety Program Template**.

Copies of the relevant templates can be downloaded from Food Safety Victoria's website www.foodsafety.vic.gov.au

If you are at all unsure as to what your stall requires don't be scared off, the procedures are quite simple and you can call the Market Coordinator or City of Casey Health Department for any assistance and guidance. City of Casey Health Department can be contacted on 9705 5261.

Sites

Standard sites are approximately 3m x 4m plus room for one light vehicle. If you require a larger site please contact the Market Coordinator to discuss.

One vehicle may stay on site until the market is finished.

The presentation of your site is your responsibility. When/if you sell out, please do not pack up your stall and leave a hole in the market. Please display a 'sold out', sign.

Site Fees

A standard site costs \$60.00 per market including electricity if required plus \$4 VFMA Fees.

Stall staff

The Market Terms and Conditions require that stalls must be staffed by people genuinely involved in the business and they must have a complete knowledge of the products you are selling and your methods of farming or producing.

Public Liability Insurance

Public Liability Insurance is a requirement of the Market Terms and Conditions. We suggest you refer to that document for specific details.

Liquor Licenses

Wineries that wish to sell their wines at the markets will be required to obtain a Limited License for sales at the Old Cheese Factory, 34 Homestead Rd, Berwick.

You can apply for Limited License by either calling Liquor Licensing Victoria on 9655 6696 or visiting their website <http://www.liquor.vic.gov.au>

Gas Safety

If you plan to use a gas appliance at the market, please make sure you complete a Gas Safety Self-Checklist.

Market Stall

FOOD ACT 1984

Application for [Renewal of*] Registration of a Market Stall

To the Council of the City of Casey, I/We the undersigned, hereby apply to Register/Renew

for the year ending 31 December 2012 under the provisions of the Food Act 1984 the market stall described hereunder

Name of Applicant(s) [BLOCK LETTERS]: _____

Postal Address of Applicant: _____

_____ Post Code: _____

Business Telephone No.: _____ Home Telephone No.: _____

Trading Name (if applicable): _____

No. of Employees: _____ ABN No.: _____

Name of Food Safety Supervisor: _____

Name & Address of Market:

FARMERS MARKET@THE OLD CHEESE FACTORY
The Old Cheese Factory,
34 Homestead Road,
BERWICK. 3806

Types of Food to be sold: _____

Signature of Applicant(s): _____

Date: _____

Fees Payable:

To be confirmed with discussions with the City of Casey Health Department.

CITY OF CASEY HEALTH DEPARTMENT
PO BOX 1000
NARRE WARREN VIC 3804