

**Voluntary Good Practice Standard Award for Farmers' Markets  
2012-2013**

**Application Form**

(To be completed by Market Manager - Please read Booklet carefully before completing form)

Name of Market \_\_\_\_\_

Location \_\_\_\_\_  
\_\_\_\_\_

Market operates:      Weekly        
                                    Fortnightly        
                                    Monthly     

Market operated by:      Committee        
                                    Local Authority        
                                    Privately run     

Please specify:

Day(s) of the week market is in operation: \_\_\_\_\_

Times market is in operation: \_\_\_\_\_

Months in which the market is in operation: \_\_\_\_\_

Length of time the market has been in operation: \_\_\_\_\_

Number of stallholders: \_\_\_\_\_

Number of food and horticultural produce stallholders: \_\_\_\_\_

**Committee Chairperson /Local Authority manager/Private operator (tick as applicable)**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Market Manager appointed by the Committee / Local Authority / Private Market**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email Address: \_\_\_\_\_

1. Please confirm that the Market Committee or Manager's Policy provides that a substantial proportion, ideally 50%, of the food and horticulture sold at the market is sourced from local/artisan producers, i.e. from the county or adjoining counties and that the market offers a variety of produce in season. (You must submit policy.)

Yes  No  Currently: % \_\_\_\_\_

2. (a) Are all food stallholders registered with the EHO?

Yes  No  Comment \_\_\_\_\_

(b) Are you aware of the requirements for food labeling, waste disposal, insurance etc?

Yes  No  Comment \_\_\_\_\_

3. Is the market manager (or a nominated stallholder) present on the market day in order to oversee efficient set-up and breakdown, to ensure waste is removed and site is left in a reasonable condition and to be the point of contact with members of the public on the day?

Yes  No  Comment \_\_\_\_\_

4. (a) Is there a written selection system for allocation of stalls?

Yes  No  Comment \_\_\_\_\_

(b) How does your market deal with disputes? (Please use separate sheet if necessary)

Comment \_\_\_\_\_

5. Is there a transparent system of fees for all stallholders?

Yes  No  Comment \_\_\_\_\_

6. (a) Is clear pricing and the labelling of place/county of origin displayed by all stallholders for all products?

Yes  No  Comment \_\_\_\_\_

(b) Can the authenticity of organic produce on sale be verified?

Yes  No  Comment \_\_\_\_\_

7. Is a communal site/stall provided for local garden/allotment produce and seasonal foods?

Yes  No  Comment \_\_\_\_\_

**Please ensure that the following are attached with your application:**

- Application fee for €50 made payable to An Bord Bia e.g. cheque, postal order
- A copy of the market's current policy document\*
- A list of the names and addresses of the current stallholders with the type of produce they sell e.g. vegetables, cheese, meats, fish, bakery etc.\*
- Two recent photos\* of the market to demonstrate:
  - a) The variety of stalls at the market
  - b) The clear pricing of the produce by the stallholder
  - c) The labelling by place/county of origin of the produce by the stallholder

\*Note: These may be sent electronically to [Mary.Morrissery@bordbia.ie](mailto:Mary.Morrissery@bordbia.ie)

**I agree to:**

- a) have unannounced checks of the market for adherence to the Code
- b) the mandatory display of the banner in a prominent position

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position Held:** \_\_\_\_\_

**Contact No:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

The closing date for receipt of applications is **Friday 24<sup>th</sup> February 2012.**

Please return completed application form including application fee to **Good Practice Standard for Farmers' Markets, An Bord Bia, Clanwilliam Court, Lower Mount Street, Dublin 2.**

