

Farmers market guidelines

These guidelines developed by Council will assist in establishing farmers markets that are effective, enjoyable and safe for all.

Before you get started on operating your farmers market, consider the 3-step process below.

Step 1 - Securing a Suitable and Safe Site

Prior to making final decisions on your farmers market project, it is recommended you contact Council's **** on ph. ****.

A site meeting with **** can help you work through your objectives for the site, help identify any site constraints and actively assist you in getting any necessary approvals from relevant Council departments and/or other government departments where required e.g. the RTA.

It should be noted that there may be some instances where approval may not be given to operate your farmers market in the location you originally thought suitable.

The Council **** can provide advice and assistance on the following:

- means of gaining local support for your initiative
- preferred types of sites and locations for farmers markets
- how you can address potential hazards for pedestrians and other traffic
- ensuring that appropriate lines of sight for traffic, access for pedestrians and servicing of local infrastructure are maintained
- the design and construction of the farmers market stalls and
- any safety issues you need to consider and safety devices you need to use during the operation of your farmers market.

Step 2 – What items will be sold at the farmers market?

You need to consider the items that will be sold at the farmers market. Sale will not be permitted of items that are on the prohibited items list at Attachment 6.

All food businesses (which includes all stallholders at farmers markets who are selling food products) are required by law to register their business activities onto the NSW Food Authority's Notification and Food Safety Information System (NAFSIS). This can be done at no charge online at www.foodnotify.nsw.gov.au. A helpline has been established for further assistance on 1300 650 124. Food stalls are also required to register with Council and be listed on the Councils Commercial Premises Register and a fee may be applicable. Charities and community groups conducting fundraising activities are exempt from these requirements.

As there are now various obligations imposed on food businesses and food handlers Council recommends visiting the FSANZ website to download a copy of the legislation and other fact sheets on food handling information that is covered in this section of the Market Code. The Food Safety Standards 3.1.1, 3.2.2 and 3.2.3 can be downloaded from:

<http://www.foodstandards.gov.au/foodstandardscode/index.cfm#FSCchapter3> .

To access the food safety fact sheets visit the following link:

<http://www.foodstandards.gov.au/mediareleasespublications/factsheets/foodsafetyfactsheets/index.cfm>.

The NSW Food Act 2003 and Food Standards Code apply to any premises used for the preparation of food for sale. It is generally expected that persons preparing food at home be aware of the requirements to ensure that the premises generally comply with this legislation.

Food business operators must ensure that all foods are stored in such a way that it is protected from likely contamination and that the environmental conditions will not adversely affect the safety of the food.

All goods should be stored at least 750mm off the ground.

Packaging material used must be suitable for food packaging and unlikely to cause food contamination.

Any product sold in packaged form – including eggs - (jar, bottle, packet) is to be clearly labelled, with at least the address of the place where the food was made and a “best before” date. You will also need to list the ingredients so that people with allergies can see what is in the product.

All stalls which sell “potentially hazardous” foods as defined by the NSW Food Authority are required to produce answers to the following enquiries by Council if asked:

Premises where food preparation occurs

- Full address

All persons involved in handling/preparation/serving of ingredients or “potentially hazardous” food for sale at a market stall.

- Are these people aware of food hygiene and safety? Detail any courses undertaken and provided copies of any supporting documents.
- Course/s intended to be undertaken in the near future related to food hygiene and safety.

All steps involved preparing final product - from purchase of ingredients to serving and identification of sources of contamination.

- What goods and ingredients are usually purchased?
- Where do you normally purchase your good or ingredients?
- How do you transport and store ingredients and foodstuffs safely?
- Food preparation steps involving handling of foods and ingredients

- Identify all products sold

Practices employed to minimize risks associated with above procedures.

- Exposure time/temperature controls
- Cleaning and sanitizing practices for premises, utensils, machinery, etc
- Is a safe potable water supply available?
- Essential handwashing requirements - How are these met?
- Vermin control
- Storage containers
- Preventing direct contact with food likely to be immediately consumed

Are appropriate labels attached, as required for all prepacked food products?

- It is necessary that you consider the medical consequences of failing to notify the customer that a particular ingredient is contained in your product. Certain ingredients, including colouring or preservative agents can seriously affect the health of people with allergies and illnesses (such as asthma).

(Note: The Food Safety Plan must identify likely sources of food contamination, e.g. microbial and foreign matter and the methods used to minimize contamination)

Generally, animals may be sold as long as appropriate distances are maintained between food stalls and animals for sale. Birds and poultry may be sold by appropriately licenced bird traders/sellers, in keeping with the Animal Welfare Code of Practice – Animals in Pet Shops (NSW Department of Primary Industries) and all other animal sellers should contact Council for relevant information regarding bio-security, food contamination and health and hygiene issues.

If you are selling butchers' meat, smallgoods, uncooked fermented manufactured meats, raw poultry, or wholesaling/processing meat, poultry, dairy products, seafood or plant products, you will probably need to be licensed by the NSW Food Authority. Contact the Authority before you start selling to find out the requirements.

Step 3 - Approval by Council

Before you start operating the farmers market, you need to complete an application form.

The application form will outline the following:

- the proposed location and layout of the farmers market
- how you engaged neighbouring residents in planning for your initiative
- any relevant feedback expressed by neighbouring residents and

- name and contact details of the person nominated as the primary contact in relation to the operation of the farmers market.

Once you have completed and submitted the application form, Council will assess the application and either enter into a written agreement, issue an approval, lease or licence to the group that holds the public liability insurance. The agreement, approval, lease or licence will document:

- details of the initiative as discussed with neighbouring residents and property owners
- any specific conditions relating to
 - the provision of public liability insurance cover related to the edible streetscape and
 - safety requirements during establishment and operation of the farmers market
- the understanding of the nominated primary contact person to report to Council in the event that a new primary contact person is nominated or substantial changes to the initiative are proposed.

The process for submitting your application is either by email to Council on **** or by visiting the Council office at ****.

A register listing the locations of farmers markets for which agreements, approvals, leases or licences have been executed will be available on the Council website.