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# WILLUNGA FARMERS MARKET INC. APPLICATION TO TRADE

(Please circle relevant description)

**LOCAL VENDOR**

**GUEST VENDOR**

**HOT FOOD**

\*see definitions in the WFM Inc. Code of Practice 2018/19

## PERSONAL AND CONTACT INFORMATION

Business trading name.....

Producer's name .....

Business ACN/ABN: ..... 

Postal address: .....

Business address .....

Email address: .....

Contact number/s: .....

Website URL: .....

Social media site/s & username/s.....

Signed: .....Dated:.....



**BUSINESS DESCRIPTION** [SEP]

\*INCLUDE MAP OF PROPERTY SHOWING LOCATION OF ALL CROPS GROWN

**Location # 1** Local council area: .....

Property location as on council rates notice .....

Property address: .....

Area of property under production: .....ha.

Property owned    Property leased    (Please attach copy of any relevant lease agreement held)

**Location # 2** Local council area: .....

Property location as on council rates notice .....

Property address: .....

Area of property under production: .....ha.

Property owned    Property leased    (Please attach copy of any relevant lease agreement held)

**Location # 3** Local council area: .....

Property location as on council rates notice .....

Property address: .....

Area of property under production: .....ha.

Property owned    Property leased    (Please attach copy of any relevant lease agreement held)

**AGENTS** Product sold at WFM by ..... [SEP]

If acting as AGENT, state whose products you are AGENT for .....

NB: anyone selling goods at WFM through an AGENT needs to submit an Application to Trade Local council area:

..... [SEP]

Property location as on council rates notice .....

Property address: ..... [SEP]

Area of property under production: .....ha. [SEP]

Property owned    Property leased    (Please attach copy of any relevant lease agreement held)



**SITE REQUIREMENTS** Please indicate your site requirements by ticking the relevant box:

Standard site  1.5 size site  Half Site  Vehicle/truck on site  Power  Weekly Stall   
 Fortnightly Stall  Double size site  On site storage  Monthly Stall  Shared site

### WFM INC. - SCHEDULE OF FEES (1.8.2018 – 31.7.2019)

SITE FEES	WEEKLY	MONTHLY
<b>Standard:</b> 3m x 3m	\$ 57.00	\$ 228.00
<b>1.5 Size:</b> 4.5m x 3m	\$ 82.50	\$ 330.00
<b>Double:</b> 6m x 3m	\$ 114.00	\$ 456.00
<b>Shared</b>	\$ 87.50	\$ 350.00
<b>Half Stall</b>	\$ 41.50	\$ 166.00
<b>Hot Food Stall:</b> Standard	\$ 77.50	\$ 310.00
<b>Hot Food Stall:</b> Small	\$ 41.50	\$ 166.00

#### OPTIONAL EXTRAS:

Vehicle on site, next to stall	\$ 25.00	\$ 100.00
Vehicle on site, accessible to stall	\$ 15.00	\$ 60.00
Power facilities	\$ 7.00	\$ 28.00
Use of storage facility	\$	\$ 40.00

#### Note:

*By paying the whole month in advance the stallholder is eligible for a 10% discount off the total stall fee (incl power, vehicle & storage where applicable)*

*Payment must be received by WFM no later than the 28th of the month prior to receive this incentive. Site fees are based on the standard stall site size of 3m x 3m - protruding tent ropes will not be permitted.*

#### MEMBERSHIP:

Annual WFM Inc. membership is \$40 (inclusive of GST). Stallholder membership is valid from 1 August to 31 July. All stallholders must be members before selling at the market.

#### DEFINITIONS & ENTITLEMENTS:

**Stallholder:** full ownership of stall, full fee payment. Required to sell product from stall each Saturday. Representation in WFM online media and any WFM promotional activities.

**Shared stallholder:** ownership of half a stall at slightly reduced rates. Required to sell product from stall each Saturday. Representation in select WFM online media and promotional activities.

**Agent:** No ownership of stall, product representation at stallholders discretion. Reduced fees. No representation in any WFM online media or promotional activities. Product to be sold by stallholder or their employees.



## PRODUCE INFORMATION

Please circle the category/s from which you will be selling product

Animal food<sup>[ ] [ ] [ ] [ ]</sup><sub>SEP</sub>

Baked products

Bakery / yeast products

Cakes, biscuits, pastries

Dairy

Fish / seafood

Flowers

Fruit<sup>[ ] [ ] [ ] [ ]</sup><sub>SEP</sub>

Honey<sup>[ ] [ ] [ ] [ ]</sup><sub>SEP</sub>

Hot Food

Jams / preserves / condiments

Meat<sup>[ ] [ ] [ ] [ ]</sup><sub>SEP</sub>

Muesli / Flours / grains / pasta

Nuts / grains<sup>[ ] [ ] [ ] [ ]</sup><sub>SEP</sub>

Olive / seed oil products<sup>[ ] [ ] [ ] [ ]</sup><sub>SEP</sub>

Plants / herbs / seedlings / compost / garden inputs

Poultry / eggs<sup>[ ] [ ] [ ] [ ]</sup><sub>SEP</sub>

Ready meals

Vegetables

Wine / Beer / Cider / Other Beverages

Yeast products / confectionary / ice cream



**PRIMARY PRODUCE** Please indicate the produce you anticipate having available for sale, estimating the seasonal availability.

**Produce that is available ALL YEAR**

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

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Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

**Spring produce: Sept | Oct | Nov**

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

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Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

**Autumn produce Mar | Apr | May**

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_



Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

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Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

**Winter produce June | July | Aug**

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

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Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

**Summer produce Dec | Jan | Feb**

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

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Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_

Product \_\_\_\_\_ Area (approx.) \_\_\_\_\_



**VALUE ADDED PRODUCTS** – refer to WFM Inc. Code of Practice 2018

**Product name** \_\_\_\_\_

Ingredients (list all ingredients per product)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated total % locally sourced ingredients by weight or volume

\_\_\_\_\_

**Product name** \_\_\_\_\_

Ingredients (list all ingredients per product)

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Product name** \_\_\_\_\_

Ingredients (list all ingredients)

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Estimated total % locally sourced ingredients by weight or volume

\_\_\_\_\_

**Product name** \_\_\_\_\_

Ingredients (list all ingredients)

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**Product name** \_\_\_\_\_

Ingredients (list all ingredients)

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Estimated total % locally sourced ingredients by weight or volume

\_\_\_\_\_

**Product name** \_\_\_\_\_

Ingredients (list all ingredients)

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\_\_\_\_\_



**VALUE ADDED PRODUCTS** – refer to WFM Inc. Code of Practice 2018

**Product name** \_\_\_\_\_

Ingredients (list all ingredients per product)

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Estimated total % locally sourced ingredients by weight or volume

\_\_\_\_\_

**Product name** \_\_\_\_\_

Ingredients (list all ingredients per product)

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**Product name** \_\_\_\_\_

Ingredients (list all ingredients)

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Estimated total % locally sourced ingredients by weight or volume

\_\_\_\_\_

**Product name** \_\_\_\_\_

Ingredients (list all ingredients)

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**Product name** \_\_\_\_\_

Ingredients (list all ingredients)

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Estimated total % locally sourced ingredients by weight or volume

\_\_\_\_\_

**Product name** \_\_\_\_\_

Ingredients (list all ingredients)

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\_\_\_\_\_





# DOCUMENT CHECKLIST

Include copies of all relevant documents as listed below with this application. Please remember to submit updated renewal certificates during the year as they occur.

- 100 point self assessment
- Insurance Certificate of Currency
- Local council license & registration for food production and sale/local council food safety assessment certificate.
- HACCP certificate
- Organic / Biodynamic Certificate of Registration (if applicable)
- Relevant industry permit / license (if applicable)
- Crop storage records
- Relevant Lease Agreement documents
- Farm Map showing all production areas. (can be hand drawn)
- 

## COMMITMENT

I, .....

UNDERSTEND THAT THIS APPLICATION IS ACCEPTED BY WFM AT THE DISCRETION OF THE BOARD OF MANAGEMENT, AND THAT SUCH ACCEPTANCE WILL BE CONFIRMED WITHIN 7 DAYS FOLLOWING THE NEXT MONTHLY BOARD MEETING.

I HAVE READ AND UNDERSTOOD MY RIGHTS AND OBLIGATIONS AS A STALLHOLDER AT THE WILLUNGA FARMERS MARKET AS IDENTIFIED IN THE DOCUMENT "WILLUNGA FARMERS MARKET CODE OF PRACTICE 2016/17".

I AGREE TO ABIDE BY THE REGULATIONS ESTABLISHED BY THE CODE OF PRACTICE AS THEY ARE WRITTEN. I UNDERSTAND THAT MY RIGHT TO TRADE MAY BE REFUSED IF I DO NOT ABIDE BY THEM. I AGREE THAT I, ON THE BEHALF OF (TRADING ENTITY).

I WILL INDEMNIFY TO THE EXTENT PERMITTED BY LAW THE WFM INC FROM ANY DAMAGE, EXPENSES OR LIABILITY ARISING FROM ANY INJURY OR DAMAGES TO ANY PERSON THAT OCCURS EITHER IN OR ARISING OUT OF THE OCCUPANCY OF THE STALL SITE OR ANY THING CONNECTED WITH SUCH OCCUPANCY.

Signed: .....

On behalf of (company): .....

Position (ie Manager/Owner):.....

Date: .....