

# The Growers Market - What do I need to know and do if I intend to sell food?

The growers market adopts the theme of "Make it, bake it, grow it, sell it" and provides an opportunity for people to sell their foods to locals and visitors to the Huon Valley region. The Growers Markets located around the Municipal area, are run by the community and Council's role is to ensure that safe food is sold at such markets and events and hence issue certificate of registrations to individual food stall holders.

If you intend to sell food \* at a Growers market within the Huon Valley Municipal area, you are required to complete the attached application and return it to Council's Environmental Health Officer (EHO) for assessment. This will allow the EHO to assess what type/s of food you intend to sell and therefore what relevant requirements apply for the processes related to the product.

## The requirement to be registered to sell food under the *Food Act 2003*

\* Under the *Food Act 2003*, a person who intends to sell potentially hazardous food must hold a certificate of registration, issued by Council, to allow them to sell food. Products that have a manufacturing or processing component are also foods that may require registration in the Huon Valley.

## What is potentially hazardous food?

Potentially hazardous food means food that has to be kept at certain temperatures to minimize the growth of any pathogenic (disease causing) micro-organisms that may be present in the food or to prevent the formation of toxins in the food.

The following foods are examples of potentially hazardous foods:

- Raw and cooked meat (including poultry and game);
- Foods containing raw or cooked meat such as casseroles, curries and lasagne;
- Small goods such as Strasbourg, ham and chicken loaf;
- Dairy products, for example, milk, custard and dairy-based desserts such as cheesecakes and custard tarts (and cakes containing cream);
- Seafood (excluding live seafood) including seafood salad, patties, fish balls, stews containing seafood and fish stock;
- Processed fruits and vegetables, for example salads and cut melons;
- Cooked rice and pasta;
- Foods containing eggs, beans, nuts or other protein-rich foods such as quiche, fresh pasta and soy bean products; and
- Foods containing these foods (for example sandwiches, rolls, cooked and uncooked pizza).

Other manufactured products that don't require temperature control once packaged, but require a registration, include:

- Cakes (without cream);
- Biscuits and slices;
- Jams and honey;
- Vinegars, relishes, preserves and other bottled goods.

Fruit and vegetables **that have not been cut or processed** (whole) can be sold at Growers Markets without a registration from Council.

# The process for making application for a "Growers Market Certificate of Registration"

## Completing "Growers Market Registration Application" and obtaining approval from a Market Coordinator

A component of the application requires the approval from the Coordinator of the Market that you intend to sell food at. Therefore you must contact the Market Coordinator (Market Coordinators contact details attached) and provide them with an idea of what you would like to sell. It is ultimately the Market Coordinators decision as to whether you can sell food at their particular market. If the Coordinator is happy for you to sell your product/products at the Market, they will provide their details and signature on the application. Alternatively the Market Coordinator may email Council to advice of this approval.

## Submitting completed application to Council

Once you have achieved this approval from the Market Coordinator and the application is complete, the application can then be provided to Council for assessment by the EHO. Your application must be submitted **at least 14 days** prior to your first intended market.

## Assessment of your application by Council's EHO

Council's EHO will assess your application to ensure that all relevant details have been provided, including the approval from a Market Coordinator.

Depending on the type of product you intend to sell, Council's EHO may need to conduct an inspection of the kitchen where the products are intended to be prepared. Advice and/or requirements will be provided at this stage to ensure that the food is prepared in a safe manner and in an appropriate environment.

If Council's EHO is satisfied with your completed application, a letter will be sent to you advising that your application has been approved and will require payment (invoice will be attached) for Council to process and issue your certificate of registration.

## Issuing of "Growers Market Certificate of Registration"

Once payment has been received your "Growers Market Certificate of Registration" will be posted to you at the address provided on the application.

The registration will be provided as a 'package' that will include relevant food safety documents including labeling requirements. Growers Market contact details will also be provided.

**NB:** The "Growers Market Certificate of Registration" only permits persons to sell their food at the Markets within the Huon Municipal area and does not allow persons to sell their product to businesses unless they have a separate Annual Food Business Registration.

## I want to sell my food at other Markets.....

The annual "Growers Market Certificate of Registration" is therefore initiated by getting the approval from **one** Market Coordinator and will entitle the holder to sell food at their chosen/local market.

If you then wish to sell food at other markets, you will need to seek approval from the respective Market Coordinator. This is achieved by contacting the Market Coordinator and (as with the initial application process) discussing your interest in selling your product/s at their Market and seeking their approval. If the Coordinator is happy for you to sell your product/products at the Market, they will provide their details and signature on the rear of the "Growers Market Certificate of Registration" in the area provided.

**For more information or if you have any queries regarding the application process please contact the Environmental Health section of Council on 6264 0354**





## Growers Market Registration Application

If you intend to sell food at a growers market, you are required to complete this application and return it to Council's Environmental Health Officer.

Council's Environmental Health Officer will assess your application and based on the product you intend to sell, will categorise your stall as either low risk, which will incur an annual fee of \$60.00 or high risk (potentially hazardous food) which will incur an annual fee of \$120.00.

If you intend to trade for one day only, a fee of \$15.00 for low risk and \$30.00 for high risk would apply. Council's Health Officer will determine the risk and hence the relevant fee.

Please ensure that the completed and signed application is forwarded to Council no less than 14 days prior to the event.

An invoice will be forwarded to you. Council will produce a Growers Market Certificate of Registration when payment has been received.

**Please tick the appropriate box below.**

**Annual** (to trade for financial year)

**Daily** (to trade on one day)

Date of Market (for daily event) .....

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### Applicant / Food Stall Holders Details

Name of stall holder (*person who will hold registration*) .....

ACN / ABN(*if applicable*) .....

Address of applicant .....

..... Postcode .....

Telephone ..... Mobile Phone .....

Details of food safety qualifications, training or experience of the applicant or food handlers (*if any*).

*Please attach details if insufficient space.* .....

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What are you intending to make and sell?. *Please attach details if insufficient space.* .....

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Please provide details of refrigeration (if required) and packaging methods:

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**Plans and Specifications**

For food stall holders, please draw a general floor plan of your proposed stall. If you intend to prepare food (s) at the market you will require hand washing facilities. Please indicate on the drawing where these would be situated. Other facilities such as portable refrigeration units must be clearly shown.

Plan of stall to be drawn in the space below:

**Market Details and Coordinators Approval**

Primary market where Applicant intends to sell food (*ie Geeveston*) .....

**Coordinators details and approval**

I (*Coordinators full name*).....as the Coordinator or Deputy Coordinator of the (*insert name of Market*).....

give approval for the above applicant to sell food at the abovementioned Market based on the information provided to me and the period for which they are applying for (refer to box ticked above).

Signed (*Coordinators signature*).....dated ...../...../.....

**Signature**

Signature of applicant for registration ..... Date .....

*Please lodge your completed form with the General Manager of the Council*

**Office Use Only**

Fee Paid: \$.....

Receipt No.: .....Date: .....





## MARKET COORDINATORS CONTACT DETAILS

Market	Location	Coordinator	Address	Phone
Huon Valley Growers Market	Franklin Palais	Maggy Tomkins	PO Box 338 Geeveston 7116 huongrowers@bigpond.com	0411 232 777 6297 9923
Geeveston Country Growers Market	Geeveston Community Hall	Joanne Skipsey	16 Kermandie River Rd Geeveston 7116	6297 9913
Judbury Growers Market	Judbury Community Hall	Tony Robbie	345 She Oak Rd Judbury 7109 robbiefamily@dodo.com.au	6266 0262
Cygnets Produce Market	Cygnets Town Hall	Liz/Nikki	PO Box 252 Cygnets 7112 camelhandler@yahoo.com	6295 1179 6295 0396
Loongana Park Market	Mary St Cygnets	Cygnets Arts Council	c/- Cygnets Telecottage Mary St Cygnets 7112	6295 1155 (Michelle Rauenbusch)
Huonville Riverside Market	Coolstore Rd Huonville 7109	Keith & Merelne Coghlan	7 Temperance Lane Franklin 7113	6266 3477
Dover	Dover Online Centre	Gary Cooper	c/- Dover Online Centre Huon Highway Dover 7117 farsouthcommunity@bigpond.com	Gary Cooper – 6297 6358 Tina Calver 6298 1090

