



## Guidelines for running an event in CENTRAL HAWKE'S BAY where there will be FOOD

What are the rules? Here's a summary of what is expected.

All food services (including pre-packaged) at an event must be registered operators. They could either be a registered mobile shop which enables them to be completely self-contained or registered as a food premises (at another location) and are catering at an event. The only exception is when a non-profit making organisation sets up an occasional food stall for fundraising.

### Types of Registration:

Any operation involved in the preparation and sale of food at the event **MUST HAVE** one of the following:-

1. A current certificate of registration under the Food Hygiene Regulations 1974, with any territorial local authority.
2. A food safety programme, food control plan or risk management plan for the operation, given by the New Zealand Food Safety Authority.

If a stall holder has one of the above, provide all of their details on the spreadsheet provided. Any other groups wishing to have a food stall (e.g. fundraising cake stall or BBQ) must complete the 'Application to Operate a Food Stall at an Event' form.

**In all cases the Event Organiser is responsible for ensuring that these guidelines are adhered to.**

To do this, gather the appropriate information from stalls already registered and complete all fields of the spreadsheet form and / or provide information to those who are unregistered and wish to sell food and get them to fill out the 'Application to Operate a Food Stall at an Event' form. Once you have the required information and all of the forms have been returned to you, these are to be sent to the Environmental Health Officer at the Central Hawke's Bay District Council so they can be recorded on file, and also so that they can be used when inspections take place at the event.

A minimum of **10 working days** prior to the event is required for these forms to be delivered. See below for ways to deliver the forms.

There are no fees for the individual stall holder however there is a fee for the event. The fee is **\$75.00** payable to the Central Hawke's Bay District Council.

### Notes:

- Premises registered with the Central Hawke's Bay District Council need only quote their reference number on the form (e.g. FP0001)
- Read conditions and requirements for the stall holder
- Deliver applications and pay the \$75.00 fee to Central Hawke's Bay District Council

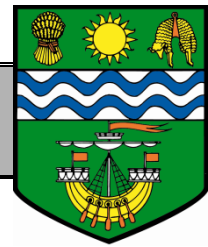
**DELIVER TO: Central Hawke's Bay District Council**

Main Office  
Ruataniwha Street  
WAIPAWA

Waipukurau Library and Service Centre  
Kitchener Street  
WAIPUKURAU

P O BOX 127  
WAIPAWA 4240

**APPLICATION FOR AN EVENT  
WHERE FOOD IS FOR SALE**



**Event Name:**

Name of Organisation running the event:

Name of Event Organiser: \_\_\_\_\_

Date(s) and times during which the event is intended to operate:

Address of Event:

Purpose of Event:

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Contact name: \_\_\_\_\_

Address for service of documents:

Daytime phone number: \_\_\_\_\_

Contact phone number at event: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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**Enclose fee of \$75.00**

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_