

## - APPLICATION TO OPERATE A FOOD STALL AT AN EVENT -

**THIS FORM MUST BE RECEIVED NO LATER THAN 10 WORKING DAYS PRIOR TO THE EVENT. APPLICATIONS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED AND YOU WILL NOT BE PERMITTED TO OPERATE AT THE EVENT.**

### General:

Who: Who prepares the food?

- A food stall should have a qualified food safety supervisor. There are however exemptions for the 'fund raiser'.

Where: Where is the food being prepared?

- If your food is prepared at your registered premises you will have all the adequate facilities to ensure that food is prepared safely. Then all you need to worry about is adequate food protection for transport, display and service.
- If you are preparing your food at your stall then you need adequate facilities. These include;
  - Cleanable walls, floors, ceilings and food preparation surfaces.
  - Access to clean toilets with hand washing facilities.
  - Access to hot water and a drain leading to sewer. Cleaning buckets with mixed waste and chemicals must go into the sewer, not the storm water drain, or the nearest garden.
  - Good lighting and ventilation.
  - Rubbish bin with lid.
  - Leave nothing behind. This means all solid and liquid waste.

How: How you prepare the food is **critical!**

- Simply: Clean, Cook, Cover, Chill.
- Ensuring food safety is paramount. Clean conditions, adequate cooking times and safe temperatures must be observed.
- No 'naked' food – cover everything. Customers must not be able to contaminate the food.
- Person dealing with the money should never touch the food until their hands have been thoroughly cleaned. Gloves should be used on clean hands and should not be depended on. Ideally the money handler should not deal with the food.
- Dress appropriately. Clean clothes, apron and a hat. Leave your apron behind when you leave the food preparation area.

What: What sort of food are you preparing?

- Hot food to be kept piping hot and cold food needs to be kept cold - Remember your training.
- High risk food kept at ambient temperatures should not be stored for an accumulative time of greater than 2 hours from start to finish.
- Cutlery and utensils should all be kept for individual food types – raw and cooked meats etc. Ensure no cross-contamination takes place.
- At the other end of the scale pre-packaged, low risk foods only need a table for display.

**To decrease the risk of foodborne illness from the sale of food at special events, please ensure these guidelines are adhered to.** *On the day, the following may be checked.*

1. Meat (and readily perishable food) must be kept cold (not frozen) at or below 4°C, in a chilly bin prior to cooking. It is recommended that at least two chilly bins be used, one for operating from and the other(s) for storage. Summer temperatures and longer operating

times may require fridge access for food storage. Personal hygiene is also a vital part of reducing foodborne illness.

2. Any ingredients used should be protected from animals, direct sunlight and dust, by storage in appropriate containers. Also applies during transportation.
3. Tongs (or similar) must be used for handling food. Any utensils and equipment used must be sanitised prior to use. There should be no direct handling of 'ready to eat food', disposable gloves should be worn.
4. Cooked food must not come into contact with raw meat or any item that has been in contact with raw meat.
5. Once cooked, food must be maintained at temperatures above 60°C.
6. Keep all food and utensils at least 450mm off the ground.
7. A clean smock/apron should be worn when preparing and serving food. The person who handles the money should not be handling food.
8. No smoking is permitted when working at the food stall.
9. Easy access to toilets.
10. The food stall MUST HAVE a wash-hand facility with water, soap, single-use towels and a method of waste disposal. Hand sanitising gel is to be used after hand washing.
11. Ensure that the food that is sold is not contaminated, offensive or injurious to health. Buy ingredients from approved outlets and also follow these guidelines during initial preparation.

**It is possible that Environmental Health staff will inspect your stall. It is imperative that all of the above conditions are adhered to as failure to meet any requirements may result in confiscation of the food and closure of your stall.**

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#### **Notes – HOW TO FILL OUT THE FORM:**

- Fill out all relevant sections of the form.
- Enclose fee of \$25.00 – payable to the CHB District Council.
- This form is to be returned to the Event Organiser once completed or directly to the Council Office (addresses below).
- Any further questions? Phone the Central Hawke's Bay District Council on 06 857 8060 and ask for the Environmental Health Officer.
- Retain this information sheet.

#### **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 TO OPERATE A FOOD STALL

Name of Organisation intending to operate the food stall:

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Name of Food Safety Supervisor: \_\_\_\_\_

Location/address at which the stall is intended to operate (if a 'Show' – name the show):

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Date(s) and times on which the food stall is intended to operate:

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Purpose of food stall:

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Contact name (if different from supervisor): \_\_\_\_\_

Address for service of documents:

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

Contact phone number at stall (if available): \_\_\_\_\_

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

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

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

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Foods to be sold (state if pre-packaged):

1	_____	2	_____
3	_____	4	_____
5	_____	6	_____
7	_____	8	_____

Source of food (where the food was obtained from?):

1	_____	2	_____
3	_____	4	_____

Is any storage or preparation of the food to be undertaken by the operator of the food Stall?

YES

NO

If the answer is Yes, what methods of food safety are in place for prepared food. Ie: All ingredient stored at ???, protected by??, prepared to order, heated to ???, prepared with hot/hold facilities and turn over rates, stock rotation, etc

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Proposed method and location of food utensils, appliances and equipment:

(Please include a floor plan showing all facilities and equipment)

What facilities will you have available at the food stall?

Table  YES  NO

Hot Storage (>60°C)  YES  NO

Hot plate  YES  NO

Cold Storage (<4°C)  YES  NO

Frozen store (<-18C)  YES  NO

Frozen display (<-12C)  YES  NO

BBQ  YES  NO

Wok  YES  NO

Oven  YES  NO

Steamer  YES  NO

Other (state): \_\_\_\_\_

What arrangements have been made for toilet use and the washing of hands?

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Please describe any building, caravan, tent, canopy, cover, screen, umbrella or other shelter, facility or appliance to be used in conjunction with the stall:

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

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