

***The following information is to provide guidance on how to apply for approval as an “approved operator” to prepare low risk packaged foods in your home kitchen for sale at a Participating Market in the Kāpiti Coast District.***

#### **THINKING OF BECOMING AN APPROVED OPERATOR – DO YOU FIT THE CRITERIA?**

1. If you are planning on applying to become an approved operator you should first ensure that you will be able to get a site at a participating market, allocation of stall sites is at the discretion of the Participating Market Manager.
2. Your home kitchen must be located in the Kāpiti Coast District.
3. You will only be interested in manufacturing and selling low risk packaged foods (see list below) at the local market
4. You will hold a level 167 Food Handling Certificate
5. You will need to agree to sell only your own product; direct to consumers at the market
6. You will not be selling food through any other medium (includes retail, telephone order or markets outside the district)
7. You can not have a bedroom opening to the kitchen in your home

#### **WHERE CAN AN APPROVED OPERATOR SELL FOOD**

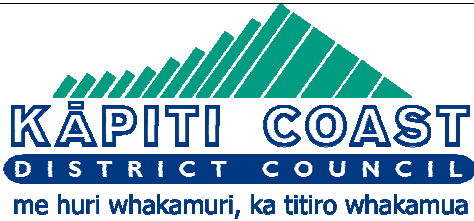
- An approved operator can only sell food at two participating markets in the Kapiti Coast District. Please note that if a market is not a participating market you will be unable to sell food there
- An approved operator can sell their low risk packaged food at any number of events in the district, provided they complete a food stall application. Allocation of stall sites is at the discretion of the Event organiser.
- You may be able to sell your product at an event outside the district, subject to the requirements of the Event Organiser and in accordance with the policies of the Territorial Authority

#### **WHAT FOODS CAN BE PREPARED AND SOLD BY AN APPROVED OPERATOR?**

- Cakes, Biscuits, Breads and other grain based products.
- Jams and Preserves (acidified or preserved or low water activity, and shelf stable).
- Honey, Olive oil, Vinegar
- Candies and Confectionary
- Fruit and vegetables (you do not have to be an approved operator to sell fruit and vegetables at a market)
- All foods must be suitably packed and labeled prior to attendance at the market

#### **THE PROCESS FOR BECOMING AN APPROVED OPERATOR**

- If you are planning on applying to become an approved operator you should first ensure that you will be able to get a site at a participating market, allocation of stall sites is at the discretion of the Participating Market Manager
- Complete an application form (attached) and lodge it with the Environmental Health Office of Council.
- Download an Approved Operator Assessment Pack (from the website) or request that one be sent to you, familiarize yourself with the pack prior to arranging your home assessment
- Once your application has been assessed by an Environmental Health Officer you will be contacted to arrange a site visit to assess whether the general provisions of the Food Act 1981 and the Food Hygiene Regulations 1974 are being complied with.
- Once the assessment process is complete you will be invoiced for the cost of the assessment including associated travel and administration costs. Once Council has received payment you will be issued with an Approved Operator Certificate which you can show to the Participating Market Manager.



# Application for Approval as an Approved Operator to prepare food at home for sale at markets

Complete all sections and enclose all relevant fees and certificates

Send or deliver your application to: **Environmental Health Office, Kāpiti Coast District Council, Private Bag 60601, Paraparaumu 5254** or deliver to **175 Rimu Road, Paraparaumu**. For enquiries phone **04 296 4700**

## Applicant details

New Applicant: Yes  No

Street address of home based kitchen \_\_\_\_\_

Suburb: \_\_\_\_\_

Trading name of Business \_\_\_\_\_

Full name of applicant: \_\_\_\_\_

Postal address for correspondence: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (night) \_\_\_\_\_ (mobile) \_\_\_\_\_

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

Do you hold a Level 167 Food Handling certificate  
*If so please attach a copy* \_\_\_\_\_

What two markets will you attend? \_\_\_\_\_

What food do you want to  
prepare \_\_\_\_\_

## Applicant agreements

I understand that as an approved operator I am only allowed to sell food at Participating Markets and events in the Kāpiti Coast District and I will not attend markets outside the district.

I agree that I will not sell food through any other medium including through a retail outlet, by phone or internet order

I agree to open my home kitchen and associated sanitary facilities (at any reasonable time) to an Environmental Health Officer for assessment on a least an annual basis and for the investigation of any food complaint.

I agree that I will sell my own food, direct to the consumer at the market

I agree that I will not sell anyone else's food products at the market

I agree that I will only prepare and sell the foods outlined in my approval certificate

I agree to reimburse the costs of any Environmental Health Assessment prior to receiving my approval certificate

I agree that I will endeavour to comply in full with any applicable sections of the Food Act 1981 and Food Hygiene Regulations 1974 at all times I am involved in the preparation or sale of food

I understand that if I am found to be in breach of the above agreements, that Council may revoke my approved operator status and if so I understand that Council is under no obligation to process any future application for approval

**Name of applicant (printed):** \_\_\_\_\_

**Signature of applicant** \_\_\_\_\_

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