

STALLHOLDER: Please complete pages 1 and 2 for each stall and return to the Event Organiser, signed and dated at least 8 working days before the event.

PRE- EVENT PREPARATION, AND PLANNING AND SITE SET UP

1. It is preferable that all food is prepared at a registered food premises. Preparation of food in a domestic kitchen is not recommended however it is not excluded in the case of an Occasional Food Premises.
2. If you do prepare food at home prior to the event, ensure that sick persons are excluded from the kitchen.
3. Food shall be purchased and prepared as close as possible to the event. If prepared the night before, all readily perishable food shall be kept refrigerated at a temperature of 4°C or below.
4. Food shall be transported to the event and stored on site in covered containers.
5. A refrigerator or chilly bins with ice shall be provided to keep all readily perishable foods at 4°C or below.
6. Food shall be stored at least 450mm off the ground. You may need to bring separate tables for storage of containers with food in them.
7. For public safety any cooking unit shall not be facing the public or accessible to the public. Stallholders who are cooking food will need to restrict the public by means of a tent or other structure. You shall also have access to a fire extinguisher or fire blanket.
8. If you are handling unpackaged food at the site you must provide a hand washing facility. This shall consist of (as a minimum) a 20 Litre container of clean water fitted with a tap. The container shall be placed high (on a table) and should drain into a bucket or similar waste water container so that hands can be washed in running water.
9. If you intend to cook or reheat foods you shall provide a hot plate, so you can rapidly heat food to above 60°C.
10. If you intend to hold hot foods for sale, you shall provide a Bain Marie or similar food warmer (capable of holding foods at above 60°C).
11. Food vendors shall comply with all applicable requirements of Part Two and Three of the Food Hygiene Regulations 1974 during pre event preparation and on the day of the event. See www.legislation.co.nz for further information.

DURING THE EVENT

12. Actual preparation of food at the event, as distinct from cooking of food shall be kept to a minimum.
13. Food Handlers shall wear protective clothing to protect the food from contamination by their clothes and/or hair.
14. People handling unpackaged food shall regularly wash their hands. Soap and paper towels and a supply of disposable gloves must be available at the hand wash facility.
15. Food shall be protected from contamination from dust, flies, birds, animals and humans during and awaiting preparation and while on display. Clean washable food storage containers shall be provided. Used cardboard boxes shall not be used for storing unpackaged food. Foods must not be stored on the ground.
16. Raw meats, surfaces or utensils used to prepare raw meats shall not come into contact with ready to eat foods.
17. Ensure you bring plenty of spare cooking utensils (tongs, spoons, knives, chopping boards etc) or ensure you have planned a suitable method for utensil washing and sanitising.
18. All hot food shall be placed in a food warmer or Bain Marie after cooking, or served immediately.
19. Readily perishable food shall be kept hot (at or above 60°C) or cold (at or below 4°C). It is recommended you use a thermometer to ensure these temperatures are maintained throughout the day.
20. Ensure you have a refrigerator or enough chilly bins and ice to keep readily perishable foods at or below 4°C.
21. Only single service containers are permitted for public use (disposable cups, plates, knives, forks etc).
22. Food handlers are required to use a separate toilet facility from the general public, find out where this is located.
23. All rubbish generated at your food stall must be kept tidily in bins with liners and removed from the site when full.
24. Food handlers who have had diarrhoea or vomiting in the last 48 hours must be excluded from the food stall.
25. Smoking is not permitted at the food stall.
26. I understand that I can only operate an occasional food premises twice in any year (1 July to 30 June).
27. I understand that if I do not comply with the above requirements I may be subject to enforcement action such as being asked to leave the site, being asked to stop work until problems are rectified or may be subject to seizure of foods and or legal action.

I HAVE READ AND UNDERSTAND THESE REQUIREMENTS, AND ADVISE THE INFORMATION GIVEN IN THIS APPLICATION IS CORRECT

Print Name (manager of stall) _____ Date: _____

Signed (manager of stall) _____

FOOD STALL INFORMATION – PROPOSED FOOD VENDOR MUST COMPLETE ALL SECTIONS

Name & date of festival or fair: _____

Full name (manager of the food stall) _____

Address: _____

Email Address: _____

Name of stall: _____ Phone contact: _____

Food to be sold: _____

Where will food be prepared? _____

Will the food be prepared in facilities registered under the Food Hygiene Regulations 1974? _____

Where and how will the food be stored prior to delivery to the event site? _____

How will food be transported to the site (covered, refrigerated, etc) _____

What food preparation will be done prior to the event? _____

How will you store food at the event (Display & storage)? _____

What cooking equipment will you have? _____

What hot holding equipment will you have? _____

What cold holding equipment will you have? _____

What will you provide for hand washing? _____

What will you provide for utensil washing & sanitizing (tongs, knives, serving spoons etc)? _____

Do you have any training in food hygiene (unit 167/168)? _____

Will you provide a tent or other structure to protect the public from cooking appliances? _____

Have you operated a food stall in the Kapiti Coast District in the last year (1 July to 30 June)? _____

Are you a fundraising stall (charity or community group)? _____

If you cannot fit all your information in the space provided above, please attach your further written information to this document

STALLHOLDER: Please keep this page for your reference.

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If you have any questions in relation to the above requirements please contact our Environmental Health Office on 04 296 4700