

Kāpiti Coast District Council requires the following information from Event Organisers prior to the event taking place.

Please note: Event - food stall application forms are available from the council website

PRE- EVENT PREPARATION AND SET UP – EVENT MANAGER

1. Complete the Temporary Event application and submit to Council’s resource consent department to ensure your event fits within the permitted activity rules in the District plan (submit in the planning stages for your event).

Provide the following information to council’s Environmental Health Department (EHD) 20 working days prior to the event.

2. Complete an application form for an overarching certificate of registration for stallholders who are selling food.

3. Provide information about your reason for the fair, festival or event.

4. Provide a plan showing the location of food stalls, water tap, waste water disposal and toilets for food handlers.

Provide the following information to council’s (EHO) 7 working days prior to the event.

5. A list of proposed food stallholders and ensure that you attach the fully completed and signed food stall application forms from all proposed food vendors (includes 2 pages).

6. Provide information on safety and cooking appliances. It is the event organisers responsibility to ensure the safety of the public at their event. When planning for the siting of stalls you need to ensure that people who are cooking are locating these dangerous items where they do not cause a hazard to the public. Do you require stall holders who are cooking to supply a fire extinguisher or fire blanket or do you supply these at a close location?

Fees will be charged for the overarching certificate on the basis of the number of occasional food stalls (although not currently set – no fee payable at this time).

WHO CAN SELL FOOD AT THE EVENT

Any person can sell food at the event provided they meet the food stallholder definitions below, they complete an Event – food stallholder application form and have their application approved by an Environmental Health Officer. Any occasional food premises who is unwilling to complete an application form should not be allowed to attend the event.

OCCASIONAL FOOD PREMISES

Occasional food premises can only operate twice in any one year (i.e. 1 July to 30 June the following year).

Examples of occasional food premises include:

- Charity or community groups who want to sell produce and/or prepared foods, or prepare and/or cook food onsite.
- An individual or group who wants to sell produce and/or prepared food, or prepare and/or cook food on site.
- A mobile food premises that is registered with another territorial authority and not with Kāpiti Coast District Council (KCDC) and who wants to prepare and/or cook foods on site.
- A registered food premises (not mobile) licensed with the KCDC who wants to prepare and/or cook foods on site.

REGISTERED FOOD PREMISES

Registered food premises can operate on any number of occasions at events and include:

- A mobile food premises (whether or not on wheels) that is fully registered as a food premises with the KCDC.
- Any registered food premises or premises with an approved Food Safety Programme, or Risk Management Programme who is retailing their product only (i.e. packaged foods only, no preparation at the site).

DUTIES DURING THE EVENT

It is the event organizers responsibility to ensure that all stallholders meet the agreed requirements. You as the organizer will need to contact each of the stall holders to ensure they understand their responsibilities, and ensure they are clear what facilities you will be providing in relation to toilets, replacement water, wastewater disposal, power, cooking appliances (if any) and or refrigeration (if any). You will need to be prepared at times to turn down potential stallholders or ask an approved stall holder to leave the event on the day if they are not meeting agreed requirements.

For any enquiries contact an Environmental Health Officer on 042964700 or go to www.kapiticoast.govt.nz to download further information.



Event: Application for Overarching Licence for food stalls

ENVIRONMENTAL HEALTH OFFICE

Made under the Health Act 1956 and the Regulations and Bylaws pursuant to the Act

Complete all sections and enclose all relevant fees.

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

Event Details

Name of Event: _____

Date of event _____ Time/duration of the event _____

Reason for event _____

Plan attached showing layout of stalls, location of food handler toilets, disposal of wastewater and clean water taps Yes No

Information is attached advising what is planned regarding fire safety at food stalls and protection of the public from cooking appliances Yes No

Applicant details

Full name of business or group holding the event: _____

Postal address for all correspondence: _____

Full name of Event Manager: _____

Phone: (day) _____ (night) _____ (mobile) _____

Fax: _____ Email: _____

Declaration

I agree to provide council with completed and signed application forms from all food vendors at least 7 working days prior to the event.

I agree to support any action that Councils authorised officers may take to ensure compliance with the Food Stall approvals policy and associated guidance material. This may include asking food vendors to leave the site if they do not comply with minimum requirements for set up and operation on the day of the event.

Name of event manager (printed): _____

Signature of event manager: _____ Date: _____