

*The following information is to provide guidance on how to apply for a licence to become a participating market and who can sell food at Markets in the Kāpiti Coast District.*

### PRE- MARKET PREPARATION AND SET UP – ORGANISERS ONLY

1. If you are planning a new market you should consult with a Planning officer at Kāpiti Coast District Council to establish whether consent or other permissions are required prior to applying to register the food sales.
2. Fill in an application form for an overarching certificate of registration for stallholders who are selling food. Provide full contact details of all stallholders who are selling food (including fruit and vegetables) and copies of the required certificates of registration if the food seller comes from outside the Kāpiti Coast District.
3. Your market will be registered on an annual basis and fees will be charged for an overarching certificate of registration (although not currently set – no fee payable at this time).

### WHO CAN SELL FOOD AT THE MARKET?

Only food premises registered with the Kāpiti Coast District Council or another Territorial Authority; or premises that operate under an approved Food Safety Programme or Risk Management Programme, or an Approved Operator with Kāpiti Coast District Council (selling low risk packaged foods) can sell packaged or unpackaged prepared food at a market.

**All the food vendors listed below must provide a copy of their certificate of registration, exemption certificate or approved operator certificate to the market manager (for their base premises) prior to attending the market.**

- Food vendors selling jams, preserves, delicatessen or bakery products, or any other packaged food.
- Food vendors selling honey, eggs, cheeses, dairy products, or other primary produce (meat, chicken and fish).
- Sales of packaged red meat, special conditions may apply (please discuss with your Environmental Health Officer).

**The food vendors below do not need individual certificates of registration to sell food at a market as the overarching certificate of registration issued to the market manager will cover these food sales.**

- Sale of fruit, vegetables and other fresh (non-processed) produce.
- Eggs, provided that the operator has less than 100 female birds, sells directly to the consumer and does not sell eggs to any person for re-sale.

**Note:** Markets are a regular occurrence and as such Occasional Food Premises (unregistered operators) will not be given approval to sell any food at a market. The only exception to this is charities and community groups operating a fundraising sausage sizzle or cake/jam stall. Fundraisers that operate on a one off basis at a market do not require approval from Council. Charities and fundraising groups who intend to operate regularly at a participating market will need to provide their contact details to the Market Manager who will keep Council updated in relation to these vendors.

### WHO CAN PREPARE AND COOK FOOD AT A MARKET?

No one can cook or prepare food at a market unless they are a fully registered mobile food stall or a charity or community group operating a fundraising sausage sizzle.

- A mobile food premises (whether or not on wheels) that is fully registered as a food premises by KCDC can prepare or cook food on site in accordance with the conditions of its registration.
- For further information how to register a mobile food vehicle please contact an Environmental Health Officer.

### WHAT ARE THE RULES FOR SALE AND DISPLAY OF FOOD AT THE MARKET

- All prepared food shall be protected from contamination from customers, dust and dirt while being stored or displayed for sale (this includes unpackaged breads, pastries and cakes and any other unpackaged food).
- All readily perishable food shall be kept below 4°C while being stored prior to sale (includes pies, meat, fish, pate, cheeses, custard slices etc).
- All food must be stored at least 450mm off the ground.
- Packaged foods must be adequately labeled (see labeling requirements)
- Food Stalls shall comply with all applicable requirements of Part Two and Three of the Food Hygiene Regulations 1974 at the market.

*For any enquiries contact an Environmental Health Officer on 04 2964700 or go to [www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz) to download further information*



# Application for Approval to operate as a Participating Market

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

## Business details

*This is the market details*

New market: Yes  No  Change of manager Yes  No

Street address of market: .....

Suburb: .....

Trading name of Market: .....

Days and time of operation .....

Toilets and hand washing for food handlers available?	Location
.....	.....

## Applicant details

*This includes full details of the market owner or manager*

Full name of market manager: .....

Full name market owner (or group): .....

Postal address for correspondence: .....

Phone: (day) ..... (night) ..... (mobile) .....

Fax: ..... Email: .....

Are you normally onsite at market when operating? .....

I will from time to time check food stalls at the market and ensure they are storing and displaying food in accordance with guidance documents.

I will only allow food vendors who can provide a copy of their current certificate of registration, exemption certificate or approved operator certificate to sell prepared or packaged foods at the market.

I will only allow fully registered mobile food premises (that hold a licence with Kapiti Coast District Council) to cook or prepare food for sale at the market unless they are a fundraising food stall operating a sausage sizzle.

### Approved operators

I will regularly check that any approved operator is selling their own food direct to the consumer and will ensure that an approved operator is not selling anyone else's food.

I will regularly check that approved operators stay within the scope of their approval (see page 4 of the policy for the list of allowed foods)

I will notify Council of any approved operators who breach the requirements of the Policy: Approval of Food Stalls at Markets, Events and other sites.

I will act immediately to refuse a stall site to an unregistered or approved operator on the request of an Environmental Health Officer. This may include asking a stallholder to leave the market.

Name of applicant or agent of business/company (printed): .....

Signature of applicant or agent of business/company: ..... Date: .....

