

TEMPORARY FOOD STALL APPLICATION



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① Applications for approval must be received at least five (5) working days before the event

When submitting this application, you must include a signed copy of the Food Safety Checklist which is attached at the back of this form. Please note that if this checklist is not adhered to on the day of your event, you may be requested to close your food stall.

(Tick appropriate box)

Unregistered commercial food stall – \$45	<input type="checkbox"/>	Fee paid (if applicable)	<input type="checkbox"/>
Registered food stall/mobile shop – no fee <i>*Please supply copy of current Certificate of Hygiene with your application. This is required for approval</i>	<input type="checkbox"/>	<div style="border: 2px solid black; padding: 5px;">Receipt No.: Date:</div>	
Charitable food stall – no fee <i>*Registered charity – please provide contact details</i>	<input type="checkbox"/>		

PETONE FAIR

Unregistered commercial food stall – \$45	<input type="checkbox"/>	Food stall on footpath outside registered premises – \$45	<input type="checkbox"/>
Registered food stall/mobile shop – no fee <i>*Please supply copy of current Certificate of Hygiene with your application This is required for approval</i>	<input type="checkbox"/>	Charitable food stall – no fee <i>*Registered charity – please provide contact details</i>	<input type="checkbox"/>

Person/organisation operating food stall	
Name of person in charge	
Address of person in charge	
	Postcode
Contact daytime phone number	
Date(s) food stall to operate	
Hours of operation	
Location of food stall	

1. FOODS TO BE SOLD

Please list below the types of food that you will be selling at the stall (*state if pre-packaged*)

2. LOCATION OF FOOD STORAGE AND PRE-PREPARATION OF FOOD

Please give details on where food will be stored and prepared (*please note that high risk foods such as meat, dairy, and egg products are not permitted to be prepared in a domestic kitchen*)

3. NAME AND ADDRESS OF REGISTERED FOOD PREMISES WHERE FOOD IS BEING PREPARED

4. STORAGE OF FOOD PRIOR TO DELIVERY TO SITE

Please give details on where food will be stored prior to delivery to the site of the event

5. TRANSPORTATION OF FOOD PRIOR TO DELIVERY TO SITE

Please give details on how food will be transported to site (*refrigerated, insulated containers or hot holding equipment*)

6. FOOD PREPARATION AT SITE

Please give details on what preparation will be done at the site

7. STORAGE OF FOOD AT SITE

Please give details on how food will be stored at the site. You need to ensure you have enough hot holding or cold holding facilities for the quantity of food you are selling

8. COOKING OF FOOD AT SITE

Please give details on how food will be cooked at the site. You need to ensure you have adequate cooking facilities for the food you are selling

9. CLEANING

Please indicate below where food utensils, appliances and equipment will be cleaned

10. STALL SCREENING

Please indicate whether the stall will be screened and how food will be protected

11. HAND WASHING AND TOILET FACILITIES AT SITE

What facilities are to be provided at the stall for hand washing and what arrangements have been made for use of facilities at the event?

Signed	Date
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OFFICE USE ONLY:

Approval granted by	Date
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FOOD STALL CHECKLIST

i *A temporary food stall licence will not be issued to operators that have a current Certificate of Registration for a permanent stall or mobile food caravan. However, in order to gain approval for this event the below checklist must be completed and signed at the bottom.

Pre-event preparation and set up

(Please tick each box that is appropriate to indicate that you have agreed to follow this checklist)

- ☐ All food is to be prepared at registered food premises, such as restaurants and/or other food shops etc. Preparation of food in a domestic kitchen (such as your own home) is not permitted (the only exception is low risk food for fundraising events such as biscuits, sweets, cakes – not containing cream or custard)
- ☐ Food must be prepared as close as possible to the time of the event. If prepared the night before, all readily perishable food must be refrigerated. (Please note that food may only be reheated once. Any reheated food not sold on the day must be disposed of.)
- ☐ Food must be transported and stored on site in covered containers and cold-stored in a refrigerator or chilly bin at a temperature less than 4°C, or hot-hold above 60°C
- ☐ Food must be stored at least 450mm above the ground
- ☐ For public safety, any cooking unit must not be facing the public or be accessible to the public. Stallholders utilising open fires (eg BBQs) must have access to a fire extinguisher or fire blanket. LPG cylinders are to be properly secured, stored in an open area and all connecting hoses must be in good repair
- ☐ There must be some form of ground covering under the cooking and serving area (such as a polythene sheet etc)

During the event

- ☐ Cooking and hot or cold holding equipment will be adequate for the quantity of food being cooked/ sold (ie no small single burners underneath very large pots)
- ☐ Actual preparation of food at the event, as distinct from cooking of food, must be kept to a minimum
- ☐ People handling food must wear appropriate protective clothing to protect the food from contamination by their ordinary clothes and/or hair
- ☐ People handling food must take care to regularly wash their hands. Keep a good supply of protective gloves available
- ☐ People preparing and cooking food should not handle money
- ☐ Cooked food, or vegetables eaten raw (lettuce, grated carrot etc) must not come into contact with raw meats or any surfaces or utensils used to prepare raw meats
- ☐ Ensure all hot food is placed in a food warmer after cooking, or served immediately. Keep readily perishable food hot (above 60°C) or cold (at 4°C or less)
- ☐ Only single service containers are permitted (plates, cutlery etc)
- ☐ Stallholders are required to have ready access to toilets (with wash hand basins), which are located in close proximity to their stall
- ☐ Stallholders selling high risk foods are required to have a continuous supply of hot water for the washing of hands and cleaning of utensils at the stall site. All waste effluent water must be collected in a suitable container for disposal in a sewer drainage system
- ☐ Stallholders operating a sausage sizzle or selling pre-packaged low risk foods are required to use disposable gloves (which are changed regularly) and an alcohol-based hand sanitiser
- ☐ All rubbish generated by the activities at the cooking area and at the venue in general must be kept tidily in bins with lids and collected and removed from the site at the end of the day
- ☐ **I have read and understood this checklist. I am aware that if these are not followed, my stall may be closed down**
- ☐ **I am a commercial operator and have included a copy of the Certificate of Registration for my stall or mobile food caravan**

Signed	Print Name
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For further information regarding this checklist, and food safety in general, contact an Environmental Health Officer at the Hutt City Council, telephone: (04) 570 6666

*This copy to be signed and returned with your application form to:
Hutt City Council, 531 High Street, Lower Hutt 5010, or Private Bag 31912, Lower Hutt 5040*