

Vanessa Coull
Regulatory Services
570 6968
vanessa.coull@huttcity.govt.nz
Our reference: IL40-76

To whom it may concern

Dear Sir/Madam

Hutt News Petone Rotary Fair – application to operate a temporary food stall or mobile shop – safe food practices

Please find attached the application for operating a temporary food stall at the Hutt News Petone Rotary Fair for 20 February 2016.

For the 2016 Fair we introduced a change to the process. A Temporary Food Stall Licence **must be obtained prior to booking your site** with the Fair organisers. **All food stall operators** will need to complete the enclosed application form along with a **signed** copy of the Food Safety Checklist (which is a new requirement) and return to the Hutt City Council along with the appropriate fee (see listed below).

This fee helps cover the inspection of food stalls on the day to ensure that safe food practices are being maintained by stall operators. Cheques may be made out to the Hutt City Council and returned with the application form.

Schedule of fees:

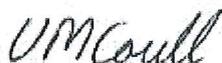
- \$45.00 – stall where food is prepared and sold for commercial gain
- No charge – stall where food is prepared and sold for fundraising for an organisation
- \$45.00 – stall outside your registered food premise
- No charge – if you hold a current annual food stall licence or mobile shop licence issued by the Hutt City Council or other Territorial Authority

Please note – if you operate your own food stall or mobile shop, you can book directly with the Fair Organiser, but must provide them with a copy of a current Certificate of Registration.

Council Environmental Health Officers will be visiting food stalls and mobile shops on the day to ensure that safe food practices are being carried out, so that everyone has a pleasant and enjoyable time at the fair.

Should you have any queries please contact either Emily Connell (570 6867), Sam Langdon (570 6759) or Amber Pacheco (560 1005).

Yours faithfully



Vanessa Coull
SENIOR ENVIRONMENTAL HEALTH OFFICER

TEMPORARY FOOD STALL APPLICATION



Adobe Acrobat V11 is required to fill this form online
Download for free <http://get.adobe.com/reader/>

ⓘ 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 <input type="checkbox"/> <i>*Please supply copy of current Certificate of Hygiene with your application. This is required for approval</i>		Receipt No.: Date:
Charitable food stall – no fee <input type="checkbox"/> <i>*Registered charity – please provide contact details</i>		

PETONE FAIR ONLY

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 <input type="checkbox"/> <i>*Please supply copy of current Certificate of Hygiene with your application This is required for approval</i>		Charitable food stall – no fee <input type="checkbox"/> <i>*Registered charity – please provide contact details</i>

Name of event (if applicable)	
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
--------	------

OFFICE USE ONLY:	
Approval granted by	Date

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

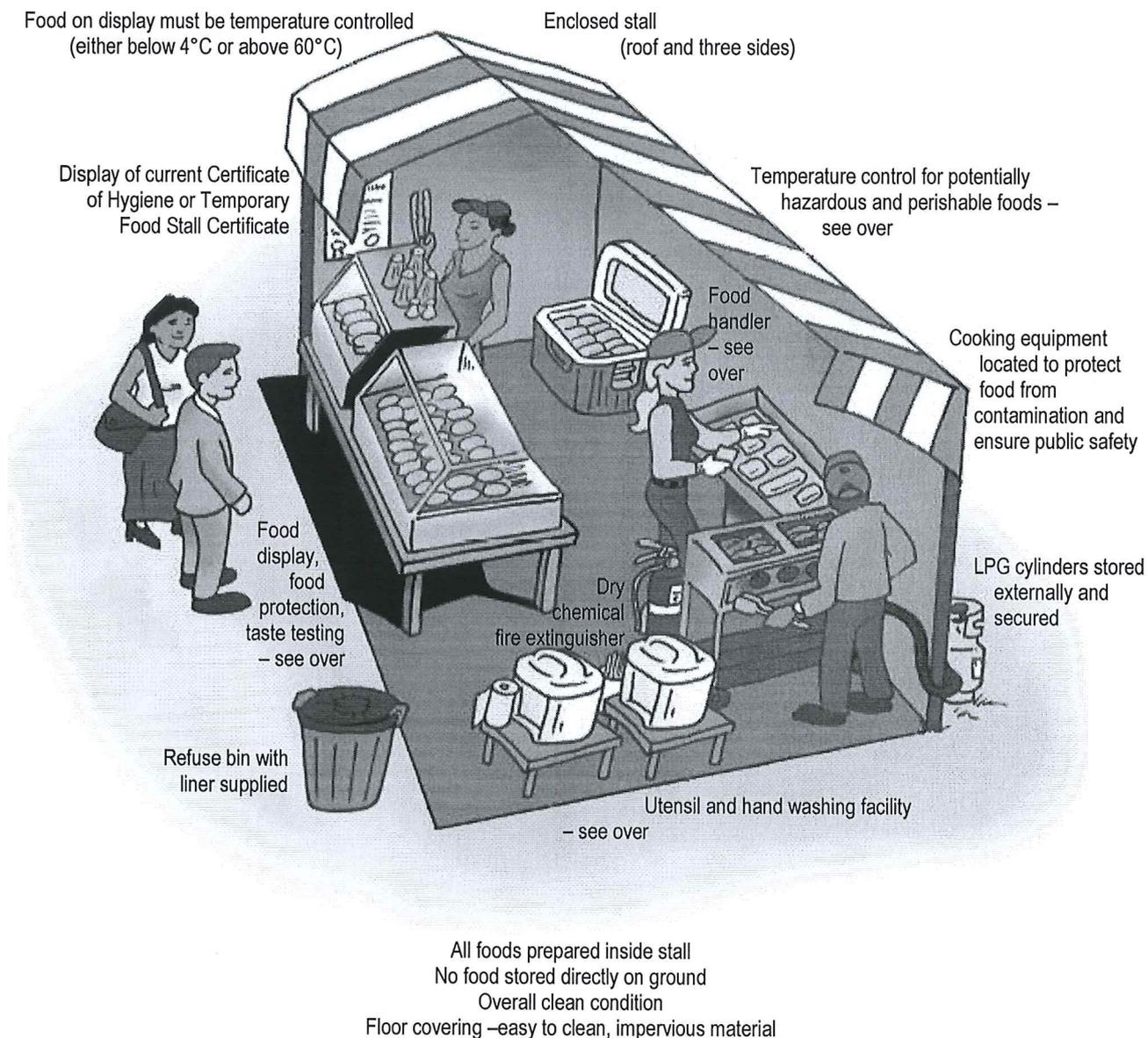
- Cooking and hot or cold holding equipment will be adequate for the quantity of food being cooked/ sold (ie no small single burners underneath very large pots)
- Actual preparation of food at the event, as distinct from cooking of food, must be kept to a minimum
- People handling food must wear appropriate 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 medium to 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

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

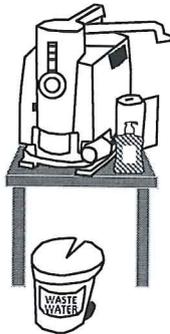
*This copy to be signed and returned with your application form to:
Hutt City Council, 531 High Street, Lower Hutt 5010, or Private Bag 31912, Lower Hutt 5040*

MINIMUM STANDARDS FOR FOOD STALLS



Low-risk

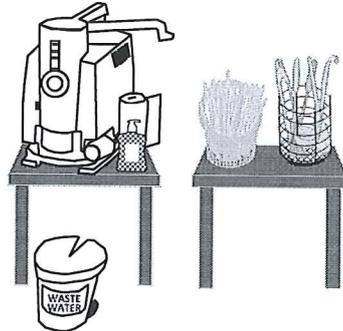
Minimum hand and utensil washing facilities for low risk food stalls



Cold water supply and hand sanitiser, paper towels and disposable gloves

Medium-to-high-risk – temporary

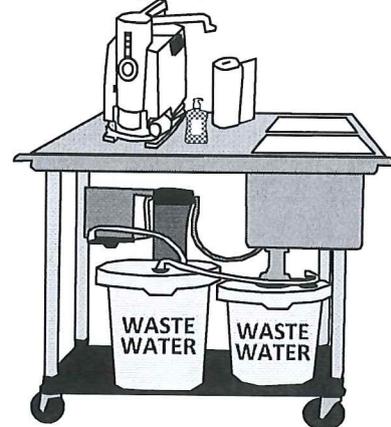
Minimum hand and adequate utensil washing facilities for temporary medium to high risk food stalls



Hot and cold water for cleaning and washing hands (hot water can be supplied using an urn or thermos). Plus an adequate supply of utensils

Medium-to-high-risk – permanent

Minimum hand and utensil washing facilities for medium to high risk permanent food stalls



One hot water system with a double sink – one for cleaning and the other for hand washing. Even if you have adequate utensils you still require wash-up facilities for spillages that may occur

Please seek advice from an Environmental Health Officer to find out what category is appropriate for your situation

Food handlers



No smoking within temporary food stall

Utensils and disposable gloves used to handle food'

Food handler to wear apron, hat or uniform – hair tied back

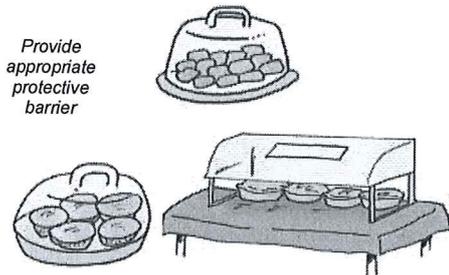
Money and food handled separately

Cover cuts, wounds and sores – provide first aid kit

Hands must be washed whenever dirty, after handling raw food, or after visiting the toilet

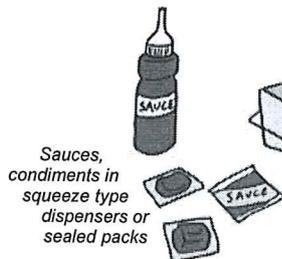
Food display, food protection

Provide appropriate protective barrier

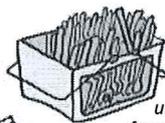


Signage must be provided to all taste testing stating "use of disposable tasting implements or utensils only"

Sauces, condiments and single serve utensils

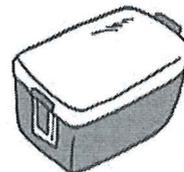


Sauces, condiments in squeeze type dispensers or sealed packs

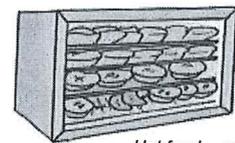


Single serve utensils protected from contamination Stored handle up

Temperature control of potentially hazardous food



Cold food – ensure 4°C or below



Hot food – ensure 60°C or above



Thermometer for checking temperature of food displays

Permanent food stall operators, must check with market organisers regarding specific conditions relating to the setup of stalls (eg some market operators may not allow gazebo style set ups – only mobile caravan units)