



# RUAPEHU DISTRICT COUNCIL

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## APPLICATION & CONSENT NOTICE FOR SAUSAGE SIZZLE/FOOD STALL (HOT FOOD)

(Use for Non-Profit Making Organisations – Day Licence Only)

**Office Use Only**

Ref: \_\_\_\_\_ File: \_\_\_\_\_ Doc: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

I, \_\_\_\_\_ of \_\_\_\_\_  
(Name) (Organisation)

Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

apply to hold a stall on \_\_\_\_\_ Outside (Name of Shop): \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
(Time)

On: \_\_\_\_\_  
(Date)

Type of food/products to be sold: \_\_\_\_\_

Applicant's signature \_\_\_\_\_ Date: \_\_\_\_\_

**(Application Fee \$25.00)**

*Please complete questions on Food Handling Requirements on reverse of this form.*

**SHOP OWNER:**

I, \_\_\_\_\_ of \_\_\_\_\_

Give my permission for

To hold a Shop Day on

Shop Owner's signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only (VG 627710/143)

Service Request Number

Approved

Date Available & Booked: \_\_\_\_\_

Not approved

Receipt No: \_\_\_\_\_

\_\_\_\_\_  
Name of Customer Services Officer (Please Print)



### **Food Handling Requirements**

Where is the produce to be bought from? \_\_\_\_\_

How will the produce be stored? \_\_\_\_\_

What food hygiene precautions will be taken for the preparation and serving of food on the site?  
(ie use of tongs, disposable plastic gloves, etc.)

\_\_\_\_\_  
\_\_\_\_\_

First Aid kit on site  Comments \_\_\_\_\_

Fire Extinguisher on site  Comments \_\_\_\_\_

I have read and will follow the attached Food Safety procedures.

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Signature

### **CONDITIONS**

- *The name of the organisation must be clearly displayed at all times.*
- *Only Non-Profit Making Organisations may carry out fundraising by way of a stall on any one day in the Mainstreet.*
- *The area of pavement that will be affected by the cooking of food must be covered with a suitable material, ie tarpaulin, cardboard, etc. This will ensure the appearance of the new pavement is maintained at a high level.*
- *The width of the stall is not to exceed one third of the width of the pavement.*
- *It is the Chief Executive's responsibility to allocate to an organisation the day(s) of trading.*
- *This permit is not transferable to any other person.*
- *A copy of this consent must be kept at the location of the stall at all times while the stall is in operation.*
- *A first aid kit and fire extinguisher must be on site.*



**RELEVANT EXERPTS FROM  
PUBLIC PLACES BYLAW 2006**

**11.9 Use of Footpath and Trading in Public Places**

- 11.9.1 No person shall without a licence from Council use any part of any street or Public Place for the purpose of setting up any stall, mobile shop, distribute any food, refreshments, newspapers, periodicals, lottery tickets, or otherwise display, advertise, or offer for sale or hire any products or service that is not directly related to a retail business.
- 11.9.2 Conditions of Licence for Shop Days/Food Stalls/Market Days are as follows:
- (a) A maximum of six (6) stalls shall be in place at any one time in any Public Place with the written consent of Council.
  - (b) A maximum of one non-profit making organisation may carry out fundraising by way of a shop day on any one day in the CBD of Taumarunui, Ohakune, Waiouru or Raetihi, or any other Public Place with the written consent of Council.**
  - (c) The pavement width occupied by the stalls is not to exceed one third of the width of the pavement, and 2/3 of the pavement must be left free.
  - (d) When making application to Council the consent(s) of the adjacent business operators, shop owners and/or land owners is/are required to be submitted together with details of the type of goods being offered for sale.
  - (e) The area of the pavement that will be affected by the cooking of food must be covered with a suitable drop-sheet to protect the pavement and storm water system from fat, grease and oil stains. Fire extinguishers must be present at all stalls where food is being cooked.**
  - (f) All litter and each stall must be removed from the trading location at the end of the day.**
  - (g) Market Days do not have a limit on the number of stalls, however are subject to a permit to be obtained by the Market Day organiser from Council.

**Stall** means any person who occupies any portion of any Public Place for the purpose of selling any food or refreshments, newspapers, lottery tickets, textiles, hardware or merchandise.

**Schedule 1**

Hawkers, mobile shops and itinerant traders are prohibited in the following areas:

- Taumarunui** Hakiaha Street from Katarina Street to Turaki Street. Miriama Street from Katarina Street to Morero Terrace, incorporating Marae Street, Manuaute Street and Hikaia Street.
- Ohakune** State Highway 49 (Clyde Street) from Rata Street to Arawa Street, incorporating Goldfinch Street to Ayr Street.
- Raetihi** Seddon Street from State Highway 4 to Duncan Street.



## **FOOD SAFETY**

### **CHECK LIST FOR FOOD STALL HOLDERS**

#### **PERSONAL**

- \* Have short clean fingernails
- \* Wash hands before commencement of the sausage sizzle
- \* Wear clean tidy clothing
- \* Wear disposable gloves when handling food
- \* Wear a protective apron

#### **FOOD STORAGE**

- \* Store goods off the ground away from heat, flies, animals and people
- \* Store sausages in a clean sealable chilly bin - cooled below 4 C by placing a large bag of ice in the bottom
- \* For convenience sausages must be precooked and packed in bags of about 12
- \* Loaves of bread to be stored in wrappers until used
- \* Sauce to be in clean, washable dispensers
- \* All goods to be purchased from reputable food premises

#### **FOOD SELLING**

- \* Food handlers should wear clean tidy aprons while preparing and selling food
- \* Use food tongs and wear disposable gloves where appropriate
- \* Pick up all food with food tongs
- \* Hand the customers food wrapped in bread with tomato sauce on a paper serviette
- \* Benches and tables need to have a hard washable surface
- \* Provide hot soapy water and paper towels for regular cleaning of hands and utensils

#### **SMOKING**

- \* No smoking by staff

#### **SITE EXIT**

- \* No prepared food is to be kept for later sale
- \* Area to be tidied and left in a clean state