



RUAPEHU DISTRICT COUNCIL

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For Council Use

Application & Consent Notice for Stalls/Busking

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

Applicant Details
Applicant's Name _____
Organisation _____
Applicant's Address: _____
Daytime Phone No: _____

Application Details
Date Required _____
Time From: _____ To: _____
Outside (Shop Name) _____
 Hot Food Non-Food Busking
 Other (Please specify) _____ Central Business District
Type of food/products to be sold _____

 I have read and understand the conditions as set out in the Public Places Bylaw 2008.
Applicant's Signature _____ Date: _____
Please see Fees and Charges for Application Fee
Please complete questions on Food Handling Requirements on reverse of this form.

Shop Owner
Name _____
Name of Shop _____
Give my permission for: _____
To hold a Shop Day on: _____
Shop Owner's Signature _____ Date _____

Office Use Only
 Approved RFS Number: _____
 Not Approved Date Available & Booked: _____
Name of Customer Services Officer (please print) _____ Receipt No: _____

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? Yes No

Comments: _____

Fire Extinguisher on site? Yes No

Comments: _____

I have read and will follow the attached Food Safety procedures

Signature _____ Date: _____

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 main street.
- 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 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 the day(s) of trading to an organisation.
- 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.
- Please also refer to excerpts from Council's Public Places Bylaw (attached).

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 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^oC 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
- Food wrapped in bread with tomato sauce to be handed to customers 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

Relevant Excerpts from Public Places Bylaw 2008

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 product or service that is not directly related to a retail business (see Section 11.9.5).
- 11.9.2 Conditions of Licence for Food Stalls are as follows:
- (a) A non-profit organisation or non-profit person may utilise fundraising stalls on any day in the CBD of Taumarunui, Ohakune, Waiouru or Raetihi, or any other Public Place with the written consent of Council.
 - (b) Any non-profit organisation or non-profit person may apply for the use of food stalls up to a maximum of six (6) times per year.
 - (c) The pavement width occupied by the stall 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) Any non-profit organisation or non-profit person preparing and offering for sale any food at stalls, must comply with the Food Safety Checklist for food stalls. The completed Food Safety Checklist must be submitted with the licence application to Council.
 - (g) All litter and each stall must be removed from the trading location at the end of the day.
 - (h) Any food stall licence issued will be valid for one day only.

11.9.3 Conditions of Licence for Non-food Stalls are as follows:

- (a) A non-profit organisation or non-profit person may utilise fundraising stalls on any day in the CBD of Taumarunui, Ohakune, Waiouru or Raetihi, or any other Public Place with the written consent of Council.
- (b) The pavement width occupied by the stall is not to exceed one third of the width of the pavement, and 2/3 of the pavement must be left free.
- (c) 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.
- (d) All litter and each stall must be removed from the trading location at the end of the day.
- (e) Any non-food stall licence will generally be valid for one day, however at the request of the applicant; Council may use its discretion to extend the duration of a non-food stall licence for a set period of more than one consecutive day.

11.9.4 Conditions of Licence for Events are as follows:

- (a) Any property or location used for an Event and the manner of its use must comply with the Building Act 2004 and the Resource Management Act 1991 prior to the Event taking place.
- (b) The Organiser must obtain prior permission from the owner(s) of the property where the Event is to be held.
- (c) Events do not have a limit on the number of stalls, however are subject to Council approval to be obtained by the Organiser.
- (d) In any Public Place used for an Event, 2/3 of the footpath must at all times remain clear for pedestrian access, unless a road closure has been sought and approved for that event.
- (e) Any food that is prepared and offered for sale at any Event in any public place must be prepared and/or cooked in a kitchen or vehicle which complies with the Food Hygiene Regulations 1974 and the person/organisation must be registered under the Health (Registration of Premises) Regulations 1966 (also see 11.9.4 (f) and (g)).
- (f) Where in the opinion of an Environmental Health Officer it is necessary for the protection of public health, the Officer may impose conditions that ensure compliance with the bylaw on the operation of any food stall as a condition of issuing an Event licence.
- (g) Where an Environmental Health Officer is satisfied that compliance with any requirements of this bylaw would be unreasonable or impractical having regard to the type of food that is to be sold, or the method of packaging, an exemption may be granted in whole or part with such modifications as are desirable in the circumstances.

Stall means any non-profit organisation or non-profit 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. Miriama Street from Katarina Street to Morero Terrace, incorporating Marae Street, Manu aute 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.