



Application for

Blanket Foodstall Registration for Events, Fairs, Festivals

The Ruapehu Bylaw 2018

Note: Each Stallholder MUST complete the attached Questionnaire

Event Details

Name of Event/Fair/Festival	<input type="text"/>
Place Where Event/Fair/Festival Will be Held	<input type="text"/>
Date When Event/Fair/Festival Will be Held	<input type="text"/>
Information about the reason for the Event/Fair/Festival	<input type="text"/>
No of Stalls Expected (if known)	<input type="text"/>

Organiser's Details

Organiser's Name	<input type="text"/>		
Address	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

Information Required from Event/Fair/Festival Organiser Prior to Event Taking Place

- List of proposed stallholders, including details on which hold the following licences:
 - Mobile licence.
 - Ruapehu District Council licence.
 - Other Territorial Authority licence.
 - Charity group without licence.
- Proposal detailing the equipment that will be supplied by the organisers:
 - Marquee/tents/gazebos.
 - Hand wash facilities.
 - Toilet facilities (the location of the nearest public facilities if available for use).
 - Refrigerated storage for the food (in addition to any drinks storage).
 - Possible contingency plans should the power supply on the day be inadequate, eg, gas-powered, generator, etc).
 - Refuse disposal (rubbish) arrangements.
- Completed and signed application form from each stallholder.
- Layout plan showing the location of each stall, relative to the facilities to be provided by the organiser.
- Permission from the land owner to use the area for the Event/Fair/Festival.
- Confirmation that street closure permission has been obtained (if appropriate).

Note: If you are planning to erect any temporary structure (staging, marquee, etc) and/or sell alcohol, please contact Council's Building and Liquor Licensing teams respectively, to obtain the necessary licences, consents, etc.

It is the event organiser's responsibility to ensure all stallholders meet the agreed requirements. You, as the organiser, will need to contact each of the stallholders to ensure they understand their responsibilities, ensure the availability of sufficient equipment for their food storage and heating for the day of the event. At times, you may also need to look at turning down potential stallholders or asking approved stallholders to leave the event on the day, if they are unable to meet the requirements.

Should you or your stallholders have any queries regarding your application, please contact Council's Environmental Health Officer on 07 895 8188 or 06 385 8364.



Questionnaire

Blanket Foodstall Application for Events, Fairs, Festivals

The Ruapehu Bylaw 2018

Please answer the following questions in relation to food safety at your stall. This form is required to be completed by each Stallholder and submitted to Council's Environmental Health Officer prior to the event.

Event Details

Name of Event

Location

Date Stall Name

Applicant's Name

Address

Phone Email

Food Stall Details

What type of temporary food stall will be used at the event?

Registered Mobile Food Vehicle Other (specify below)

Individual Stall

Hall/Building/Marquee

List the type of foods intended to be sold at the event (full description)

Do you hold a current Registration under the Food Act 2014?

Prior to the Event

1 Where will you obtain your supplies of produce, meat, food or product ingredients that you will sell or use to make the products you sell? *Please note all foods for sale must be purchased from registered food premises, eg, registered supermarket. Ruapehu District Council does not endorse the preparation of food for sale in kitchens that are not registered under the Food Act 2014 (eg, a domestic kitchen such as at your home)*

2 Will food be purchased immediately prior to, and directly transported to, the event? Yes No

If YES, go to Question 5

Prior to the Event (continued)

3 Where will the food be stored prior to the event?

Storage facilities at the place of event

Registered Premises (please list)

Other (please specify)

4 Where will the food be prepared prior to the event?

Kitchen at the place of event

Registered Premises (please list)

Other (please specify)

5 How will the food be transported to the event?

By Supplier Refrigerated Van

Insulated Containers Wrapped (low risk food only)

Other (specify)

At the Event

6 Where will the food be stored prior to the event?

Storage facilities at the place of event

Registered Premises (please list)

Other (please specify)

7 Will there be any food preparation at the event?

Yes (specify)

No

8 Where food requires temperature control, how do you intend to keep the food hot or cold?

Hot food (above 60°C)			Cold food (below 5°C)		
	Yes	No		Yes	No
Cooked to Order	<input type="checkbox"/>	<input type="checkbox"/>	Insulated Container with ice	<input type="checkbox"/>	<input type="checkbox"/>
Insulated Container	<input type="checkbox"/>	<input type="checkbox"/>	Fridge	<input type="checkbox"/>	<input type="checkbox"/>
Bain-Marie	<input type="checkbox"/>	<input type="checkbox"/>	Cool Room	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="text"/>		Other (specify)	<input type="text"/>	

At the Event (continued)

- 9 How will you protect unwrapped foods against possible contamination?
- 10 What precautions are in place to prevent bare hands directly contacting foods?
- Food Handling Gloves Utensils such as tongs/spoons Separate money-taker
- Other (specify)
- 11 How will food be supplied to customers?
- Pre-packaged Pre-wrapped package Single service plates/containers, etc
- 12 What precautions are in place to prevent bare hands directly contacting foods?
- Portable hand basin with liquid soap and paper towels
- Anti-bacterial hand wipes/lotion
- Plastic container with outlet/tap with liquid soap and paper towels
- 13 What facilities are proposed for washing food handling utensils?
- Kitchen at the event Portable sink units Containers filled with hot water
- Take home (an adequate supply of clean utensils must be provided for the duration of the event)
- 14 Where is the wastewater to be discharged? (*Wastewater is not to be discarded into the stormwater system, eg, gutters, drains, or directly onto the ground/footpath*)
- Disposed of in a sewer outlet at registered premises Sewer outlet (eg, toilet, sink)
- Other (specify)
- 15 Do you or your staff have formal food hygiene training? Yes (specify)
- No

Applicant to Complete

I have read and understand the conditions as set out in the The Ruapehu Bylaw 2012 (attached).

Applicant's
Signature

Please attach a copy of your current Registration (if applicable)

Date



Checklist for Applicants

Street Stalls/Busking/Hawkers

Checklist for Food Stall Holders/Hawkers

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°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.
- Sauces 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 to 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.

Conditions - Stalls (Food and Non-Food)

- 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 width of the stall is not to exceed one third of the width of the pavement.
- (If a food stall) the area of the 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.
- This Permit is not transferrable 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 (where good is being cooked) must be on site.
- Please also refer to extract from The Ruapehu Bylaw 2018 (attached).



Food Stall Guidelines

- 1 If available, power must be supplied to food stalls prior to food delivery. Switch on storage and display units before the food arrives. Perishable foods must not be kept at ambient (room or outside air) temperatures. They must be stored at or above 60°C for hot foods or below 4°C for cold foods. Chilly bins, with ice in them, must be used to transport food, and store perishable foods in if you don't have access to a fridge or cool room.

Controlling food temperatures is critical for avoiding food poisoning. Food exposed to the danger zone temperatures of between 4°C and 60°C for longer than two hours greatly increases the risk of food poisoning.
- 2 Cook all meat thoroughly; chicken and processed meats (eg, sausages and hamburger patties) must not be pink on the inside. Avoid cross-contamination - keep raw meats separate from cooked meats and other foods at all times, including on the hot plate.
- 3 Hand washing facilities must be supplied and utilised. They must either be connected to a running water supply, or you must use a 20 litre container with a tap at the bottom and a bucket below to catch wastewater. Soap and paper towels must be used. People handling money must NOT handle food, and vice versa. If using disposable gloves you still require hand washing facilities - wash hands before and after wearing gloves. Change gloves regularly throughout the day and do not touch money or other unclean items. Use tongs and utensils for handling food as much as possible.
- 4 Shelter all food from the sun and overhead contaminants, including all food preparation and food storage areas. Umbrellas and tents are to be used.
- 5 Ensure that all food is appropriately covered to protect them from contamination by flies and other insects. Rubbish must also be removed regularly from the food site. Appropriate sized rubbish bags must be provided and used inside appropriate sized bins with lids.
- 6 Food must not be left uncovered or unprotected on the front counter/bench of the stall or caravan where customers can sneeze on it or make physical contact with the food.
- 7 Clean and appropriate food utensils must be available to ensure that cross contamination does not occur by customers. Check that tongs, spoons and other utensils are plentiful for self-service and for use by staff.
- 8 Staff are to wear suitable clothing to prevent cross-contamination to the food. Clean hats and aprons should be worn at all times and in the food area only, not to and from work or around other areas, such as the bathroom.
- 9 An appropriate First Aid Kit with coloured waterproof dressings, antiseptic and gloves is to be situated in every food stall.
- 10 Environmental Health Officers may be inspecting the food stalls during the event. Food stalls that do not comply with the above or any other relevant part of the Food Hygiene Regulations 1974 and The Ruapehu Bylaw 2018, run the risk of having the food seized and/or the food stall closed.

***If you have any questions, please do not hesitate to contact
Council's Environmental Health Officer on 07 895 8188 or 06 385 8364***

Extracts from The Ruapehu Bylaw 2018 Relating to Mobile/Travelling Shop/Itinerant Trader/Hawkers Licences

12.3 **Obstructing Public Places**

No person shall cause, permit or allow the following in any public place:

- (a) obstruction of entrances or exists
- (b) placement, carrying or leaving of any material or thing, including signage that could obstruct the public right of passage, without the approval of an authorised Council officer and then only in accordance with such conditions as may be imposed.
- (f) putting any obstruction or structure of any kind in such a position as to interfere with or obstruct in any way the public right of passage, except where permitted by any other part of this bylaw or a Council permit has been obtained. This restriction shall not apply to any verandah or awning erected in accordance with the requirements of the District Plan.

12.5 **Damage to Public Places**

Except with the prior approval of an authorised Council officer a person shall not in any public place cause or permit:

- (a) damage, interference with, destruction or removal any of grass plot, flower bed, tree, shrub, plant, street sign, natural feature or any inscription or label relating to it.
- (b) pollution, damage, defacement or disfigurement; or the application of graffiti, posters or advertising devices to; or interference with any ornament, statue, building, structure, facility or street sign.

12.6 **Trading In Public Places**

No person shall, without first obtaining from Council to do so, use or permit the use of any part of any street, footpath or public place other than where it is directly related to an adjacent retail business for the purpose of :

- (a) setting up any stall; or
- (b) collecting money, or
- (c) busking, or
- (d) mobile trade, or
- (e) distribution of any food, refreshments, newspapers, periodicals, lottery tickets, or
- (f) otherwise displaying, advertising or offering for sale or hire any product or service.

12.6.1 No person shall, without first obtaining a licence from Council to do so, operate or permit the operation of a mobile shop or as an itinerant trader in a public place.

12.6.2 All mobile shops and itinerant traders are prohibited from the areas as listed in Schedule 1 of this bylaw.

13 **Refuse, Litter and Offensive Material**

13.2 No person shall deposit any offensive matter or any household, commercial or industrial refuse of any kind in public litter receptacles.

Definitions

Itinerant Trader means any person who does not own or have a lease over a premises for a period greater than six months and sells any goods or services.

Mobile Shop means a vehicle on the road reserve, whether self-propelled or not, from which services, goods, wares or Merchandise including food are:

- (a) offered,
- (b) exposed for sale,
- (c) ordered, but does not include any vehicle used to transport and deliver such goods or services.

Trading means the act of selling or offering to sell or trade goods or services, with or without a vehicle.

Schedule 1

S1.1 Hawkers, mobile shops and itinerant traders are prohibited in the following public areas:

Taumarunui Both sides of those streets enclosed within the external boundaries of:

- (a) Hakiaha Street from Katarina Street to Turaki Street,
- (b) Turaki Street and Morero Terrace to Miriama Street,
- (c) Miriama Street from Morero Terrace to Katarina Street, and of
- (d) Katarina Street from Miriama Street to Hakiaha Street.

Owhango Both sides of State Highway 4 within the 70km zone.

National Park Both sides of State Highway 4 within the 80km zone within the 50km zone of the village.

Ohakune State Highway 49 (Clyde Street) from Rata Street to Arawa Street, incorporating Goldfinch Street to Ayr Street.

- (a) Both sides of those streets enclosed within the external boundaries of Mangawhero Terrace, Tyne Street, Rimu Street and Thames Street, otherwise known as The Junction.
- (b) Ohakune Mountain Road.

Raetihi Seddon Street from State Highway 4 to Duncan Street.

Waiouru Both sides of State Highway 1 and 49 within the 70km zone, including the 50km slip lanes.