

# NOTIFICATION OF A FOOD STALL

- FOR STALLS TRADING IN FOOD ONCE PER YEAR**
- FOR STALLS TRADING IN FOOD FOR FUNDRAISING/CHARITABLE PURPOSES**  
(up to 20 times maximum in calendar year)

Adobe Acrobat is required to fill this form online  
Download for free [get.adobe.com/reader](https://get.adobe.com/reader)

**ⓘ Notifications must be received at least five (5) working days before the event.**

**This notification is not a consent to trade. Consent from the relevant landowner must also be given before trading. This includes any Council operated/public land.**

**When submitting this form, 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)

Trading in food once per year; unregistered commercial food stall	<input type="checkbox"/>
Trading in food once per year; registered FCP	<input type="checkbox"/>
Fundraiser/charitable food stall; *Registered charity – please provide contact details	<input type="checkbox"/>

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

Certificate of registration number (ie WEBB # or RBM# or FDL/PLU#)	Expiry date (if applicable)
Signed	Date

## 1. FOODS TO BE SOLD

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

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

Please give details on where food will be stored and prepared (*eg address, name of premise*)

## 3. 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*)

## 4. FOOD PREPARATION AT SITE

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

## 5. STORAGE OF FOOD AND EQUIPMENT AT SITE-EQUIPMENT

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 (*eg fridges, chilli bins, baines maries, microwaves*)

## 6. 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

## 7. FOOD PROTECTION

Please indicate whether the stall will be screened and how food will be protected (*eg gazebo*)

## 8. CLEANING

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

## 9. 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?

# FOOD STALL CHECKLIST

## Pre-event preparation and set up

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

- 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 5°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 5°C or less). A thermometer will be useful to verify temperatures
- 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**

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, 30 Laings Road, Lower Hutt 5010, or Private Bag 31912, Lower Hutt 5040*