

Notification of a Stall

Application must be submitted at least 15 working days before the event.

This application is for anyone who intends on having a stall selling food or other goods around the Masterton District. This includes events and markets.

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| <p style="text-align: center;">Selling Food</p> <p><input type="checkbox"/> Trading in food once per year - unregistered commercial food stall (Please fill in sections B & C);</p> <p><input type="checkbox"/> Trading in food ,registered FCP or NP (Please fill in sections B & C);</p> <p><input type="checkbox"/> Fundraiser /charitable food stall (Please fill in sections B & C); (maximum of 20 times in a calendar year). No fee applies.</p> | <p style="text-align: center;">Trading in other goods (non-food)</p> <p><input type="checkbox"/> Trading in other goods (Please fill in section A);</p> |
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|-------------------------------|--|----------|--|
| Name of Event (if applicable) | | | |
| Organisation/Company | | | |
| Postal Address | | | |
| Contact Person | | | |
| Contact phone number | | Email | |
| Start Date | | End Date | |
| Stall Location | | | |
| Stall Manager | | | |
| Fee: \$ | | | |
| Applicant signature | | | |
| Date | | | |

Attach a copy of food Certificate of Registration (registered premises only)

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|-------------------------------------|------------|
| OFFICE USE: GL Code: 1520720 | |
| Approved by _____ | Date _____ |

Section A – Other Goods Stall Information

This section is to be completed by any stall holder who intends to sell any type of good *except* food stuffs.

1. Goods to be sold

Please list below the types of goods that you will be selling at the stall

Section B – Food Safety Checklist

This section is to be completed by any stall holder who intends to sell any type of food.
(Please tick each box that is appropriate to indicate that you have agreed to follow this checklist)

Pre-event preparation and set up

- 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 re-heated once. Any re-heated food not sold on the day must be disposed of).
- Food must be transported and stored on site in covered container 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 accessible to the public. Stallholders utilising open fires (e.g. 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 quality of food being cooked/sold (i.e. No small single burners underneath 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 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 selling medium to high risk food are required to have a continuous supply of hot water for the washing of hands and cleaning 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-cooked low risk foods are required to use disposable gloves (which are changed regularly) and an alcohol-based hand sanitizer.
- 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 the checklist. I am aware that if these are not followed, my stall may be closed down.**

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| Applicant's signature | | Date | |
|-----------------------|--|------|--|

Section C – Food Stall Information

This section is to be completed by any stall holder who intends to sell any type of food.

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 (e.g. address, name of premise etc.)

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)

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

Please give details on how food will be stored at site. You need to ensure you have enough hot holding or cold holding facilities for the quantity of food you are selling (e.g. Fridges, chilli bins, baine maries, microwaves etc.)

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 (e.g. gazebo)

8. Cleaning

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

9. Hand washing and toilet facilities at site

What facilities are provided at the stall for hand washing and what arrangements have been made for use of facilities at the event