

# APPLICATION FORM FOR FOOD STALL FOR EVENTS ON PUBLIC GROUND



**SOUTH WAIRARAPA  
DISTRICT COUNCIL**  
*Kia Reretahi Tātau*

**Post, deliver, or email your application to South Wairarapa District Council:**

Post: Environmental Health Services, PO Box 6, Martinborough 5741  
 Deliver: South Wairarapa District Council, 19 Kitchener Street, Martinborough 5711  
 Email: [health@swdc.govt.nz](mailto:health@swdc.govt.nz) (For enquiries, please phone 06 306 9611)

*Application must be submitted at least five (5) working days before the event.*

**Fee: \$21.50**

PLEASE PRINT CLEARLY

## AUTHORISED PEOPLE TO CONTACT CONCERNING THIS APPLICATION:

The Contact Person details entered below will be used for communications about your Registration, such as sending Approval Documents. Contact Council if the details change.

<b>Applicant Name:</b>	<input type="text"/>		
<b>Business Trading Name:</b>	<input type="text"/>		
<b>Postal Address:</b>	<input type="text"/>		
<b>Telephone</b>	<input type="text"/>	<b>Mobile</b>	<input type="text"/>
<b>Email</b>	<input type="text"/>		
<b>Start Date</b>	<input type="text"/>	<b>End Date</b>	<input type="text"/>
<b>Stall Location</b>	<input type="text"/>	<b>Stall Manager</b>	<input type="text"/>
<b>Types of goods to be sold are:</b>	<input type="text"/>		

**If food is being sold by:**

*Note: If you are unsure on your category, please refer to the definitions below. If you do not qualify under these categories or fails to meet the requirements, you would be unlikely to be granted a Food Stall Licence from Council.*

**Registered Food Business** (please provide current Food Registration Certificate)  
 **Unregistered Honey Extractor** (please provide Accredited Laboratory Report for Tutin)  
 **Exempted Horticultural Producer** (sell home-grown fruits or vegetables directly to consumers)  
 **One-off Occasion** (sells food for personal gain once per calendar year in NZ)  
 **Charity or Fundraiser** (sells no more than 20 occasions in calendar year in NZ)  
 Please specify the charity or purpose of fundraiser:

- I am duly authorised to make this application; and  
 The information supplied in this application is truthful and accurate to the best of my knowledge and belief.

<b>Applicant's Signature</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>
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WHO TO CONTACT FOR FURTHER INFORMATION	PRIVACY STATEMENT
<p><b>Terri Hannah</b>                      Environmental Services Administrator                      06 306 9611 ext 849  <a href="mailto:health@swdc.govt.nz">health@swdc.govt.nz</a></p>	<p><b>We collect, use, and disclose personal information you provided:</b></p> <ul style="list-style-type: none"> <li>• For the purpose(s) processing your application; and</li> <li>• To communicate with you for Council purposes; and</li> <li>• To enable us to maintain our records and to carry out statutory functions.</li> </ul>

FOR OFFICE USE ONLY:	
<input type="checkbox"/> <b>Approved</b> / <input type="checkbox"/> <b>Declined</b> Condition: <input type="text"/>	<b>Inspector's Name &amp; Signature:</b> <input type="text"/>
<b>Expiry Date:</b> <input type="text"/>	<b>Date:</b> <input type="text"/>

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## 1. SOURCE FROM WHERE FOOD WAS OBTAINED:

<input type="checkbox"/> Supermarket:	
Please specify good(s):	<input type="text"/>
<input type="checkbox"/> Home-grown:	
Please specify good(s):	<input type="text"/>
<input type="checkbox"/> Other:	
Please specify good(s):	<input type="text"/>

## 2. IS STORAGE OR PREPARATION OF THE FOOD TO BE UNDERTAKEN AFTER IT IS OBTAINED BY THE OPERATOR OF THE FOOD STALL:

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If Yes, where and how will the storage or preparation of the food take place?</b>	<input type="text"/>
<b>Proposed method and Location of Food utensils, appliances and equipment:</b> (Please include a floor plan showing all facilities and equipment)	<input type="text"/>

## 3. IS STORAGE OR PREPARATION OF THE FOOD TO BE UNDERTAKEN AFTER IT IS OBTAINED BY THE OPERATOR OF THE FOOD STALL:

BBQ	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Oven	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cold Storage (<4°C)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Steamer	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hot Storage (> 60°C)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Table	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hot Plate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Wok	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other:	<input type="text"/>				
Please specify:					

## 4. WHAT ARRANGEMENTS HAVE BEEN MADE FOR TOILET USE AND WASHING HANDS?

Please specify:

## 5. PLEASE TICK ANY OF THE FOLLOWING WHICH IS TO BE USED IN CONJUNCTION WITH THE STALL AND DESCRIBE ANY APPLIANCES IF ANY:

<input type="checkbox"/> Caravan	<input type="checkbox"/> Screen
<input type="checkbox"/> Canopy	<input type="checkbox"/> Tent
<input type="checkbox"/> Cover	<input type="checkbox"/> Umbrella
<input type="checkbox"/> Other:	<input type="text"/>
Please specify:	

## 6. FOR MOBILE FOOD TRADER ONLY (FOOD TRUCK)

Vehicle registration	<input type="text"/>	Make and Model	<input type="text"/>
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**All stallholders:** Please keep this page for your reference.

**Note:** If you are planning to erect any temporary structures (staging, marquee, etc.), and/or sell alcohol, please contact the Council's building team and alcohol licensing inspector on 06 306 9611 to obtain the relevant licences, consents, etc.

## DEFINITIONS:

Description	Interpretations
Accredited Laboratory	Laboratories which are recognised by the International Accreditation New Zealand ( <b>IANZ</b> ), which is the operating arm of the New Zealand Accreditation Council.
Charities	Either a voluntarily registered or unregistered charity but has a ' <b>charitable purpose</b> ' can sell food for not more than 20 times a year.
Food Registration Certificate	Sometimes referred to as a Food Licence, is a certificate indicating that the food business or organisation is registered by South Wairarapa District Council, another Local Council, or by the Ministry for Primary Industries.
Food Stall Licence	This is a certificate granted by South Wairarapa District Council allowing an applicant to sell food at a public event and is subject to condition(s).
Fundraisers	Fundraisers such as sausage sizzles, bake sales, etc. that make food for a ' <b>charitable purpose</b> ' and specific cause and only charge service to recover the cost of ingredients can sell food for not more than 20 times a year.
Horticultural producer ( <i>unregistered</i> )	If the unregistered horticultural producer only sells minimally processed and handled fruit or vegetables (e.g. rinsing, washing), that is personally grown, to the consumers. This <u>does not include</u> wholesalers.
One-off events	If the unregistered applicant only sell food for personal profit once a year, this also include if the applicant sells packaged food sourced from registered businesses (e.g. chippies, chocolate bars, and soft drinks) that do not need to be kept in a fridge to be safe to eat.
Registered Food Business	Food businesses that are operating under a National Programme, Custom Food Control Plan, or a Template Food Control Plan, and is audited/verified by a Local Council or MPI.
Unregistered Food Business	Food businesses that may be operating under the exemption schedule of the Food Act 2014. Unregistered applicant(s) may unlikely to be granted a Food Stall Licence if the applicant(s) fails to meet the requirements for an exemption and / or Laboratory Reports indicating that the goods they are selling is safe and suitable. Any unregistered business that is granted a Food Stall Licence must ensure that they are selling food that is safe and suitable.

## STALLHOLDER'S DUTIES AND RESPONSIBILITIES

It is understood that the approved stallholder has the responsibility to ensure that food safety requirements are met. That the approved stallholder, will contact and coordinate with the event organiser to ensure the availability of sufficient equipment and facilities to meet food safety requirements. That the approved stallholder understand that he or she or they may be ordered to leave the event on the day if they fail to meet the requirements, and / or causing detriment to public health, and / or breaching the condition(s) of their food stall licence.

## EVENT ORGANISER'S DUTIES AND RESPONSIBILITIES

It is understood that the event organiser has the responsibility to ensure all food stallholders meet food safety requirements. That the event organiser, will contact each of the stallholders to ensure they understand their responsibilities and ensure the availability of sufficient equipment for their food storage and heating. That the event organiser understand, at times, that he or she or they may have to turn down potential food stallholders or ask approved stallholders to leave the event on the day if they fail to meet the requirements.