

APPLICATION GUIDELINES FOR MOBILE FOOD PREMISES, MOBILE SHOPS, HAWKERS AND ITINERANT TRADERS.

Definitions:

Mobile Food Premises	a vehicle, whether self propelled or not, from which food is prepared and/or sold from.
Mobile Shop	a vehicle, from which goods, wares or merchandise may be ordered or services are offered for sale in the street but does not include any vehicle from which food is sold for consumption in or from the vehicle.
Hawker	a person who carries around goods for sale (usually on foot). Also includes Mobile Food Premises who reside and hold food premises registrations in another district, (mobile premises secondary registration).
Itinerant Trader	any person who sets up a temporary business that has not been resident in the district for 6 months and intends to operate for not more than 6 months selling goods from a premises. This excludes hawkers and mobile shops.

Information Required with Applications

1. Completed application form showing date of birth of applicant or sales person(s) where applicable
2. The registration numbers, make and model of vehicles or trailers used for mobile shops are to be included on each licence application.
3. Plan showing layout or set up of mobile food premises/shop to scale.
4. Description of goods to be sold.
5. A criminal record history obtained through the Ministry of Justice for operators who Hawk, sell or provide any service to vulnerable sectors of the community. Please note that the Ministry of Justice may take up to 20 working days to process your request.

Fees Involved

There are two fees payable:

1. One off application fee (non-refundable)
2. Upon application to the Council, annual licensing fee for the registration year calculated in proportion to the remaining registration year. (Fees are based on the type of operation — contact an Environmental Health Officer for more details.)

1 vehicle per registration for mobile shops or food premises.

Mobile shops/Food premises and stalls are excluded from trading within some CBD area's unless operating from council approved sites as set out under Trading in Public Places Bylaw (first schedule). A mobile shop site agreement between the Council and applicant may be required.

There may be restrictions if you wish to operate a mobile shop on a state highway. You must obtain written approval from the New Zealand Transport Agency pursuant to the Transit New Zealand (Roadside Vendors) Bylaw 1993/2. For more details contact the New Zealand Transport Agency's agent.

New Zealand Transport Agency's agent
Regional Planner
Central Region
Ph (04) 894 5200

MOBILE SHOP CONDITIONS

All mobile shops must comply with the conditions set out in the current council bylaws. You must be familiar with these conditions prior to commencing business. Bylaws can be viewed on the councils' websites or in council offices.

Minimum Standards for Mobile Food Premises

Fruit & Vegetable Produce

◇ Vehicle Structure

- Easily cleaned.
- Maintained in good repair, clean and tidy condition.
- Protect product from the weather e.g. sun, rain etc.

◇ Hygiene

- Minimum hand sanitiser
- A first aid kit to be provided
- Food workers to be clean and tidy
- Smoking not permitted

Other Food Products

The following is based on the requirements of the First Schedule of the Food Hygiene Regulations 1974. Dependent upon the type of foods sold a conditional licence may exempt some of the requirements of Schedule 1.

1. GENERAL

The vehicle shall be well constructed and maintained in accordance with the Regulations and Bylaws of the District Council. The vehicle shall be in good repair and as far as may be practicable it shall offer no harbourage or entrance for rodents or vermin. The vehicle is to be kept clean at all times and be thoroughly cleaned at the end of each working day.

2. SURFACES (FLOORS, WALLS, CEILINGS)

To be impervious, easily cleaned material, resistant to wear and corrosion. No obtrusions (i.e. conduit, ledges, water piping or electrical wiring) on the surface of the lining as they will obstruct cleaning. Purpose-made low profile PVC/alloy jointers to be used between lining sheets. All angles between floor and walls rounded off to a height of not less than 75mm from the floor. Any sleep area must be separated from food areas.

3. LIGHTING

The interior of the mobile shop shall have a minimum illumination of 215 lux, measured 900mm above the floor. Lighting shall be free from glare or shadows.

4. VENTILATION

Vehicle shall have effective and sufficient mechanical or natural ventilation to maintain the vehicle in a comfortable state, prevent the air from becoming excessively heated, prevent condensation on interior surfaces, and for the removal of objectionable vapours, odours, fumes etc from the vehicle, without causing nuisance.

5. FLOOR AREA

Floor area shall be appropriate for type of food being prepared and at all times sufficient clear floor shall remain for the movement of workers without contaminating food or food contact surfaces with clothing or personal contact.

6. WASH HAND BASINS

The wash hand basin needs to be supplied with hot and cold running water or tempered water and maintained with soap, a nail brush and hand towels that present a clean surface to each user (i.e. paper or roller towels). This must be readily accessible at all times during operation.

7. WATER SUPPLY

The vehicle shall be provided with an adequate supply of potable water (i.e. reticulated drinking water).

8. HOT WATER SUPPLY

Sufficient hot water at 63°C to sinks (where required): 10 - 25 litres storage capacity will probably be sufficient, larger scale operations will require more. Wash hand basins should have hot water tempered water at 38°C - 55°C.

9. CLEANING FACILITIES

Adequate facilities for cleaning the interior of the mobile shop and equipment shall be provided. In some cases this will mean a suitably sized sink separate from the wash hand basin.

10. WASTEWATER COLLECTION

Vehicle to be provided with sufficient and suitable storage provisions to collect wastewaters. Collected wastewater must be disposed of into a sewer or septic tank.

11. REFRIGERATION

Must be adequate and effective to store all perishable foods between 0°C to 4°C, frozen foods below -18°C.

12. FIRST AID

Suitable and sufficient First Aid materials in a marked box.

13. REGISTRATION

The appropriate registration must be obtained prior to business commencement and displayed in public view whilst operating.

14. STORAGE AND PREPARATION

Limited supplies of food may be stored in the vehicle provided any required temperature and ventilation stipulations are complied with. Bulk storage of food must be at a registered food premises, or may be on primary production land in the case of fruit and vegetables. Providing enough space is available and the vehicle is suitable, limited food preparation may be carried out in the vehicle. Otherwise preparation must be carried out at a registered food premises. Fruit and vegetables may be packed and stored at the farm. All other storage and food preparation shall not be carried out in the home.

15. Bylaws

All mobile food premises must comply with the conditions set out in the Masterton, Carterton and South Wairarapa District Councils current bylaws and can be viewed on the website or in council offices.

NOTE: These specifications are very general guidelines. For further explanation of requirements relating to the above, please contact an Environmental Health Officer.



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