

FOOD STALLS INFORMATION SHEET FOR EVENT ORGANISERS



Pursuant to the **Food Act 2014 and Food Regulations 2015**

WHAT EVENT ORGANISERS NEED TO KNOW:

Event organisers must check that any food stall applicants:

- Have a Food Registration Certificate, if they are selling as a business; or
 - Have an Accredited Laboratory Test Result for '**Tutin**', if the applicant is an unregistered honey extractor; or
 - If the applicant is unregistered but is exempted under Schedule 3 of the Food Act 2014 which include:
 - Charities and Fundraisers**- That the applicant(s) is/are fundraising and sell food less than 20 times a year
 - Horticultural producer**- That the applicant(s) only sell(s) fruits or vegetables, that is personally grown, directly to consumers
 - One-off events**- That the applicant(s) only sell(s) food for personal profit once a year, see definition below
- must provide information on what type of good(s) are to be sold in the food stalls.

WHAT COUNCIL NEEDS TO KNOW:

Before the event takes place, event organisers must submit the requirements below including:

- A list of all the stallholders
- Details of the equipment and facilities supplied for the event by the organiser(s)
- Get all stallholders to provide information required in the application form

DEFINITIONS:

Description	Interpretations
Accredited Laboratory	Laboratories which are recognised by the International Accreditation New Zealand (IANZ), which is the operating arm of the New Zealand Accreditation Council.
Charities	Either a voluntarily registered or unregistered charities but has a ' charitable purpose ' 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 a 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 ' charitable purpose ' 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.

SOUTH WAIRARAPA DISTRICT COUNCIL

For Inquiries, Contact us at:

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**SOUTH WAIRARAPA
DISTRICT COUNCIL**

Kia Reretahi Tātau

WHAT EVENT ORGANISERS AND FOOD STALL HOLDERS NEED TO KNOW:

PRE-EVENT PREPARATION AND SET-UP

1. We prefer all food to be prepared at registered food premises, such as restaurants and other food shops. Preparation of food in a domestic kitchen (such as your own home) is not recommended.
2. Food must be purchased and prepared as close as possible to the time of the event. If prepared the night before, all readily perishable food must be refrigerated at a temperature of 5°C or below.
3. Food must be transported and stored on site in covered containers and cold-stored in a refrigerator or chilly bin at 5°C or below, or hot-stored at 60°C or above. It is recommended that you use a thermometer to check the temperature of the food to ensure it meets those requirements.
4. For public safety, no cooking unit is allowed to face the public or be accessible to the public. Stallholders using open fires (e.g. BBQs) must have access to a fire extinguisher or fire blanket.

DURING THE EVENT

1. Preparation of food at the event, as distinct from cooking food, must be kept to a minimum.
2. People handling food must wear appropriate protective clothing to protect the food from contamination by their clothes and/or hair.
3. People handling food must regularly wash their hands. The following are to be available at the food stall:
 - supply running water,
 - collection bucket for dirty water,
 - liquid soap and paper towels,
 - hand sanitisers, and
 - a good supply of protective gloves.
4. People preparing and cooking food should not handle money.
5. Containers of food must be covered to prevent any contamination by dust, flies, birds, animals, etc. and uncovered only for the minimum amount of time needed for cooking and sale
6. 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.
7. There is no preparation of raw meats in the stall area. This specifically includes cutting of the meat.
8. Ensure you have enough cooking utensils (tongs, spoons, knives etc.). Bring more than you think you may need so that you have spares if some get contaminated, dropped onto the ground, etc.
9. Ensure all hot food is placed a food warmer after cooking, or served immediately. Keep readily perishable food hot (at or above 60°C) or cold (at or below 5°C). You must use a thermometer to check the temperature of hot food.
10. Ensure you have enough ice to keep food cold in chilly bins, etc., throughout the event.
11. Only single-service containers are permitted for public use (disposable plates, cups, knives, forks, etc.). Customers may bring their own containers for personal use.
12. Stallholders are required to have ready access to toilets, and to running water for hand-washing and cleaning utensils. Check with the event organisers where the accessible toilets and ablution site facilities are.
13. All rubbish must be kept in bins with plastic liners and removed from the site at the end of the day or as they get full.

EVENT ORGANISER 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.

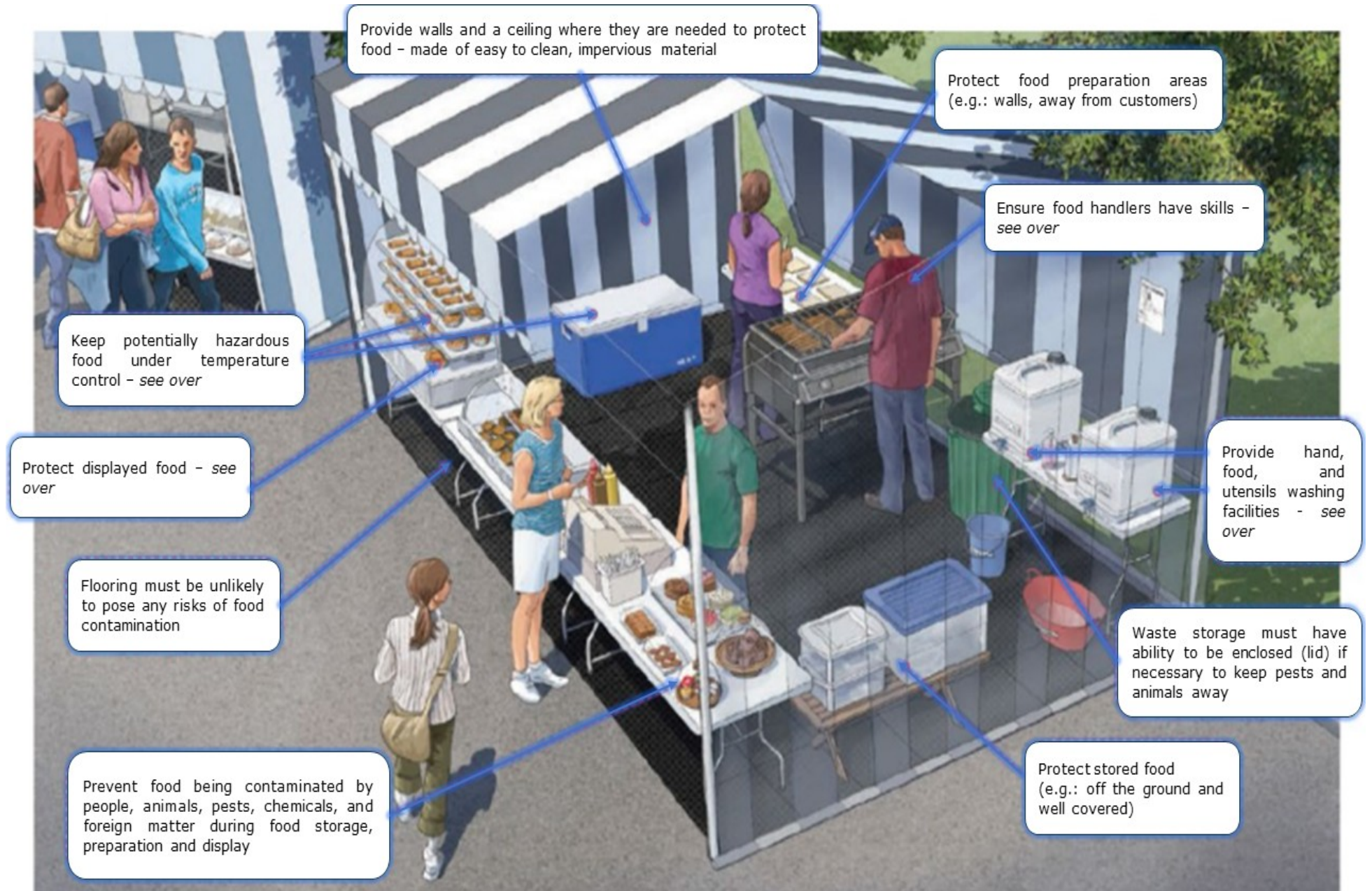


Figure 1: An Artistic Impression of a Food Stall

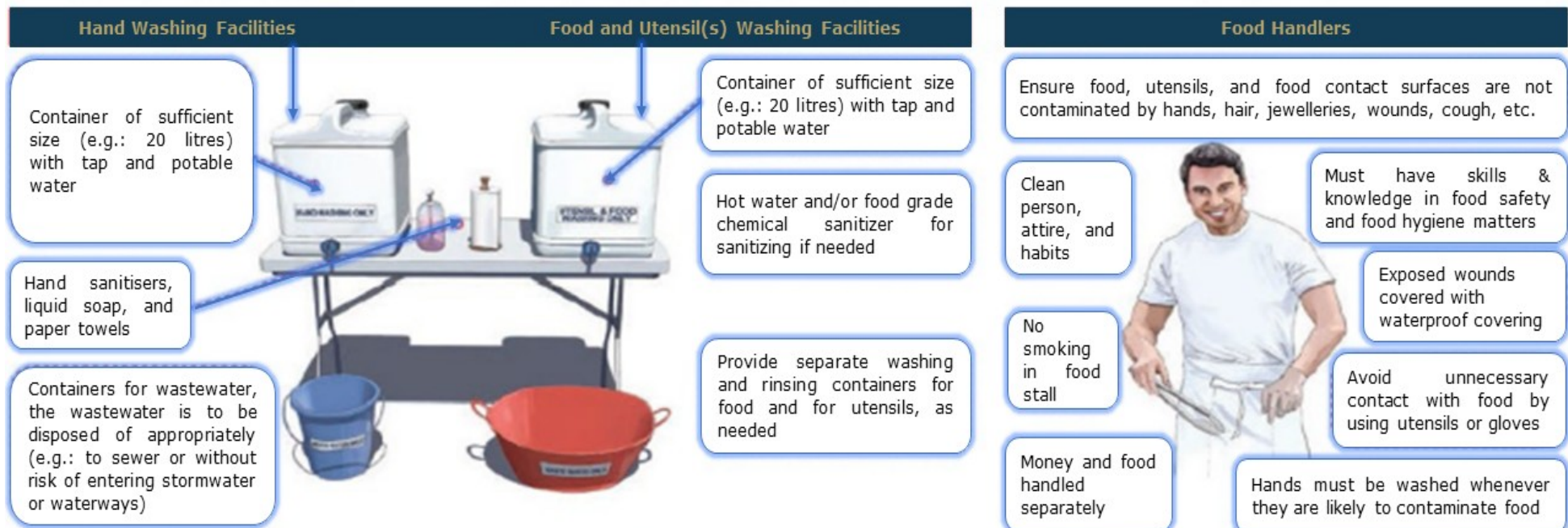


Figure 2: Food Stall Operator's and Food Handler's Equipment and Facilities