

# GUIDELINES FOR SETTING UP A PROPOSED MOBILE FOOD PREMISES (INFORMATION SHEET)



SOUTH WAIRARAPA  
DISTRICT COUNCIL  
*Kia Reretahi Tātau*

## INTRODUCTION

This document is designed by South Wairarapa District Council in its role as a Registration Authority to provide a quick and easy guide for potential applicants and proposed food premises with regards to the design and construction of the food business.

The design and construction of the facilities used in the food business must meet the requirements of the Food Regulations 2015 and meet requirements of the New Zealand Building Code. The Regulations require that the design, construction, and location of the place of food business enable food to be safe and suitable.

## BEFORE YOU APPLY

If you're setting up a new food business and submitting the design of your proposal, you should speak to the following teams at Council for advice:

### Resource Consent

Check with Council's District Planner for compatibility with the Wairarapa Combined District Plan. There may be District Plan requirements like operating hours or car parking provisions.

### Building Consent

The Council's Building Team should also be approached if structural alterations, grease traps, plumbing, or gas fitting (LPG) is contemplated. There may be building requirements you need to meet depending on the type of food you are preparing.

### Environmental Services

Check with Council's Environmental Health Officer for suitability of proposed buildings (if existing), physical aspects, trade wastes, and for information on legal requirements of food.

### Alcohol Licence

If you are planning to sell alcohol, check with the Alcohol Licensing Inspector for information on legal requirements for the sale and supply of alcohol.

### Other Agencies to Consider and Consult:

- **Ministry for Primary Industries** – For information on Food Safety, Regulators, and Verifiers
- **Greater Wellington Council** – For information regarding consents on discharge to land or air
- **Wellington Water** – For information regarding drinking water and wastewater
- **Fire Services** – For information regarding Fire Exits, Fire-fighting Equipment

## FOOD ACT AND FOOD REGULATIONS REQUIREMENTS

It is recommended and good practice for at least one person (preferably the manager) to have completed a basic food safety course.

Identifying and managing risks posed to the safety or suitability of food.

Providing adequate space for:

- producing, handling, and processing food
- fixtures, fittings, and equipment

Ensuring that the design of the premises enables staff and visitors to move, and food to flow in a way that prevents and manages risk.

Providing easy access for cleaning and maintenance.

Ensuring the design, construction, and location of the premises:

- excludes dirt, dust, fumes, smoke, and other contaminants
- stops pests entering and staying.

Making sure materials used in the construction of the premises aren't capable of contaminating food.

# SOUTH WAIRARAPA DISTRICT COUNCIL

For Inquiries, Contact us at:

Phone: (06) 306 9611

Post: Environmental Health Services, PO Box 6, Martinborough 5741

Visit us at: South Wairarapa District Council, 19 Kitchener Street, Martinborough

Email: [health@swdc.govt.nz](mailto:health@swdc.govt.nz) Website: [www.swdc.govt.nz](http://www.swdc.govt.nz)



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## FOOD ACT AND FOOD REGULATIONS REQUIREMENTS

You need to ensure that the design, construction and location of your facilities, equipment and essential services enable food to be safe and suitable. This includes:

- Ensuring facilities, equipment, and essential services aren't operated beyond their capacity or capability.
- Water used for producing, processing, handling food, and for personal hygiene and cleaning:
  - is suitable for purpose;
  - doesn't adversely affect the safety and suitability of food; and
  - that there's an adequate supply of cold and hot water for your food business.

## TRAINING REQUIREMENTS

You need to ensure that the design, construction and location of your facilities, equipment and essential services enable food to be safe and suitable. This includes:

If you're operating under a Template Food Control Plan (FCP), the day-to-day operator or manager of the food business needs to understand and implement all FCP procedures relating to the food business. They need to complete a staff training record for themselves as well as any staff members.

## MOBILE FOOD PREMISES REQUIREMENTS

Food trucks – also known as mobile food premises – are licensed, motorised vehicles used to sell food. They often contain all the facilities required to prepare and cook food safely on-board.

Food trucks are like any other food business and need to be registered and verified to ensure they're preparing and selling safe food.

**Mobile food premises will need to comply with Code of Compliance Requirements including:**

- All food trucks connecting to power must have an up-to-date electrical Warrant of Fitness
- All electrical equipment /appliances brought on site must have a current electrical safety test tag
- All food trucks that have cooking or reheating appliances must have a fire extinguisher and/or fire blanket, and a first aid kit as part of their equipment.

**Food Truck(s) must also:**

- Make sure all surfaces (floors, walls, ceiling, shelving, and benches) are smooth, waterproof, and easy to clean
- Provide ventilation to maintain comfortable conditions for people working in the truck, prevent condensation and remove bad odours
- Have enough space for everyone who'll be working in the truck, and to be able to clean effectively
- Provide sinks and hand wash basins, with enough hot water to allow effective cleaning and hand washing
- Drain wastewater to a big enough holding tank, and dispose of it into the sewerage system or through a sink attached to a grease trap

If there is not enough space to prepare food, you can use an alternative preparation kitchen. You'll need to make sure this preparation kitchen is covered by your registration. (Refer to **Guideline to setting up a Commercial Home Kitchen (Information Sheet)**, for more information regarding kitchen requirements)

Once your mobile operation is registered you can operate anywhere in New Zealand, as long as you have permission from landowners, and trading from that land fits with permitted activities in the District Plan. You do not need a mobile trading licence (hawking licence) to trade from private land.

If you want to trade in a public space (refer to the Combined Wairarapa District Plan or otherwise submit a written proposal to Council for consideration on a public space you want to trade in), you'll need to apply to the Council for a hawking licence.

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## FOOD STALL LICENCE AND HAWKING LICENCE

Any food business looking to trade in the South Wairarapa district is encouraged to contact Council to ensure you comply with local Council Bylaws. Depending on the nature of your stall you may require either a Food Stall Licence or a Hawking Licence.

### SELLING FOOD AT FAIRS, MARKET, FUNDRAISERS, AND OCCASIONAL EVENTS (FOOD STALLS)

Food stalls are temporary structures used to sell or give away food at events, fairs, or markets. For Event Organisers, if you're running an event where there will be food stalls, you need to make sure stallholders have a certificate.

Major events like festivals can require any or all of our licenses and consents. Visit our Events Management page on [www.swdc.govt.nz](http://www.swdc.govt.nz) to see which licenses and consents may apply.

An event organiser is responsible for ensuring that all food stalls at the event have the right documentation. They should either be registered or have a Council Food Stall form (if the operator of a food stall is operating a temporary stall or is exempted from registration). Refer to the **Food Stalls Information Sheet**, for more information.

### TRADING IN PUBLIC PLACES (HAWKING)

Any person who carries around goods for sale (usually on foot) is sometimes referred to as a hawker. This includes Mobile Food Premises who reside and hold food premises registrations in another district, (mobile premises secondary registration). Hawking, also referred to as itinerant trading, is governed by Council's Trading in Public Places Bylaw and requires a licence.

If you would like to set up a stall to sell things in public places please complete the Hawkers Licence form, two weeks before you intend to set up. Contact Council's Environmental Services Department on 06 306 9611 or email [health@swdc.govt.nz](mailto:health@swdc.govt.nz) for more information.

## WHAT HAPPENS ONCE YOU'VE APPLIED

We will process your application once you have contacted the relevant teams, and you have sent us:

- Your Food Registration Application
- The Site Plan(s)
- Your Proposal(s)
- Your Completed Checklist(s)

**For new businesses**, once your application and design are approved, the Environmental Services Team would prefer to have your site and commercial kitchen visually pre-inspected and visited before the intended opening of the new business.

