

## ***Required information for events (food fairs)***

**Wellington City Council requires the following information from event (food fair) organisers prior to the event taking place:**

1. Application for umbrella certificate of registration (form available at) and fee are as following:

- Small Fair/Event : \$131.25 for up to fourteen stalls
- Large Fair/Event : \$315.00 for fifteen stalls and above

NB: Wellington City Council licensed mobile food operators should not be counted as a stall for this purpose.

Include contact details for the event organiser and the overall food stall organiser. Please note that if the Council officers need to spend more than two hours on processing and inspecting the event, additional charges will apply.

2. Information about the reason for the food fair.

3. List of proposed stallholders, including details on which hold the following licences:

- a mobile licence
- Wellington City Council licence
- other territorial authority licence
- charity group without licence.

4. Proposal detailing the equipment that will be supplied by the organisers:

- marquee/tents/gazebo
- hand-wash facilities
- toilet facilities (the location of the nearest public facilities if available for use)
- refrigeration storage for the food (in addition to any drinks storage)
- possible contingency plans should the power supply on the day be inadequate eg gas-powered, generator etc
- refuse disposal (rubbish) arrangements.

5. Completed and signed application form and conditions sheet from each stallholder.

6. Layout plan showing the location of each stall, relative to the facilities to be provided by the organiser.

7. Confirmation that street closure permission has been obtained (if appropriate).

8. NB: If you are planning to erect any temporary structures (staging, marquee, etc), and or sell alcohol, please contact Council's building and liquor licensing teams respectively on 499 4444 to obtain the relevant licenses, consents, etc.

It is the event organiser's responsibility to ensure all stallholders meet the agreed requirements. You as the organiser will need to contact each of the stall holders to ensure they understand their responsibilities, ensure the availability of sufficient equipment for their food storage and heating for the day of the event. At times, you may also need to look at turning down potential stallholders or asking approved stallholders to leave the event on the day if they are unable to meet the requirements.

Should you or your stallholders have any queries with regards to what is stated in this document, please call Council on 499 4444 and ask to speak with an Environmental Health Officer.

**STALLHOLDER: Please complete this form for each stall and attach to the main application form.**

**Food stall information**

Name of festival/fair: \_\_\_\_\_

Name of person operating the stall: \_\_\_\_\_

Name of stall: \_\_\_\_\_

Contact phone numbers: \_\_\_\_\_

Food to be sold: \_\_\_\_\_

Where will the food be prepared? \_\_\_\_\_

Will the food be prepared in facilities registered under the Food Hygiene Regulations 1974? \_\_\_\_\_

Where and how will the food be stored prior to delivery to the festival site? \_\_\_\_\_

\_\_\_\_\_

How will the food be transported to the site? (Refrigerated? Insulated containers?) \_\_\_\_\_

\_\_\_\_\_

What food preparation will be done at the festival? \_\_\_\_\_

\_\_\_\_\_

What access to hand-washing and toilet facilities do you have? \_\_\_\_\_

\_\_\_\_\_

How will you store the food during the festival? \_\_\_\_\_

\_\_\_\_\_

What cooking equipment will you have as part of your stall? \_\_\_\_\_

\_\_\_\_\_

Are you bringing a thermometer to the event for food temperature control? \_\_\_\_\_

How will you protect food from contamination from dust, birds, and customers? \_\_\_\_\_

\_\_\_\_\_

Have you had any training in the safe handling of food? \_\_\_\_\_

\_\_\_\_\_

**For further information please contact an environmental health officer at Wellington City Council by phoning 499 4444.**

**STALLHOLDER:** Please keep this page for your reference.

### Pre-event preparation and set up

1. It is preferable that all food is prepared at registered food premises, such as restaurants and other food shops etc. 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 4°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 4°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. Food must be stored at least 450mm above the ground. You may need to bring a separate table for storage of boxes with food in them, etc.
5. For public safety, any cooking unit must not be facing the public or be accessible to the public. Stallholders utilising open fires (eg BBQs) must have access to a fire extinguisher or fire blanket.

### During the event

6. **Preparation** of food at the event, as distinct from cooking of food, must be kept to a minimum.
7. People handling food must wear appropriate protective clothing to protect the food from contamination by their clothes and/or hair.
8. People handling food must take care to regularly wash their hands. The following are to be available at the food stall:
  - supply of running water, collection bucket for dirty water, liquid soap and paper towels; and
  - a good supply of protective gloves.
9. People preparing and cooking food should not handle money.
10. Containers of food must be covered to prevent any contamination from dust, flies, birds, animals, etc and uncovered only for the minimum amount of time needed for cooking and sale.
11. 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.
12. Ensure you have enough cooking utensils (tongs, spoons, knives etc). It is advisable to bring more than you think you may need so that you have spares if some get contaminated, dropped onto the ground, etc.
13. Ensure all hot food is placed in a food warmer after cooking, or served immediately. Keep readily perishable food hot (at or above 60°C) or cold (at or below 4°C). It is recommended you use a thermometer to ensure this is the case.
14. Ensure you have enough ice to keep food cold in chilly bins, etc. It is advisable to have someone who is able to obtain more ice as and when required to keep the food cold.
15. Only single service containers are permitted for the use of public (disposable plates, cups, knives, forks, etc).
16. Stallholders are required to have ready access to toilets, and to running water for the washing of hands and cleaning of utensils.
17. All rubbish generated at your food stall must be kept tidily in bins with plastic liners and removed from the site at the end of the day or as they get full.

**STALLHOLDER: Please sign and send this page to the event organiser along with your stall application.**

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4. Food must be stored at least 450mm above the ground. You may need to bring with you a separate table for storage of boxes with food in them, etc.
5. For public safety, any cooking unit must not be facing the public or be accessible to the public. Stallholders utilising open fires (eg BBQs) must have access to a fire extinguisher or fire blanket.

### **During the event**

6. Actual **preparation** of food at the event, as distinct from cooking of food, must be kept to a minimum.
7. People handling food must wear appropriate protective clothing to protect the food from contamination by their clothes and/or hair.
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### **I have read and understood these guidelines**

Print name \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_