

# Events (*Food Fairs*)

## What we need to know

### Wellington City Council **MUST HAVE** the following information from event (*food fair*) organisers before the event takes place

1. Completed application form for a certificate of registration (*form available from Public Health or download from Wellington.govt.nz search for 'foodsafety' and 'certificate of registration'*). Include contact details for the event organiser and the food stall organiser. The fees are as follows:
  - Review of application \$155
  - On site compliance checks \$155 per hourOnce the application has been reviewed we will be in touch to discuss compliance visits. Payment for any compliance checks is expected before the event.
2. Information about the reason for the food fair.
3. List of proposed stallholders, including details on who holds the following:
  - a food operator's registration certificate
  - other territorial authority licence
  - charity group without licence.
4. Details of 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, in relation to the facilities to be provided by the organiser.
7. Confirmation that street-closure permission has been obtained (*if appropriate*).  
Note: If you are planning to erect any temporary structures (*staging, marquee, etc*), and/or sell alcohol, please contact the Council's building and alcohol licensing teams on 499 4444 to obtain the relevant licences, consents, etc.

It is the event organiser's responsibility to ensure all stallholders meet these requirements. You as the organiser will need to contact each of the stallholders to ensure they understand their responsibilities, and ensure the availability of sufficient equipment for their food storage and heating. At times, you may have to turn down potential stallholders or ask approved stallholders to leave the event on the day if they fail to meet the requirements.

If you or your stallholders have any questions about our requirements, please call us on 499 4444 and ask to speak to an environmental health officer.

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

### 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 5deg°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 5deg°C or below, or hot-stored at 60deg°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 (eg *BBQs*) must have access to a fire extinguisher or fire blanket.

### During the Event

5. Preparation of food at the event, as distinct from cooking food, must be kept to a minimum.
6. People handling food must wear appropriate protective clothing to protect the food from contamination by their clothes and/or hair.
7. 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 and a good supply of protective gloves.
8. People preparing and cooking food should not handle money.
9. 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.
10. 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.
11. Ensure you have enough cooking utensils (*tongs, spoons, knives etc*). Bring to bring more than you think you may need so that you have spares if some get contaminated, dropped onto the ground, etc.
12. Ensure all hot food is placed in a food warmer after cooking, or served immediately. Keep readily perishable food hot (*at or above 60deg°C*) or cold (*at or below 5deg°C*). It is recommended you use a thermometer to check the temperature.
13. Ensure you have enough ice to keep food cold in chilly bins, etc, throughout the event.
14. Only single-service containers are permitted for public use (*disposable plates, cups, knives, forks, etc*).
15. Stallholders are required to have ready access to toilets, and to running water for hand-washing and cleaning utensils.
16. 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.

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

<b>Food Stall Information</b>
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 at a registered food premises?
Where and how will the food be stored before delivery to the festival/fair site?
How will the food be transported to the site? ( <i>Refrigerated? Insulated containers?</i> )
What food preparation will be done at the site?
What access to hand-washing and toilet facilities do you have?
How will you store the food during the festival/fair?
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 being contaminated by 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 sign and send this page to the event organiser along with your stall application.

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### I have read and understood these guidelines

Print name

Date

Signed