



## Application for

# Blanket Foodstall Registration for Events, Fairs, Festivals

## Ruapehu District Council Public Places Bylaw 2012

**Note: Each Stallholder MUST complete the attached Questionnaire**

### Event Details

Name of Event/Fair/Festival	<input type="text"/>
Place Where Event/Fair/Festival Will be Held	<input type="text"/>
Date When Event/Fair/Festival Will be Held	<input type="text"/>
Information about the reason for the Event/Fair/Festival	<input type="text"/>
No of Stalls Expected (if known)	<input type="text"/>

### Organiser's Details

Organiser's Name	<input type="text"/>		
Address	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

### Information Required from Event/Fair/Festival Organiser Prior to Event Taking Place

- List of proposed stallholders, including details on which hold the following licences:
  - Mobile licence.
  - Ruapehu District Council licence.
  - Other Territorial Authority licence.
  - Charity group without licence.
- Proposal detailing the equipment that will be supplied by the organisers:
  - Marquee/tents/gazebos.
  - Hand wash facilities.
  - Toilet facilities (the location of the nearest public facilities if available for use).
  - Refrigerated 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.
- Completed and signed application form from each stallholder.
- Layout plan showing the location of each stall, relative to the facilities to be provided by the organiser.
- Permission from the land owner to use the area for the Event/Fair/Festival.
- Confirmation that street closure permission has been obtained (if appropriate).

Note: If you are planning to erect any temporary structure (staging, marquee, etc) and/or sell alcohol, please contact Council's Building and Liquor Licensing teams respectively, to obtain the necessary licences, 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 stallholders 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 regard your application, please contact Council's Environmental Health Officer on 07 895 8188 or 06 385 8364.





## Questionnaire

# Blanket Foodstall Application for Events, Fairs, Festivals

*Ruapehu District Council Public Places Bylaw 2012*

Please answer the following questions in relation to food safety at your stall. This form is required to be completed by each Stallholder and submitted to Council's Environmental Health Officer prior to the event.

### Event Details

Name of Event	<input type="text"/>		
Location	<input type="text"/>		
Date	<input type="text"/>	Stall Name	<input type="text"/>
Applicant's Name	<input type="text"/>		
Address	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>

### Food Stall Details

What type of temporary food stall will be used at the event?

<input type="checkbox"/>	Registered Mobile Food Vehicle	<input type="checkbox"/>	Other (specify below)
<input type="checkbox"/>	Individual Stall	<input type="text"/>	
<input type="checkbox"/>	Hall/Building/Marquee		

List the type of foods intended to be sold at the event (full description)

### Prior to the Event

1 Where will you obtain your supplies of produce, meat, food or product ingredients that you will sell or use to make the products you sell? *Please note all foods for sale must be purchased from registered food premises, eg, registered supermarket. Ruapehu District Council does not endorse the preparation of food for sale in kitchens that are not registered under the Food Hygiene Regulations 1974 (eg, a domestic kitchen such as at your home)*

2 Will food be purchased immediately prior to, and directly transported to, the event?  Yes  No

If YES, go to Question 5

## Prior to the Event (continued)

3 Where will the food be stored prior to the event?

Storage facilities at the place of event

Registered Premises (please list)

Other (please specify)

4 Where will the food be prepared prior to the event?

Kitchen at the place of event

Registered Premises (please list)

Other (please specify)

5 How will the food be transported to the event?

By Supplier  Refrigerated Van

Insulated Containers  Wrapped (low risk food only)

Other (specify)

## At the Event

6 Where will the food be stored prior to the event?

Storage facilities at the place of event

Registered Premises (please list)

Other (please specify)

7 Will there be any food preparation at the event?

Yes (specify)

No

8 Where food requires temperature control, how do you intend to keep the food hot or cold?

Hot food (above 60°C)			Cold food (below 5°C)		
	Yes	No		Yes	No
Cooked to Order	<input type="checkbox"/>	<input type="checkbox"/>	Insulated Container with ice	<input type="checkbox"/>	<input type="checkbox"/>
Insulated Container	<input type="checkbox"/>	<input type="checkbox"/>	Fridge	<input type="checkbox"/>	<input type="checkbox"/>
Bain-Marie	<input type="checkbox"/>	<input type="checkbox"/>	Cool Room	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="text"/>		Other (specify)	<input type="text"/>	

## At the Event (continued)

- 9 How will you protect unwrapped foods against possible contamination?
- 10 What precautions are in place to prevent bare hands directly contacting foods?
- Food Handling Gloves       Utensils such as tongs/spoons       Separate money-taker
- Other (specify)
- 11 How will food be supplied to customers?
- Pre-packaged       Pre-wrapped package       Single service plates/containers, etc
- 12 What precautions are in place to prevent bare hands directly contacting foods?
- Portable hand basin with liquid soap and paper towels
- Anti-bacterial hand wipes/lotion
- Plastic container with outlet/tap with liquid soap and paper towels
- 13 What facilities are proposed for washing food handling utensils?
- Kitchen at the event       Portable sink units       Containers filled with hot water
- Take home (an adequate supply of clean utensils must be provided for the duration of the event)
- 14 Where is the wastewater to be discharged? (*Wastewater is not to be discarded into the stormwater system, eg, gutters, drains, or directly onto the ground/footpath*)
- Disposed of in a sewer outlet at registered premises       Sewer outlet (eg, toilet, sink)
- Other (specify)
- 15 Do you or your staff have formal food hygiene training?  Yes (specify)
- No

## Applicant to Complete

I have read and understand the conditions as set out in the Public Places Bylaw 2012 (attached).

Applicant's  
Signature

Date



## Checklist for Applicants

# Street Stalls/Busking/Hawkers

### Checklist for Food Stall Holders/Hawkers

#### Personal

- Have short, clean fingernails.
- Wash hands before commencement of the sausage sizzle.
- Wear clean, tidy clothing.
- Wear disposable gloves when handling food.
- Wear protective apron.

#### Food Storage

- Store goods off the ground, away from heat, flies, animals and people.
- Store sausages in a clean sealable chilly bin - cooled below 4°C by placing a large bag of ice in the bottom.
- For convenience, sausages must be precooked and packed in bags of about 12.
- Loaves of bread to be stored in wrappers until used.
- Sauces to be in clean, washable dispensers.
- All goods to be purchased from reputable food premises.

#### Food Selling

- Food handlers should wear clean, tidy aprons while preparing and selling food.
- Use food tongs and wear disposable gloves, where appropriate.
- Pick up all food with food tongs.
- Food wrapped in bread with tomato sauce to be handed to customers on a paper serviette.
- Benches and tables need to have a hard, washable surface.
- Provide hot soapy water and paper towels to regular cleaning of hands and utensils.

#### Smoking

- No smoking by staff.

#### Site Exit

- No prepared food is to be kept for later sale.
- Area to be tidied and left in a clean state.

### Conditions - Stalls (Food and Non-Food)

- The name of the organisation must be clearly displayed at all times.
- Only non-profit making organisations may carry out fundraising by way of a stall on any one day in the main street.
- The width of the stall is not to exceed one third of the width of the pavement.
- (If a food stall) the area of the pavement that will be affected by the cooking of food must be covered with a suitable material, ie, tarpaulin, cardboard, etc. This will ensure the appearance of the pavement is maintained at a high level.
- This Permit is not transferrable to any other person.
- A copy of this consent must be kept at the location of the stall at all times while the stall is in operation.
- A first aid kit and fire extinguisher (where good is being cooked) must be on site.
- Please also refer to extract from Council's Public Places Bylaw 2012 (attached).



## Food Stall Guidelines

- 1 If available, power must be supplied to food stalls prior to food delivery. Switch on storage and display units before the food arrives. Perishable foods must not be kept at ambient (room or outside air) temperatures. They must be stored at or above 60°C for hot foods or below 4°C for cold foods. Chilly bins, with ice in them, must be used to transport food, and store perishable foods in if you don't have access to a fridge or cool room.  
  
Controlling food temperatures is critical for avoiding food poisoning. Food exposed to the danger zone temperatures of between 4°C and 60°C for longer than two hours greatly increases the risk of food poisoning.
- 2 Cook all meat thoroughly; chicken and processed meats (eg, sausages and hamburger patties) must not be pink on the inside. Avoid cross-contamination - keep raw meats separate from cooked meats and other foods at all times, including on the hot plate.
- 3 Hand washing facilities must be supplied and utilised. They must either be connected to a running water supply, or you must use a 20 litre container with a tap at the bottom and a bucket below to catch wastewater. Soap and paper towels must be used. People handling money must NOT handle food, and vice versa. If using disposable gloves you still require hand washing facilities - wash hands before and after wearing gloves. Change gloves regularly throughout the day and do not touch money or other unclean items. Use tongs and utensils for handling food as much as possible.
- 4 Shelter all food from the sun and overhead contaminants, including all food preparation and food storage areas. Umbrellas and tents are to be used.
- 5 Ensure that all food is appropriately covered to protect them from contamination by flies and other insects. Rubbish must also be removed regularly from the food site. Appropriate sized rubbish bags must be provided and used inside appropriate sized bins with lids.
- 6 Food must not be left uncovered or unprotected on the front counter/bench of the stall or caravan where customers can sneeze on it or make physical contact with the food.
- 7 Clean and appropriate food utensils must be available to ensure that cross contamination does not occur by customers. Check that tongs, spoons and other utensils are plentiful for self-service and for use by staff.
- 8 Staff are to wear suitable clothing to prevent cross-contamination to the food. Clean hats and aprons should be worn at all times and in the food area only, not to and from work or around other areas, such as the bathroom.
- 9 An appropriate First Aid Kit with coloured waterproof dressings, antiseptic and gloves is to be situated in every food stall.
- 10 Environmental Health Officers may be inspecting the food stalls during the event. Food stalls that do not comply with the above or any other relevant part of the Food Hygiene Regulations 1974 and Council's Food Safety Bylaws, run the risk of having the food seized and/or the food stall closed.

***If you have any questions, please do not hesitate to contact  
Council's Environmental Health Officer on 07 895 8188 or 06 385 8364***

## Extracts from Ruapehu District Council Public Places Bylaw 2012 Relating to Mobile/Travelling Shop/Itinerant Trader/Hawkers Licences

### 10.2 **Obstructing Public Places**

10.2.1 A person shall not:

- (a) Obstruct the entrances to, or exits, from a public place.
- (b) Place, carry or leave any material or thing, including signage, on a public place that could obstruct the public right of passage, without the approval of an authorised officer and then only in accordance with such conditions as may be imposed.
- (g) Place any obstruction or permit or allow any obstruction to remain in any public place whereby life or limb is likely to be endangered.

### 10.3 **Damage to Public Places**

10.3.1 Except with the prior approval of Council or an authorised officer a person shall not in any public place:

- (a) Damage, interfere with, destroy or remove any grass plot, flower bed, tree, shrub, plant, natural feature or any inscription or label relating to it, or street signs.
- (b) Pollute, damage, deface or disfigure, apply graffiti, posters or advertising devices to, or interfere with any ornament, statue, building, structure, or facilities or street signs.

### 10.5 **Use of Footpath and Trading In Public Places**

10.5.1 No person shall without a licence from Council use any part of any street or public place for the purpose of setting up any stall, mobile shop, distribute any food, refreshments, newspapers, periodicals, lottery tickets, or otherwise display, advertise, or offer for sale or hire any product or service that is not directly related to a retail business (see Clause 10.5.5).

#### 10.5.2 **Conditions of Licence for Food Stalls are as follows:**

- (a) A non-profit organisation or non-profit person may utilise fundraising stalls on any day in the Central Business District (CBD) of Taumarunui, Ohakune, Waiouru or Raetihi, or any other public place with the written consent of Council.
- (b) Any non-profit organisation or non-profit person may apply for the use of food stalls up to a maximum of six (6) times per year.
- (c) The pavement width occupied by the stall is not to exceed one third of the width of the pavement, and 2/3 of the pavement must be left free.
- (d) When making application to Council the consent(s) of the adjacent business operators, shop owners and/or land owners is/are required to be submitted together with details of the type of goods being offered for sale.

- (e) The area of the pavement that will be affected by the cooking of food must be covered with a suitable drop-sheet to protect the pavement and storm water system from fat, grease and oil stains. Fire extinguishers must be present at all stalls where food is being cooked.
- (f) Any non-profit organisation or non-profit person preparing and offering for sale any food at stalls must comply with the Food Safety Checklist for food stalls. The completed Food Safety Checklist must be submitted with the licence application to Council.
- (g) All litter and each stall must be removed from the trading location at the end of the day.
- (h) Any food stall licence issued will be valid for one day only.

#### 10.5.3 **Conditions of Licence for Non-Food Stalls are as follows:**

- (a) A non-profit organisation or non-profit person may utilise fundraising stalls on any day in the CBD of Taumarunui, Ohakune, Waiouru or Raetihi, or any other public place with the written consent of Council.
- (b) The pavement width occupied by the stall is not to exceed one third of the width of the pavement, and 2/3 of the pavement must be left free.
- (c) When making application to Council the consent(s) of the adjacent business operators, shop owners and/or land owners is/are required to be submitted together with details of the type of goods being offered for sale.
- (d) All litter and each stall must be removed from the trading location at the end of the day.
- (e) Any non-food stall licence will generally be valid for one day. However, at the request of the applicant Council may use its discretion to extend the duration of a non-food stall licence for a set period of more than one consecutive day.

#### 10.5.5 **Conditions of Retailers Display of Furniture and Merchandise:**

- (a) Furniture and merchandise shall be permitted on footpaths provided the boundary between the footpath and the roadway for the use of retailers' furniture and merchandise is the first third of the pavement closest to the shop frontage.
- (b) Any person who places or permits to be placed on any footpath, any tables and chairs, and associated items such as umbrellas, must comply with the following conditions for the use of a footpath:



## Extracts from Ruapehu District Council Public Places Bylaw 2012 Relating to Mobile/Travelling Shop/Itinerant Trader/Hawkers Licences (continued)

- (i) All items must be placed on the footpath immediately outside the business premises to which they belong and only during the business hours for that premises.
- (ii) All items must be placed within Council's designated area of 1/3 of the footpath width adjacent to the premises frontage to ensure 2/3 of the footpath remains clear for pedestrian access past the premises.
- (iii) Umbrellas must be properly fixed to ensure that they are not blown over by the wind and the lower edge of the canopy must be at least 2.1m from the ground.
- (iv) Fire exits, fire hydrants, shop doorways and bicycle stands must be kept clear at all times.

10.5.6 All Hawkets, Mobile Shop and Itinerant Traders must have a licence to operate.

10.5.7 All Hawkets, Mobile Shop and Itinerant Traders are prohibited from the areas listed in **Schedule 1** of this Bylaw.

### 11.2 Litter in Public Places

11.2.1 No person shall make use of any litter receptacle for the purpose of placing or depositing any offensive matter or any household, commercial or industrial refuse of any description.

### Definitions

**Itinerant Trader** means any person who is not continuously resident in the District for at least six months and does not own or have a lease over a premises for a period greater than six months and sells any goods, wares or merchandise.

**Mobile Shop** means a vehicle, whether self propelled or not, from which goods, wares or merchandise including food are offered, or exposed for sale in the road reserve, or from which goods, wares or merchandise including food may be ordered in the road reserve (whether or not in pursuance of any invitation to call with the goods, wares or merchandise) or from which services are offered for sale in the road reserve: but does not include any vehicle used to transport and deliver goods, wares or merchandise pursuant to a prior order placed for the delivery of the goods, wares or merchandise.

**Stall** means any non-profit organisation or non-profit person who occupies any portion of any public place for the purpose of selling any food or refreshments, newspapers, lottery tickets, textiles, hardware or merchandise.

**Street Appeal** means coordinated and organised events by organisations that ask for, or seek, any subscription, collection or donation from members of the public.

**Trading** means the act of selling or trading or offering to sell or trade goods or services, with or without a vehicle.

### Schedule 1

S1.1 Hawkets, mobile shops and itinerant traders are prohibited in the following areas:

**Taumarunui** Hakiaha Street from Katarina Street to Turaki Street. Miriama Street from Katarina Street to Morero Terrace, incorporating Marae Street, Manuaute Street and Hikaia Street.

**Ohakune** State Highway 49 (Clyde Street) from Rata Street to Arawa Street, incorporating Goldfinch Street to Ayr Street.

**Raetihi** Seddon Street from State Highway 4 to Duncan Street.