

Events (*Food Fairs*)

What we need to know

Wellington City Council needs the following information from event (food fair) organisers before the event takes place

1. Please complete this form about your event or food fair. The fees are as follows:

- Review of application \$155
- On site checks \$155 per hour

Once the application has been reviewed we will be in touch to discuss visits. Payment for any on site checks is expected before the event.

2. List of proposed stallholders, including the following information for each stall holder (details can be in Excel spreadsheet):

- Food registration number or charity group if unlicensed
- Trading name
- Name and contact details (phone and email)
- Type of food they will be selling

3. Please supply details of the equipment supplied for the event by the organiser. The location of these should be shown on the plan requested below.

Equipment / facilities	Number
Marquee / tent / gazebo	
Hand wash facilities	
Toilet facilities	
Nearest public facilities if available for use	
Refrigeration storage for food	
Refrigeration storage for drinks	
Waste and rubbish disposal – number of bins	

Describe contingency plans if the power supply on the day is inadequate eg gas-powered, generator

4. Completed and signed stallholder forms for each stallholder

5. Plan showing the location of each stall and the equipment/ facilities being provided by the organiser.

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 fall to meet the requirements to sell safe and suitable food.

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.

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.

Event details: event Organiser to complete**Organiser**

Full legal name of event organiser:

Postal address for all correspondence:

Post code:

Contact person:

Position held:

Business phone:

Mobile phone:

Email:

Site details of Event

Name of event:

Location:

Date/s:

Times:

Acknowledgement

I understand that as the event organiser it is my responsibility to ensure all stallholders meet food safety requirements. I, as the 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. I understand that, at times, I 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.

By completing and signing this application, I confirm that:

- I am authorised to make this application as the person with legal authority for the specified event.
- The information supplied in this application is truthful and accurate to the best of my knowledge.
- The operator of every registered food business covered by this application is a New Zealand resident within the meaning of section YD 1 or YD 2 of the Income Tax Act.

Signature of applicant:

Date:

How to lodge your application or contact us for more information

Mail: Public Health, Wellington City Council, PO Box 2199, Wellington 6041

In person: Service Centre, 12 Manners Street, Wellington

Phone: (04) 499 4444

Email an application: foodapplications@wcc.govt.nzEmail enquiries: publichealthenquiries@wcc.govt.nz

All stallholders: 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 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 (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. There is to be no preparation of raw meats in the stall area. This specifically includes the cutting of meat.
12. 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.
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 5°C*). You must use a thermometer to check the temperature of hot food.
14. Ensure you have enough ice to keep food cold in chilly bins, etc, throughout the event. You must use a thermometer to check the temperature of cold food.
15. Only single-service containers are permitted for public use (*disposable plates, cups, knives, forks, etc*). Customers may bring their own containers for person use.
16. Stallholders are required to have ready access to toilets, and to running water for hand-washing and cleaning utensils.
17. 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.

For unregistered Stallholders only (eg charities): Please complete this form for each stall operator who does not have a Food Act registration and attach it 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?
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?
Explain or draw the hand-washing facilities you have in your stall
How will you reheat your food?
How will you store the food during the festival/fair? Hot food storage: Cold food storage:
What cooking equipment will you have as part of your stall?
How will you check the temperature of your food?
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 all stallholders: please sign and send this page to the event organiser along with your stall application (if applicable).

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I have read and understood these guidelines

Print name

Date

Signed