

Required information for events (food fairs)

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

1. Completed application form for umbrella certificate of registration (form available from Building Consents and Licensing Services or download from Wellington.govt.nz (search for 'foodsafety' and 'application for licence or registration'). The fees are as follows:
 - - Small fair/event: \$145 for up to 14 stalls
 - - Large fair/event: \$350 for 15 stalls and above(This does not apply to Wellington City Council licensed mobile food operators.)
Include contact details for the event organiser and the overall food stall organiser. Please note that if Council staff 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 who hold the following licences:
 - - a mobile licence
 - Wellington City Council licence
 - 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).

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 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 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. It is preferable that all food is 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 4degC or below.
3. Food must be transported and stored on site in covered containers and cold-stored in a refrigerator or chilly bin at 4degC or below, or hot-stored at 60degC 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.
5. 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

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 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 by 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 60degC) or cold (at or below 4degC). It is recommended you use a thermometer to check the temperature.
14. Ensure you have enough ice to keep food cold in chilly bins, etc, throughout the event.
15. Only single-service containers are permitted for public use (disposable plates, cups, knives, forks, etc).
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.

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 or an approved Food Control Plan? _____

Where and how will the food be stored before 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 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 _____