

### Application to Sell/Serve Food at Special Events

You need to register to sell/serve food in a public place. For Kaipara District Council record purposes please provide the following information.

<b>Name of Applicant/Organisation</b>	
<b>Postal Address</b>	
<b>Contact Person</b>	
<b>Contact Telephone Number</b>	<b>Mobile</b>
<b>Description of Event</b>	
<b>Date of Event</b>	
<b>Address of Event</b>	
<b>Please list items of food to be sold/served</b>	
<b>Signature of Applicant</b>	<b>Date</b>
<b>Cost:</b> We would like to encourage everyone to get involved and make the event a huge success. For this reason <b>no fee is required.</b>	
Please comply with the attached "Food Safety Guidelines".	
<b>Please return completed application form to:</b>  Kaipara District Council Private Bag 1001 <b>Dargaville 0340</b> Fax 09 439 6756 Telephone 09 439 7059	
<b>Environmental Health Officers Comments:</b>	

We are all committed to making this occasion an enjoyable and successful one for the public and ourselves. Obviously food safety has a role to play in this, food poisoning does not leave our clients with good memories. To this end the following basic food safety rules are required to minimise the risk of such unfortunate memories.

- 1 All prepared food e.g. sandwiches, filled rolls, cakes etc shall be prepared in premises that have had **prior** approval for that purpose by a Kaipara District Council Environmental Health Officer.
- 2 All readily perishable foods (foods containing meat, fish, milk products and the like) shall be stored displayed, (and transported to site) at or below 4°C or above 60°C at all times. (refrigerator, bain marie or pie warmer type storage or display).
- 3 Keep all raw foods separate from cooked foods and use separate utensils/cutting boards.
- 4 All foods shall be protected at all times from direct sunshine and contamination by dust, dirt, animals, insects and other people (customers)!
- 5 Wear clean full apron or smock, have long hair tied back and smoking while preparing or serving food is not permitted.
- 6 All mobile shops shall be currently registered either with the Kaipara or other District Council and the current registration certificate shall be displayed.
- 7 On any stall food handling takes place hand washing facilities with hot and cold water, soap and paper towels shall be conveniently available. Wash hands regularly with soap and water after handling raw meats, handling money, using the toilet.
- 8 All food containers e.g. cups, glasses and plates shall be effectively sanitised between each use or shall be new, clean, single use items.
- 9 The floor of the stall area shall be covered with suitable material that can be easily cleaned/washed.

If you have any enquiries please do not hesitate to contact the Council's Environmental Health Officers (09) 430 4100, extension 7878 (Northland Health).

Remember it is your responsibility as a food stall operator to ensure the food you provide is safe.

Thank you for your co-operation in this public health initiative.