



# Application for One Day Event or Stall Holder Licence

Consolidated General Bylaws 2020

**Note:** A resource consent may be required if your proposed location is not zoned for this type of activity. Please contact a planner on 0800 727 059 or email to [RMAconsents@kaipara.govt.nz](mailto:RMAconsents@kaipara.govt.nz)

<input type="checkbox"/>	Stall trading in food once per year	<input type="checkbox"/>	Stall trading at market or event	<input type="checkbox"/>	Stall trading in food for fundraising
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## 1. Applicant Details

Applicant's Full Legal Name					
Postal Address of Applicant					Postcode:
Name of Contact Person/ Food Safety Manager					
Business Trading Name (if relevant)					
Email					
Contact Telephone	Work		Home		Mobile

## 2. Registration

Is your Food Business currently registered with a Territorial Authority (i.e. MPI or Council)			
Territorial Authority		Licence Number	
Food Control Plan or National Programme 1,2, or 3		None of the above	

## 3. Market/Event Details

Event/Festival/Market Name					
Address of Event/Festival/Market					
Event Dates					
Name and contact details of event organiser					
Name of Contact					
Email					
Contact Telephone	Work		Home		Mobile

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#### 4. Details of Food Sold

Please list the types of food you intend to prepare and/or sell (state if prepackaged)

Location of food you will store / prepare / cook / chill prior to trading at the event / market

How will you transport the food to the event / market?

What food preparation / cooking / reheating will occur at your stall?

What protective clothing will food handlers wear / use?

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How will food and equipment be stored at the event / market? (include how you manage safe food temperature zones)

How will food be cooked at the event / market?

How will food and equipment be protected from contamination at the event/market?

How will raw and cooked food be protected from contamination at the event/market?

<input type="checkbox"/>	Separate storage containers	<input type="checkbox"/>	Separate surfaces / chopping boards
<input type="checkbox"/>	Separate utensils – tongs / knives	<input type="checkbox"/>	Regular hand washing
<input type="checkbox"/>	Single use disposable gloves	<input type="checkbox"/>	Separate money handler
<input type="checkbox"/>	N/A, no food		

How will equipment and utensils be cleaned at the event/market?

What facilities are available for hand washing?

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Where will water be sourced at the event / market?

Potable water will be brought to the site

Potable water will be provided by the site

How will the water be stored?

Where will water be disposed of at the event / market?

Sewer outlet

Wastewater holding containers

Other (please describe below)

## 5. Pre-event preparation and set up

*Please tick each box that is appropriate to indicate that you have agreed to follow this checklist*

Food must be prepared as close as possible to the time of the event. If prepared the night before, all readily perishable food must be refrigerated. (**Please note:** food may only be reheated once. Any reheated food not sold on the day must be disposed of.)

Food must be transported and stored on site in covered containers and cold-stored in a refrigerator or chilly bin at a temperature less than 5 °C, or hot hold above 60 °C.

Food must be stored at least 450mm above the ground.

For public safety, any cooking unit must not be facing the public or be accessible to the public. Stall holders utilising open fires (e.g. BBQ's) must have access to a fire extinguisher or fire blanket. LPG cylinders are to be properly secured, stored in an open area and all connection hoses must be in good repair.

There must be some form of ground covering under the cooking and serving area (such as a polythene sheet etc.).

## 6. During the Event

Cooking and hot or cold holding equipment will be adequate for the quantity of food being cooked/sold (e.g. no small single burners underneath very large pots).

Actual preparation of food at the event, as distinct from cooking of food, must be kept to a minimum.

People handling food must wear appropriate protective clothing to protect the food from contamination by their ordinary clothes and/or hair.

People handling food must take care to regularly wash their hands. Keep a good supply of protective gloves available.

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	People preparing and cooking food should not handle money.
	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.
	Ensure all hot food is placed in a food warmer after cooking or served immediately. Keep readily perishable food hot (above 60°C) or cold (at 5°C or less). A thermometer will be useful to verify temperatures.
	Only single service containers are permitted (plates, cutlery etc.)
	Stall holders are required to have ready access to toilets (with wash hand basins), which are located in close proximity to their stall.
	Stall holders selling medium to high risk foods are required to have a continuous supply of hot water for the washing of hands and cleaning of utensils at the stall site. All waste effluent water must be collected in a suitable container for disposal in a sewer drainage system.
	Stall holders operating a sausage sizzle or selling pre-packaged low risk foods are required to use disposable gloves (which are change regularly) and an alcohol-based hand sanitiser.
	All rubbish generated by the activities at the cooking area and at the venue in general must be kept tidily in bins with lids and collected and removed from the site at the end of the day.
	<b>I have read and understood this checklist. I am aware that if these are not followed, my stall may be closed down.</b>

### Important privacy information

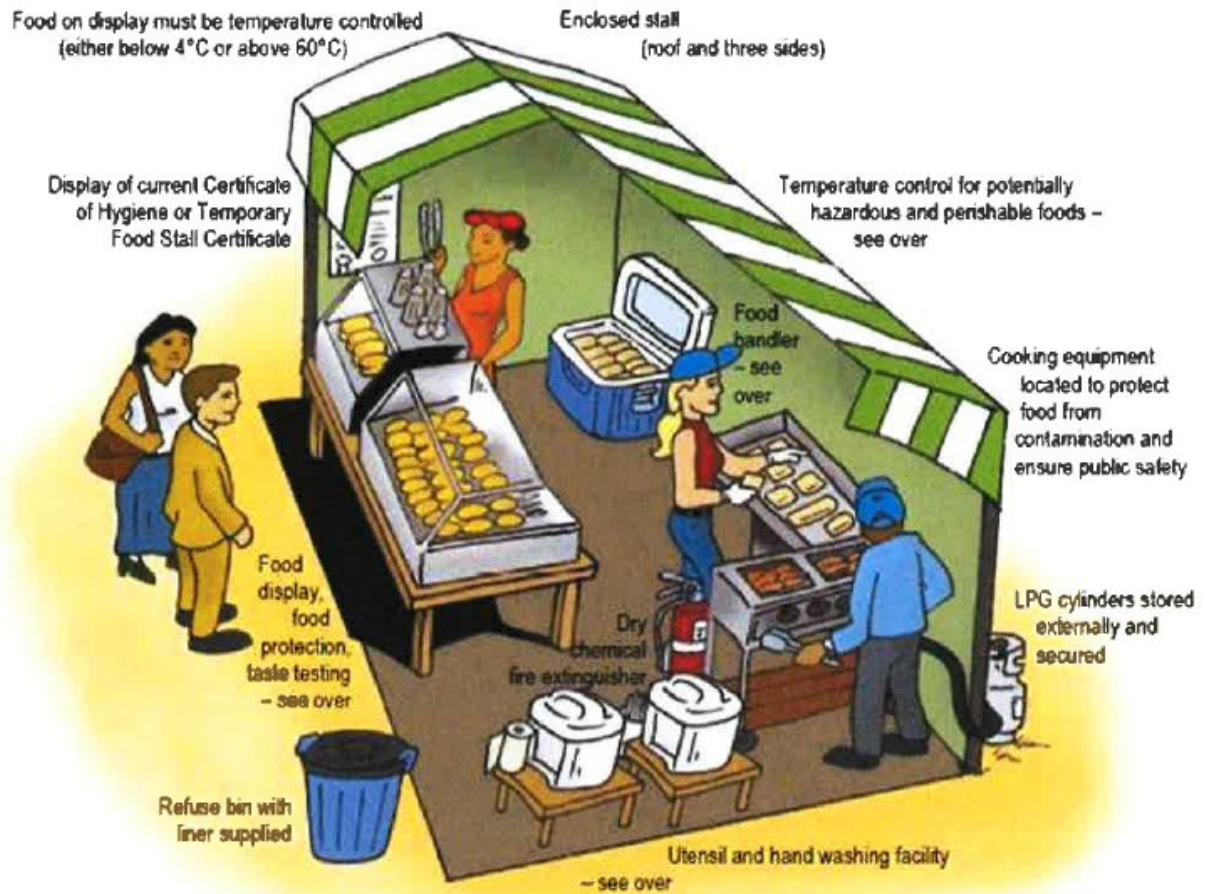
The personal information that you provide in this form will be held and protected by Kaipara District Council in accordance with the privacy policy (available at [www.kaipara.govt.nz/Our+Council/Privacy.html](http://www.kaipara.govt.nz/Our+Council/Privacy.html)) and with the Privacy Act 1993. The privacy policy explains who Kaipara District Council may use and share personal information in relation to any interaction you have with Kaipara District Council, and how you can access and correct that information. It is recommended that you familiarise yourself with this policy.

You can submit your application by:

- Email to: [health@kaipara.govt.nz](mailto:health@kaipara.govt.nz)
- Deliver to either of our offices in Mangawhai or Dargaville
- Post to Kaipara District Council, Private Bag 1001, **Dargaville 0340**

<b>Date of Application</b>		<b>Signature</b>	
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