



## Notification of a Fundraising Food Stall

**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)

Stall trading in food once per year	Stall trading in food for fundraising
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What you are fundraising for?

**Notifications must be received at least five (5) working days before the event.**

### Event Details

Name of event (if applicable)									
Location of stall									
Date(s) food stall to operate									
Hours of operation									
Person/organisation operating food stall									
Name of person in charge									
Postal address									
Email									
Contact telephone	Work			Home			Mobile		

### Details of Foods Sold

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

**2 Location of food storage and pre-preparation of food** *Please give details on where food will be stored and prepared (e.g. address, name of premises).*

**3 Transportation of food prior to delivery to site** *Please give details on how food will be transported to site (e.g. refrigerated, insulated containers or not holding equipment).*

**4 Storage of food and equipment at site-equipment** *Please give details on how food will be stored at the site. You need to ensure you have enough hot holding or cold holding facilities for the quantity of food you are selling (e.g. fridges, chilly bins, baine maries, microwaves).*

**5 Cooking of food at site** *Please give details on how food will be cooked at the site. You need to ensure you have adequate cooking facilities for the food you are selling.*

**6 Food protection** *Please indicate whether the stall will be screened and how food will be protected (e.g. gazebo).*

**7 Cleaning** *Please indicate below where food utensils, appliances and equipment will be cleaned.*

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**8 Hand washing and toilet facilities at site** *What facilities are to be provided at the stall for hand washing and what arrangements have been made for use of facilities at the event?*

**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. ( <b>Please note:</b> 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.).

**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.
	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.

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	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.
	<p><b>I have read and understood this checklist.</b></p> <p><b>I am aware that it is my responsibility to serve safe and suitable food</b></p>

### 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:

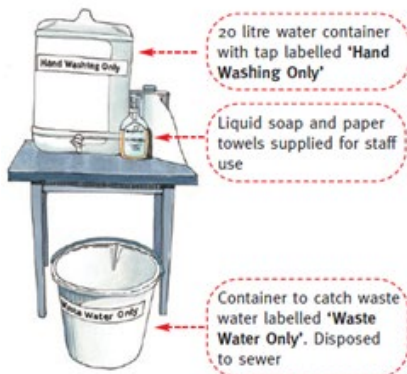
- Email to: [health@kaipara.govt.nz](mailto:health@kaipara.govt.nz)
- Drop off your application at either of our offices in Mangawhai or Dargaville
- Post to Kaipara District Council, Private Bag 1001, **Dargaville 0340**

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

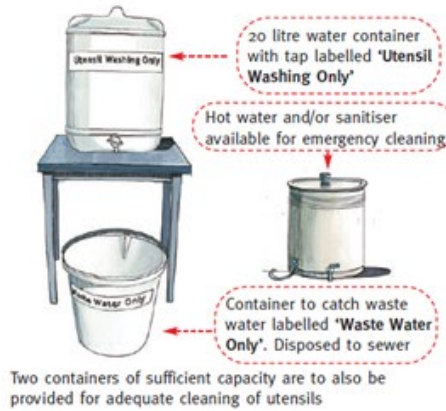
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## Food Guidance

### Minimum hand washing facilities



### Minimum utensil washing facilities



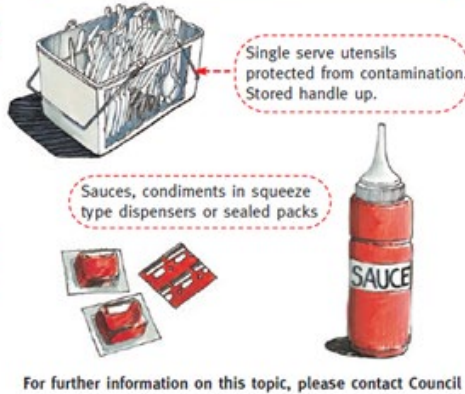
### Food Handlers



### Food display, food protection, taste testing



### Sauces, condiments and single serve utensils



### Temperature control of potentially hazardous food



1. Provide walls and a ceiling where they are needed to protect food - made of easy to clean, impervious material.
2. Keep potentially hazardous food under temperature control (see over).
3. Protect displayed food (see over).
4. Flooring must be unlikely to pose any risk of food contamination.
5. Prevent food being contaminated by people, animals, pests, chemicals and foreign matter during food storage, preparation and display.
6. Protect food preparation areas (e.g. walls, away from customers).
7. Ensure food handlers have skills and knowledge (see over).
8. Provide hand washing and utensil and food washing facilities (see over).
9. Waste storage must have ability to be enclosed (lids) if necessary to keep pests and animals away.
10. Protect stored food (e.g. off the ground and well covered).

This document is for guidance only and is not legally binding. Each premises will be assessed on its own individual food safety risks by the relevant local enforcement agency. Other requirements may also apply (e.g. LPG use, fire control, waste disposal) - seek advice from your local enforcement agency.

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### Hand washing facilities and utensil and food washing facilities

1. Container of sufficient size (e.g. 20 litres) with tap and potable water (warm running water is required unless written approval from enforcement agency).
2. Liquid soap and paper towels.
3. Container for waste water. The waste water is to be disposed of appropriately (e.g. to sewer or without risk of entering stormwater/waterways).
4. Provide separate washing and rinsing containers for food and for utensils as needed.
5. Hot water and/or food grade chemical sanitiser for sanitising if needed.



### Food handlers

- Ensure food, utensils and food contact surfaces are not contaminated by hands, hair, jewellery, wounds, coughs, etc.
- Clean person, attire and habits.
- No smoking in stall.
- Money and food handled separately.
- Must have skills and knowledge in food safety and food hygiene matters.
- Exposed wounds covered with waterproof covering.
- Avoid unnecessary contact with food by using utensils or gloves.
- Hands must be washed whenever they are likely to contaminate food.



### Food display, single use items and condiments

- Protect displayed food from contamination (e.g. using lids, cling wrap or sneeze barriers).
- Provide separate serving utensils for each self-serve food.
- Protect single serve utensils from contamination (e.g. store handle up) and do not reuse.
- Clean the outside and top of dispenser bottles and do not top-up bottles.



### Temperature control of potentially hazardous food

- Check food temperature with thermometer (accurate to +/- 1°C)
- Cold food - ensure 5°C or below
- Hot food - ensure 60°C or above

Note: Please seek advice from your local enforcement agency if planning to use an alternative method of temperature control for the storage and display of potentially hazardous food.



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