

FOOD STALL/SAUSAGE SIZZLE OPERATORS

Applications must be received no later than 5 working days before event

In order to minimise the risk of food poisoning as a result of poor hygiene, and/or the incorrect preparation, handling and storage of food for sale, it is essential that persons selling food at a food stall or a sausage sizzle in Upper Hutt, obtain Council approval in the form of a permit issued by Council's Environmental Health Officer.

The Environmental Health Officer will also advise as to what types of food are acceptable and how to minimise the risk of food poisoning.

The permit should be on display at the food stall or the sausage sizzle whenever you operate in Upper Hutt. Please return applications along with signed Food Safety Guidelines to:

Environmental Health Officer
Civic Administration Building
838-842 Fergusson Drive (PO Box 907)
Upper Hutt

- Fees:**
- *Community Groups (non profit organisations) - No Charge*
 - *Commercial Organisations - \$20.00*

NOTE: IF YOU DO NOT DISPLAY A PERMIT, YOU WILL BE REQUESTED TO CLOSE DOWN YOUR FOOD STALL OR SAUSAGE SIZZLE.

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APPLICATION TO OPERATE A FOOD STALL OR SAUSAGE SIZZLE IN UPPER HUTT

Please include signed copy of Food Safety Guidelines

I, _____
(full name or company name)

of _____
(home address or company address)

apply to operate a food stall or a sausage sizzle in Upper Hutt during the dates and at the location listed below:

from _____ (date) to _____ (date)

at _____ (location)

Signed: _____

Dated: _____

Approval granted by: Date:

PLEASE SEND COMPLETED FORM WITH SIGNED COPY OF FOOD SAFETY GUIDELINES TO UHCC IN FREEPOST ENVELOPE PROVIDED

Name of person operating the stall:

Name of stall:

Contact phone numbers:

Food to be sold (menu):

Where will the food be prepared?

Will the food be prepared in facilities registered under the Food Hygiene Regulations 1974?

Where and how will food be stored prior to delivery to the site?

How will it be transported to the site? (Refrigerated? Insulated containers?)

What food preparation will be done on the site?

What access to hand washing and toilet facilities do you have?

How will you store the food during the event?

What cooking equipment will you have as part of your stall?

How will you protect food from contamination from dust, birds, and customers?

Have you had any training in the safe handling of food?

FOOD STALL GUIDELINES — STALLHOLDERS COPY

Pre-Event Preparation & Set Up

- 1. All food is to be prepared at registered food premises, such as restaurants and/or other food shops etc. Preparation of food in a domestic kitchen (such as your own home) is not permitted.**
- 2. 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.**
- 3. Food must be transported and stored on site in covered containers and cold-stored in a refrigerator or chilly bin at less than 4°C, or hot-stored above 65°C.**
- 4. Food must be stored at least 450mm above the ground.**
- 5. For public safety, any cooking unit must not be facing the public or be accessible to the public. Stallholders utilising open fires (e.g. BBQs) must have access to a fire extinguisher or fire blanket.**
- 6. There must be some form of ground covering under the cooking and serving area. (Such as a polythene sheet etc.)**

During the Event

- 7. Actual preparation of food at the event, as distinct from cooking of food, must be kept to a minimum.**
- 8. People handling food must wear appropriate protective clothing to protect the food from contamination by their ordinary clothes and/or hair.**
- 9. People handling food must take care to regularly wash their hands. Keep a good supply of protective gloves available.**
- 10. People preparing and cooking food should not handle money.**
- 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 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 4°C or less).
13. Only single service containers are permitted. (Plates, cutlery etc.)
14. Stallholders are required to have ready access to toilets, and to hot water for the washing of hands and cleaning of utensils.
15. All rubbish generated by the activities at the cooking area and at the venue in general must be kept tidily in binds with lids and collected and removed from the site at the end of the day.

I HAVE READ AND UNDERSTOOD THESE GUIDELINES

Signed: _____

Print name: _____

For further information regarding these guidelines, and food safety in general, contact:

**Upper Hutt City Council
Telephone: (04) 5272169**

***THIS COPY TO BE SIGNED AND RETURNED WITH YOUR
APPLICATION FORM TO UPPER HUTT CITY COUNCIL***