



# GUIDELINES FOR SELLING FOOD AT AN EVENT / MARKET

**Event:** \_\_\_\_\_

## STALL HOLDER DETAILS

Name: \_\_\_\_\_

Trading Name (if any): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

## TYPE OF STALL

- Mobile Food Shop**  
Food is prepared on site within an approved and inspected caravan type vehicle. Please attach any certificate of approval issued by either the CODC or another Council.  
You do not need to complete the questions.
- Stall selling prepared packaged foods**  
Food Type sold: \_\_\_\_\_  
These stalls are selling packaged foods that have been manufactured at other premises.  
If there is a food premises registration or other approval please attach a copy of this approval.  
If you **do not** have any certification please complete the attached questions.
- Food prepared on site at a stall**  
These stalls may be a commercial operation, eg an existing Food Premises that is preparing food on site at a stall; or a charitable and community group.  
Please complete the questions attached to this form.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return this form to Council at least 10 working days before the event  
(PO Box 122, Alexandra or [health@codc.govt.nz](mailto:health@codc.govt.nz))

For further information, please contact Environmental Health Officer at the Central Otago District Council by phoning 03 440 0056

**Food Stall Information**

**Name:** \_\_\_\_\_

1. Describe goods to be sold at the stall (e.g. sandwiches, cakes, vegetables, sausages etc):

2. What food preparation will occur prior to the event? Include information on where will it occur, how will the food be stored:

3. Describe how food will be transported to the site. Include information on the means of temperature control and protection from environmental contamination:

4. Describe the level of preparation of food at the stall (e.g. preparation of raw ingredients, types of cooking, heating or hot holding, cooked to order):

5. Describe how the food will be stored and displayed at the stall so as to protect it from contamination (dust, birds, customers):

6. How will you keep your hands clean while handling food at the stall:

7. How will there be a separation of food and money handling:

8. Outline any other food handling provisions that will be put in place:

# Selling food from a stall – Food Safety Tips

**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, cooking unit should be allowed away from facing the public or be inaccessible 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:
  - Access to a 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
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.