

Dear Food Seller,

The Horowhenua District Council appreciates your support with this event within its district. It is our aim to work with you to make certain that visitors to the event have a positive experience. Therefore to ensure that the event is as successful as possible for you, we have enclosed foods safety guidelines to follow, a check sheet and an application form.

Please read **all** the information before completing the application form (print clearly). This will allow you to consider how your stall will be operated to maximize food safety procedures. The information you provide to us will allow the identification of possible issues that can be addressed before the event, thereby preventing inconvenience to you and your customers on the day. It is important that you answer **all** the questions on the application form as fully as possible. Further copies are available from the Horowhenua District Council if required.

Please note: *If you are attending a large event it is most likely that you will NOT have to pay a fee to the Horowhenua District Council. We charge the event organizers and issue an umbrella food license which covers all food stalls. However if this policy changes or the organizer of your event does not wish to hold the license then we will notify you as soon as possible. Those of you who have current mobile shop licenses will not be charged an extra fee; however a copy of your license needs to be attached to your application.*

If you have any questions or require help with the application, please do not hesitate to call me on (06) 366 0999.

Yours faithfully

Karen Cole
Environmental Health officer



FOOD STALL HOLDERS APPLICATION FORM

Event attending: _____

1. Full Name of primary stall holder

Surname: _____ First Names: _____

Address: _____

Phone Numbers

Home: _____ Business: _____ Mobile: _____

2. Full Name (if a second person)

Surname: _____ First Names: _____

Address: _____

Phone Numbers

Home: _____ Business: _____ Mobile: _____

*It is important that you answer **all** the questions as fully as possible.
Please print clearly.

3. List **all the types of food you are selling, including fillings if applicable.
(Attach a menu if available).**

4. If you are selling high risk perishable food requiring pre-cooking, pre-preparation or pre-packing before bringing it to the market, give the name, address and phone number of the licensed/registered food premise you are using.

(Note: There is only an exemption from this requirement for the preparation of lower risk foods such as bread, cakes, biscuits, confectionery, jams, pickles and sauces).

N/A all preparation and cooking will be done within the stall (go onto question 4b)

N/A will be selling low risk foods only (go onto question5)

Name of licensed premises: _____

Address: _____

Owner/Managers name: _____

Phone Numbers

Business: _____ Mobile: _____

4(b) Describe how and where you will be keeping perishable food refrigerated overnight and while transporting it to the venue where the food stall will be held.

4(c) Describe how you will store perishable foods at 4°c or below while at the event.
(tick which ones)

Chilly bins with lots of ice or ice packs

If using this method a thermometer to monitor the temperature within you chilly bins is required, along with additional ice or ice packs to maintain temperatures throughout the day.

7(a) So that you don't touch food with bare hands, what will you have available?

(Tick which one/s)

- All your food will be pre-wrapped or in sealed containers
 - You will be using plastic gloves carefully (not handling money or other unclean things with them)
 - You will be using clean tongs
 - Other - describe below.....
-
-

7(b) How will you protect your food from the following? *(Briefly Describe)*

- Dust and flies
-
-
-

N/A all prepackaged and sealed

- * The heat from them sun
-
-
-

- * People who may cough or sneeze over your food
-
-
-

N/A all prepackaged and sealed

8. Fire Safety (For those with LPG cylinders or barbecues etc)

- Will you have a fire extinguisher readily available at your stall?
 - Yes
 - No
- What size is your LPG cylinder/s? _____
- How many LPG cylinders do you have at your stall? _____

- Will they be placed at least three meters away from another stall holder using an LPG cylinder?
 - Yes
 - No

***Place barbeques, bain-marie etc to the side or back of your stall, NOT THE FRONT. This is to prevent contamination of your food by the public and to prevent the public from being burnt.**

****ALL meat and seafood is to be purchased from licensed premises and the receipts available to be sighted on the day of event.**

Important please read.

I understand that the above information I have given is correct at the time of completion of this application and will endeavor to adhere to all practices I have described. I understand that at anytime during the event, if food safety is considered to be compromised by the council's Environmental Health Officer, Public Health's Health Protection Officer or the organizers of the event; I will be closed until such time the problem is rectified.

Signed: _____

Date: _____

Thank you for your co-operation in completing this application. If due to unforeseen reasons some of the practices you have outlined need to change, please contact me as soon as possible so we can discuss the changes and so they can be noted on the application.

Please return this application by the _____ to:

Karen Cole
Environmental Health Officer
Horowhenua District Council
Private Bag 4002
LEVIN 5510



FOOD AND GAS SAFETY CHECKLIST

The following checklist is provided for your use and as an easy reminder of what you will need to provide on the day/s of your event. Please keep it on hand at your stall so that inspectors are able to note what you have so that we do not then have to ask a lot of questions (this is inconvenient to everyone when you're busy).

please mark the boxes as provided with: **Yes ✓** or **No X**
or **Not Applicable N/A**

Hands	Yes	No	N/A
20 – 25 litre container of fresh water with a tap similar			
Hot water must be provided at the stall			
Bucket for disposing of used water			
Soap (in a pump dispenser is best)			
Paper towels			
Wet Ones or similar			
Hand sanitiser			
Disposable gloves			
Sufficient sets of food tongs			
Separate people for taking money			
Utensil Washing			
Second bucket or bowl			
Detergent			
Washing up brush			
Tea towels			
Wiping up cloths			
Clothing			
A clean apron			
Clean sleeve guards if wearing long sleeves			
Hair covering if required			
Long hair tied back			
Uniform			
Smoking			
An understanding of the No Smoking policy			
Animals			
No animals present			
Temperature Control			
Cold -			
Chilly bins with lids			
Thermometer to check chilly bin temp (4°C)			

Sufficient ice packs			
Portable refrigerator at site			
Balance of food in refrigerated containers label stall number and group name			
Hot -			
Efficient heating facilities			
Thermometer to ensure food held above 60°C			
Stirring spoons			
Food Protection			
All food up off the ground			
Food in covered containers			
Cakes, biscuits etc wrapped			
Trestles/tables clean or have covers			
Food shaded from the sun			
Clean tea towels/wiping cloths			
Rubbish			
Rubbish containers			
Lids and/or covers			
Gas Safety			
Safety barrier between hot cooker and public			
Approved connections/fittings			
Gas cylinder located a minimum of 1m from cooking appliances			
Gas cylinder collected/connected/tests OK			

SAFE FOOD STALLS AT OPEN AIR MARKETS

Selling safe food to the public is important, therefore the following rules are to be taken seriously. These guidelines for selling safe food are based on the **Food Hygiene Regulations 1974**.

Food Preparation and Cooking

Readily perishable food is food that contains milk, milk products, eggs, rice, meat, poultry, fish or shellfish or ingredients that are able to support the growth of bacteria (germs) that can cause food poisoning.

Readily perishable high risk food is to be prepared and cooked at the event and **not** at home.

If you are going to use pre-prepared food that is readily perishable, you may only do so if it has been previously prepared on or bought from another registered and inspected food premise and then stored and transported to the market at 4°C or below.

It has traditionally been accepted in this district and will still be accepted in the meantime that the preparation and cooking of low risk foods such as breads, cakes, biscuits, confectionery, jams, pickles and sauces can be prepared at home providing these rules are followed:

1. Prepare in a clean kitchen.
2. Personal hygiene is extremely important, therefore wear clean clothes, tie long hair back and wash your hands.
3. Wrap all baking, or bottle and seal in hygienically clean jars, bottles etc if jams, pickles etc.
4. label with –
 - a. common name of the product
 - b. name and address of the person selling the goods
 - c. the date the goods were made

Clothing

- ▶ People selling food must be clean and be wearing clean clothing
- ▶ People preparing and cooking food must wear **either**:
 - √ a clean apron with clean sleeve guards **or**
 - √ a uniform i.e. chefs or that provided for working in licensed premises.
- ▶ Long hair must be tied back and hair covering such as a cap is to be worn by all food handlers.

Hands

- Keep your hands clean!

Wash them regularly and especially at these times:

- ▶ After setting up your stall and before preparing the food.
- ▶ After using the toilet.
- ▶ After touching raw meat or fish.
- ▶ After sneezing or using your handkerchief.
- ▶ After touching your hair or face.
- ▶ When they become dirty.

Never handle money and then go to handle food without washing your hands first! If its possible have one person handling money at all times while another handles the food side of things.

Use the hand basin provided by the market manager which is situated inside the building **but also** -

Keep a container of handy wipes such as “Wet Ones” at your stall, **or** a dispenser of approved hand sanitiser **or** a bowl or bucket and a container of fresh water, soap and roll of paper towels.

Finger nails are to be short and clean.

Jewellery is not to be worn on hands or forearms if it is likely to come into contact with the food. A wedding ban is acceptable.

Sores, wounds, or cuts are to be covered with a dressing and then covered with a finger stall or a disposable food safety glove.

Plastic disposable food safety gloves can be worn, but with caution, changing them as necessary.

(There is little point in handling money etc and then handling food with the same gloves)

Infectious Illness

If food handlers are suffering from any infectious illness, they are **not to work** on any stall preparing or cooking food.

Smoking

Smoking is not to take place at any stall selling food.

If you take a smoking break away from the stall, hands are to be washed before returning.

Fire Safety

- ▶ Have available a multipurpose refillable fire extinguisher (not less than 3 or 4 kgs) at your stall where LPG gas cylinders are being used for cooking.
- ▶ Ensure that your L.PG gas tank is not larger than 10 kgs to comply with legal requirements and has current certification.

Food Protection

Food must be protected from:

- ▶ Dust and flies - use containers with covers or lids.
- ▶ Sun - use clean canvas awnings or sun umbrellas.
- ▶ People - (who cough, sneeze or touch the food) use wrappings, covers or lids.
- ▶ Cookers or BBQ's should be placed away from the public otherwise make an effective barrier or screen between the food being cooked and where people stand.
- ▶ Unclean Transport - when transporting the food it must come in clean containers with lids or coverings in a clean vehicle with no animals.
- ▶ Spoilage - some types of bacteria (germs) found in food can make people very sick (food poisoning). To reduce them from growing food **must be kept cold** (below 4°C) by using **either**
 - √ chilly bins with lots of ice or ice packs; **or**
 - √ portable mechanical refrigeration; **or**
 - √ **kept really hot** (above 60°C) if it is cooked food to be served hot.
- ▶ A thermometer should be on hand to monitor your temperatures. If at any time temperatures are found to be between 5°C and 60° then action must be taken immediately to correct.
- ▶ **Place barbeques, bain-marie etc to the side or back of your stall, NOT THE FRONT. This is to prevent contamination of your food by the public and to prevent the public from being burnt.**

Rubbish

Containers for collecting rubbish are to be provided at your stall.
Clean up your area before you leave.

Dogs

Dogs are not permitted in the market area. Neither are they permitted in vehicles transporting food, including those carrying fruit and vegetables. Exception is made for seeing eye and hearing dogs.

Food Care

The following is a list of foods commonly sold and rules on how to care for them.

Bacon

Must be pre-packed on registered premises and stored below 4°C before sale or cooking (i.e. a bacon and egg sandwich). Check “best before” dates.

Bread

Can be made at home in a clean environment
It needs to be completely wrapped.
Label with name and address of seller or producer.

Biscuits

See **Bread** but if selling individually they need to be displayed in a covered container and placed into paper bags with tongs.

Cakes

See guidelines for **Bread**.

Cheese

To be pre-wrapped on registered premises.
To be stored below 10°C in chilly bins with ice packs.
To be labeled with:
1. common name of food.
2. contact name and address of seller.
3. packed on date.

Ethnic Foods - e.g. cooked rice, spring rolls, kebabs, sushi, curry etc

Cannot be prepared at home.
Must be prepared on registered and inspected premises or at the event.
To be wrapped or covered.
Transport to the market in chilly bins with ice/ice packs if not transported in a mobile shop that contains a refrigerator.
Store at the event below 4°C

Confectionery

Can be made in a clean kitchen at home.
To be covered/wrapped.

Cream Cakes

It would be preferable not to have baking with fresh whipped cream at the market due to it being high risk and perishable, but for those who need to -

Store below 7°C in either an insulated ice bucket or a chilly bin with ice packs (in a covered bowl)

If the temperature of the cream cannot be maintained below 7°C, then 2 hours after the cream was placed at room temperature it must be discarded.

Fresh Meat

Under the Law fresh meat is **not** to be sold at the event, this includes fresh meat bones. The only exemption is if it is going to be cooked at the event for a hamburger, steak sandwich, or in Chinese food etc. Then it must be stored in chilly bins with ice/ice packs and handled with **separate** tongs from those used for cooked food etc.

Fresh Fish

Can be sold at the event, but must be held at a temperature below 4°C. This requires lots of ice or mechanical refrigeration.

Shade from the sun.

Handle with tongs.

Frozen Poultry (chicken, turkey)

Must be prepacked and kept frozen.

If defrosted or partially defrosted the product must be labeled; "Previously frozen, do not refreeze".

Fruit

To be displayed up off the ground at least 450 mm (about the height of a fruit box).

Honey

Can be prepared at home in a clean kitchen.

Pack in clean containers with lids.

Label with -

1. common name of product.
2. name and address of the producer.
3. packed on date.

Jams

See guidelines for **Honey**.

Mutton birds

To be prepacked on registered premises.
Display below 4°C in ice.
Shade from the sun.

Mussels (Live)

Display in ice to keep cold at 7°C.
Shade from the sun.

Pickles

Can be prepared at home in a clean kitchen.
Pack into clean jars with lids.
Label with -

1. common name of product.
2. name and address of producer.
3. packed on date.

Poultry (fresh)

To be prepacked on registered premises and stored below 4°C in ice or in refrigeration.

Sausages

Are to be the **precooked** variety.
To be kept cold in chilly bins with ice/ice packs before cooking on the BBQ or hot plate.
Handle with tongs.

Sauces

See guideline for **Pickles**.

Smoked Fish

To be pre-wrapped.
To be stored and sold packed in chilly bins with ice/icepacks.

Soup

This can be prepared at the event if using the dried kind.
Use treated hot water to mix.
If wanting to sell a perishable type soup e.g. chicken, it must be prepared on registered and inspected premises.
To be served hot above 60°C.
To be served in disposable cups.

Tofu

To be pre-wrapped individually.

To be stored and sold below 4°C in chilly bins with icepacks.

Label with -

1. common name of product.
2. name and address of producer.
3. packed on date.

Vegetables

Display up off the ground at least 450 mm (about the height of a vegetable box).

Thermometer

Showing the danger zone (between 5°C and 62°C) at which perishable food is not to be stored for long periods due to rapid bacterial growth.

Horowhenua District Council Food Hygiene Bylaw 1990

Horowhenua District Council Food Hygiene Bylaw 1990, requires that a food operator selling food from the markets have the following -

Food handlers must have done some form of food hygiene training which must be NZQA approved. Unit standard 167 or equivalent.

*This **must** be produced for the Environmental Health Officer and Health and Safety Officers when an inspection is made.*

Please note – For large events and festivals it may not be practical for stall holders to have the above training. Therefore we ask the organizers to have someone on their committee to have food safety training.

If you have any questions regarding the preparation and selling of any of these foods or any other foods at the event/market, please contact the Environmental Health Officer at Horowhenua District Council, telephone (06) 366 0999. She would be happy to answer your questions.