



**ENVIRONMENTAL HEALTH  
TEMPORARY/MOBILE TRADING**

**FOOD AT EVENTS APPLICATION FORM**

*This application form must be completed and returned to the event organiser with the required fee at least two weeks prior to the event. The event organiser will then forward the completed applications (with fees) to the Environmental Health Department for approval with a list of all food stalls, mobile traders and fundraising groups. Approved applications will be returned to the event organiser.*

*Mobile traders registered with another authority must provide a copy of their current health registration. Registered mobile traders and fundraising groups do not need to fill out this form or pay the fee.*

**The approved application (permit) must be held at the food stall on the day of the event.**

**Name of event**

**Date of event**

\_\_\_\_\_

\_\_\_\_\_

**Place/address of event**

\_\_\_\_\_

**Contact person or name of stall holder**

\_\_\_\_\_

**Address**

\_\_\_\_\_

**Home phone**

\_\_\_\_\_

**Work phone**

\_\_\_\_\_

**Mobile**

\_\_\_\_\_

**Email**

\_\_\_\_\_

**Do you hold a current health licence? Yes/No**

\_\_\_\_\_

**Issued by which authority? *\*if not Dunedin attach a copy.***

**Are you preparing or storing food off-site (away from the event stall location), eg: in another kitchen? Yes / No**

**Premises name and address**

\_\_\_\_\_

*\*If this food premises is registered with another authority attach a copy of its current health licence.*

**Describe the type of food to be sold and preparation involved on-site at the event.**

\_\_\_\_\_

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Will your intended operation require consideration of the following?	Yes	No	Please explain what provisions will you have in place to meet these requirements?
<b>Off-site</b>			
Sufficient trained staff available			
Temperature control during preparation eg; cooking, cooling			
Temperature control during storage eg; fridge, freezer			
<b>Transport</b>			
Suitable means of transporting food			
Temperature control during transit			
<b>On-site</b>			
Sufficient trained staff available			
Temperature control during preparation eg; cooking, reheating			
Temperature control during storage and display eg; fridge, hot holding units			
Protection of food during storage, display and handling eg, food covered, tongs			
Protective clothing eg uniforms, head cover, gloves			
Hand washing facilities			
Cleaning facilities and equipment			
Waste/rubbish disposal			
Power supply			

**Signature of stall holder** \_\_\_\_\_

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

***An inspection of food stalls may be carried out during the event, this (approved) permit must be at the stall and available on request.***

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Office use only

Payment received \_\_\_\_\_

Environmental Health approved \_\_\_\_\_

Date \_\_\_\_\_

# **Food Safety Guidelines for Stalls**

## **Goal**

To safely prepare, transport, display and sell food from a stall, such as with festivals, market days etc.

- Some foods can contain harmful microbes and if they're not prepared, cooked or handled correctly, they can cause illness. These are generally foods containing poultry, meats, seafood and dairy products.
- Food held between 4°C and 60°C (the Danger Zone temperatures) for even a short period of time can encourage the growth of harmful microbes.
- The environment, other food, dirty hands, utensils and equipment can contaminate your food if adequate precautions, such as these noted below, are not taken.

## **Off-site Pre-preparation**

- All food for sale must be prepared in a registered premises except for very occasional events and low risk foods eg; home baking
- Cook foods so the thickest part is piping hot. Processed meat such as mince patties should not be pink in the middle and poultry products should be temperature-checked using a thermometer to ensure it reaches at least 75°C.
- Cool cooked batches of food rapidly ie; in less than 2 hours. To speed up the process consider placing on ice, dividing into smaller quantities or stirring or turning often.
- Store perishable foods under 4°C e.g. in a refrigerator or chilly bin with ice.

## **Personal Hygiene & Conduct (off and on site)**

- Separate raw foods from cooked or ready-to-eat foods to prevent cross contamination. Wash and sanitise hands thoroughly after handling raw meat and before touching other foods.
- All food handlers must observe a high standard of personal hygiene.
- Do not prepare food if you are suffering from an infectious disease or have experienced diarrhoea or vomiting in the past 48 hours. Cover any sores or infections with water proof dressings.
- Wear protective clothing such as aprons and hats and tie back long hair. Smoking is not permitted during any food preparation. If you must leave the premises or stall to smoke, you must wash your hands before returning.
- Always wash and dry your hands thoroughly before touching food, especially after visiting the toilet, handling rubbish, sneezing or coughing etc. Hand sanitiser or sanitised wipes are useful for cleaning hands if soap, water and towels are not available.
- Food handlers should use disposable gloves and change them regularly. Wash and sanitise hands before they are put on and taken off.
- Tongs, scoops etc must be used where practicable and provided for customers where there is self-service. Use different utensils and equipment for raw and cooked foods. Keep all equipment etc clean.
- Different tasks should be carried out by different people e.g. one person to handle money and one person to cook.

## **Storage and Transport of Food**

- All perishable food must be transported and stored chilled e.g. chilly bins with ice packs, ideally around 4°C. Keep lids on at all times to maintain temperature and prevent food from becoming contaminated from dust etc.
- Non-perishable food must be kept in clean, sealed containers to prevent contamination.
- Vehicles carrying food must be clean and tidy and not carrying other materials such as pets, tools, pesticides etc.
- Avoid delays and travel straight to the stall site.

## **Preparation On-Site**

- Consider providing your stall with shelter or cover from the elements.
- All food service utensils and containers must be clean and preferably disposable.
- Keep the stall and immediate environment clean and tidy. Provide a rubbish container with a lid for both you and your customers.
- Thoroughly Reheat food to be served hot. Maintain hot-held food above 60°C.
- Food served or stored chilled must be kept below 4°C e.g. in chilly bins with ice packs or in fridges.
- Food on display must be protected against dust, insects, people etc by means of covers, screens, wrapping or similar.