

Events – Requirements for Food related stalls

Applicant Details

Organisation Name:					
Contact Person:					
Address:					
Phone:		Mobile:		Email:	

Event Details

Name of Event:							
Event Venue:							
Date of Event:		Start Time:		Completion Time:		Estimated Number Attending:	

What is required by Council?

The following information is required to be provided to Council for all events where the preparation and sale of food is part of the event: Please fill in the attached sheet.

A comprehensive list of all stall holders and mobile food caravans attending the event

- Details of any current Council licenses (food and alcohol) already held by the stall holders
- Details of any current Council licenses issued by other Councils (e.g. Whangarei DC, Kaipara DC etc)
- All products to be sold at event.

Please fill in the attached sheet with all required details and return to Council.

When is this information required?

Please return sheet to the Council at least four working weeks before the event. Amendments to the sheet can be made after it has been submitted to the Council by:-

- The removal of any trader informing the organizer they will not be attending.
- Removal of any trader declined by an Environmental Health officer because they do not meet the required standard
- Addition of any late arrivals. (by agreement)

What will happen next?

On receipt of the sheet the following action will take place:-

- The stall holders will be checked to see if they are known to Council (e.g. currently licensed)
- Environmental Health Officers will contact any trader listed if they have any questions regarding the products or activity
- Alcohol Licensing Inspector will check to ensure the event has the necessary alcohol licences prior to event taking place, if the event (or stall holders) do not have the necessary alcohol licence, alcohol will not be able to be sold, supplied or consumed at the event
- Environmental Health Officers will notify the trader and the organizer if they do not approve a trader attending the event, giving reasons why.

Important Information

Alcohol

If you are planning to sell, supply or consume alcohol at your event you must ensure that you have obtained a "special licence" before you allow alcohol at your event. There are places in the Far North District where an alcohol ban is in place so you will require a "special licence" to permit alcohol at your event. Applications for "special licences" must be lodged with Council at least 20 working days before the event and 40 working days for large events.

Food

The Food Act 2014 (The Act) requires all businesses selling food to register, unless they fit into a small group of exemptions. All food sold or traded must be safe and suitable. Under the Act:

You **don't have to register** if you are selling food:

- to raise funds for charity, cultural or community groups less than 20 times per year provided by members of sports clubs, social clubs or maraes where food is not the purpose of the event
- once in a calendar year at an event such as a local fair.

You **do have to register** if you are:

- fundraising more than 20 times per year
- catering events at clubs, or selling food at club bars or restaurants
- bartering or exchanging food commercially selling food commercially at fairs, markets, or community events more than once per year.

Follow up

In the unfortunate case of reports of illness allegedly as a result of food purchased at the event the EHO will carry out a follow up investigation, discussing the incident with the complainant and any food traders to whom the complainant implies the source came from.

List of Stall Holders and Mobile Food Caravans

[illegible]