



# Food Stall – Charity/Club/School

Pursuant to Food Hygiene Regulations 1974

## Request Form

Please return this form to: [info@adc.govt.nz](mailto:info@adc.govt.nz) or Environmental Health, Ashburton District Council, PO Box 94, Ashburton 7740

Requestor Information	
First and Middle Name(s):	
Surname:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Postal Address (for certificate):	
Suburb:	Town or village:
Sale & Purchase Confirmation Date:	
Phone (home):	Mobile:
Email:	
Declaration	
<p>I/we have read and understood the provided conditions for operation of food stalls.</p> <p>I/we acknowledge that in the event of there being a breach of the provided conditions, Council may terminate my/our certificate of exemption.</p> <p>I/we declare all profit will be donated to the below listed charity, club or school.</p>	
Signature:	Date:
Charity/Club/School Details	
Charity/Club/School Name:	
Postal Address:	
Suburb:	Town or village:
Phone (business):	
Stall Details	
Type of food to be sold: <b>Note: Maximum period of certificate is 12 months</b>	
Date (from):	Date (to):

Location(s) of stall:	
<b>Note: Trading in the Central Business District requires an additional application to be approved.</b>	
Would you like a reminder notice sent prior to this certificate of exemption expiring?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Completion Checklist</b>	
Completed and signed application <input type="checkbox"/>	Letter from charity, club or school <input type="checkbox"/>
Application for use of the Central Business District (if applicable) <input type="checkbox"/>	

**Notes:**

1. Applications should be lodged with Council at least five working days before the applicant intends to operate the food stall.
2. The following must be complied with to be considered for a certificate of exemption:
  - a. Food can only be sold to raise funds for a charitable organisation, club or school – Not for personal gain
  - b. All profit must be donated to the charitable organisation, club or school listed.
3. A letter must be provided from the charitable organisation, club or school being represented giving their consent for use of their name in raising funds on the understanding that all profits are paid back to them.

# Conditions for Operation

## Food Stall – Charity/Club/School

### Certificate

1. Charity, club and School food stalls are only permitted to operate if they hold a current certificate of exemption (as such food is permitted to be prepared in unregistered premises e.g. domestic kitchens).
2. The current certificate of exemption must be clearly displayed at the food stall.

### Inspection

3. The person in charge of the food stall shall at all reasonable times permit any warranted council officer to enter and inspect the stall

### Sources of food

4. Meat including donated meat must have been slaughtered by registered premises under the Animal Products Act 1999 and processed by registered premises under the Animal Products Act 1999 or the Food Act 1981 (Homekill and recreational catch cannot be sold for human consumption).
5. Raw meat is NOT permitted to be sold at a food stall unless a Food Safety Programme has been approved.
6. Recreational catch seafood cannot be sold for human consumption.
7. Eggs are eligible for sale if they are sourced from a registered premises under the Animal Products Act 1999 or they are supplied by a producer who has 100 or less female birds and the eggs are sold directly to consumers (not for wholesale).

### Food protection

8. This number is determined by looking at the use of the premises, the floor area, means of escape, and toilet facilities. Council can assist with determining this number, and is establishing a register of building occupancies. Food must be transported and stored on site in clean, sealed containers.
9. Shelter all food from the sun.
10. Ensure that all food is appropriately covered to protect from contamination by flies and other insects, including all food preparation and food storage areas.
11. Food must not be left uncovered or unprotected on the front counter/bench of the stall where customers can sneeze/cough on it or make physical contact with the food.
12. Rubbish must be removed regularly from the food site.
13. Clean food utensils must be available to ensure that cross-contamination does not occur. Food utensils are to be used wherever practical.
14. People handling food must wear clean appropriate clothing to protect the food from contamination.
15. Food must be stored and displayed above ground level.
16. Only single service containers are permitted (plates, cutlery etc) unless a commercial dishwasher is readily available.
17. Avoid cross-contamination – keep raw meats separate from cooked meats and other foods at all times, including on the hot plate. Cooked food, or vegetables eaten raw (lettuce, grated

carrot etc) must not come into contact with raw meats or any surface or utensils used to prepare raw meats.

18. The food stall shall be capable of being easily cleaned and kept in a clean state.

## **Perishable food**

19. All readily perishable food must NOT be kept at ambient (room or outside air) temperature. They must be stored at either above 60oC for hot food or below 4 oC for cold food. (Please note that food may only be reheated once. Any reheated food not sold on the day must be disposed of).
20. Where foodstuff has been frozen prior to sale, the food item is required to be clearly marked previously frozen.
21. Readily perishable food includes:
  - a. Raw and cooked meat or foods containing raw or cooked meat.
  - b. Dairy products and food containing dairy products.
  - c. Raw and cooked seafood and foods containing seafood
  - d. Processed fruit and vegetables, e.g. salads and unpasteurised juice.
  - e. Processed foods containing eggs, rice, pasta, beans, nuts or other protein rich food e.g. quiche and soya bean products.
  - f. Foods containing any of the above e.g. sandwiches and wraps.
  - g. Controlling food temperatures is critical for avoiding food poisoning. Food exposed to the danger zone temperatures of between 4oC and 60oC for longer than 2 hours greatly increases the risk of food poisoning.

## **Electrical/LPG safety**

22. Any cooking unit must not be accessible to the public. Stallholders utilising open fires (e.g. BBQs) must have access to a fire extinguisher or fire blanket.
23. LPG cylinders are to have current certification, be properly secured and all connecting hoses must be in good repair.
24. Mobile caravans and cookers which require electricity; must have a current electrical warrant of fitness.

## **Cooking food**

25. Chicken and processed meats (e.g. sausages and hamburger patties) must not be pink on the inside.

## **Hand washing (not required if only selling pre-packaged food or vegetable /fruit)**

26. Hand washing facilities must be supplied at each site. They must either be connected to a running water supply or use a 20 litre container with tap at the bottom and a bucket below to catch wastewater for disposal. Soap, nailbrush and paper towels must be used.
27. Hand sanitiser alone is not an alternate to hand washing.
28. If using disposable gloves you still require hand washing facilities – wash hands before and after wearing gloves. Change gloves regularly throughout the day and do not touch money or other unclean items.

## **Stall staff**

29. People who have cold or flu symptoms or who have had sickness or diarrhoea within 48 hours, or anyone with sores/lesions on their hands, neck or head are NOT to be involved in preparing or handling food.
30. Staff are not permitted to smoke at the food stall.
31. People handling money must NOT handle food, and vice versa without washing their hands between duties.

32. People handling food must take care to regularly wash their hands especially after visiting the toilet or handling refuse.
33. An appropriate First Aid Kit with coloured waterproof dressings, antiseptic and gloves is to be available.

**Environmental Health Officers may inspect your food stall. Food stalls that do not comply with the above or other relevant parts of the Food Hygiene Regulations 1974 run the risk of having the food seized and/or the food stall closed. For any enquires please contact the Environmental Health Section at Ashburton District Council on (03) 307 7700.**