



Please tick appropriate boxes that apply.

1. Details of stall/event/market

Type of event

- | | |
|----------------------------|--|
| Farmers Market Taranaki | Taranaki Multi-Ethnic Extravaganza |
| North Taranaki SPCA market | Taranaki Wine and Food Festival |
| WOMAD | Fundraising for charity or non-profit organisation |
| Urenui Rodeo | Other (please specify) |
| Americarna | |

Dates of proposed event Start date _____ End date _____

Frequency

- | | |
|---------|------------------------|
| One-off | Monthly |
| Daily | Annually |
| Weekly | Other (please specify) |

Location of venue

2. Details of applicant/stall holder

Full name

First name _____ Surname _____

Postal address

Contact numbers

Phone _____ Mobile _____ Fax _____

Email

Preferred means for formal correspondence Post _____ Email _____ Fax _____

Name of stall (if applicable)

Company name (if applicable)

If operating from a registered food premises, please provide:

Trading name

Address of premises

Issuing council
(when out of district)

Registration number

Expiry date of current
registration

Please enclose a copy of the current certificate of registration.

Details of the event/market organiser

Name

First name _____ Surname _____

Contact numbers

Phone _____ Mobile _____ Fax _____

Name of incorporated society (fundraising for charity or non-profit organisation)

Please turn over

OFFICE USE ONLY

Date received

Property ID

Application # /

Received by

Document #

Receipt #

Amount paid \$

3. Details of types of food and drink intended to be sold at the stall

Bakery products	Ice cream
Biscuits	Jams and jellies
Cakes	Kebabs
Confectionery or snack foods	Lollies
Cooked meals	Meat - raw
Cream/cream fillings	Meat - processed
Crisp chips	Nuts or seeds
Dairy products	Prepared ready-to-eat meals
Desserts	Salads
Eggs	Savouries
Fish - raw	Sauces
Fish - cooked	Sausage sizzle
Fruit	Seafood
Grocery/pre-packaged foods	Self-service ready-to-eat food
Hangi	Shellfish
Hamburgers	Sushi
Herbs and spices	Umu
Honey	Vegetables
Hot chips	Venison
Hot dogs	Other (please specify)
Alcoholic drinks	Smoothies
Soft/fizzy drinks	Milk shakes
Juices	Water
Beverages (coffee, tea)	Other (please specify)

Where will raw meats/foods/ingredients be purchased (origin of food)?

Home-grown	Donation
Local supermarket	Other (please specify)

Where will food be prepared?

Home - domestic kitchen	Non-registered food premises (church/community/club hall)
On-site (at stall)	Other (please specify)
Registered food premises	

Where will food be stored prior to delivery to site?

Home	Registered food premises
Supermarket - delivered	Other (please specify)

How will food be transported to the site?

Private vehicle	Refrigerated food vehicle
Food delivery vehicle	

What will food be stored in?

Chilly bins	Covered
Ice packs	Sealed washable containers
Wrapped	

What food preparation will be done on-site?

None	Boiling
Heating	Frying
Cooking	Baking
Steaming	BBQ
Grilling	Other (please specify)
Chopping/cutting	

4 Facilities available on-site/at the stall

Water supply and cleaning of equipment

Reticulated or piped potable water	Container - 20L for unused water
Containers with potable water	Container - 20L for used water
Hot water	Sink
Urn	Jug
Liquid detergent for washing of equipment	Other (please specify)

Hand-washing facilities

Liquid soap for hand washing	Disposable gloves
Disposable paper towels for drying hands	Hand sanitiser
Hand-wash basin	Other (please specify)

Cooking equipment

Gas BBQ	Deep fryer
Gas hot plate	Other (please specify)
Oven	

Food preparation surfaces

Sufficient number of clean cloths	Food container in good and clean condition
Smooth, easily cleanable food preparation tables/benches	Sanitiser for food preparation surfaces
	Other (please specify)

Refuse disposal

Rubbish bin with lid and liner	Other (please specify)
Plastic bags	

Protective clothing

Protective clothing (overalls, aprons)	Long hair tied back
Head covering, hat, cap, hairnet	Other (please specify)

5. Food storage at stall

In the case of food requiring temperature control, how do you intend to keep food hot (at or above 60°C) and/or cold (at or below 4°C) or frozen (at or under -18°C).

Cold

Refrigerator	Freezer
Mobile cool room	Insulated containers or chilly bins with ice/ice packs
Cold display cabinet	Other (please specify)

Warm

Pie warmer	Hot display cabinet
Bain marie	Other (please specify)

Do you have a thermometer for checking temperature of food?

Yes No

6. Food protection

In the case of unwrapped food, how do you intend to protect the food from contamination (from dust, flies, customers, etc)?

Appropriate food storage containers	Display cabinet
Appropriate food covers	Sneeze guard
Tongs for handling food	Other (please specify)

Available first aid equipment

Bright-coloured plaster strips for use by food handlers with minor cuts or burns
Disposable gloves to wear over plasters

Please turn over

Food protection continued

Will food samples for tasting purposes be displayed?

Yes (Please detail how these would be protected)

No

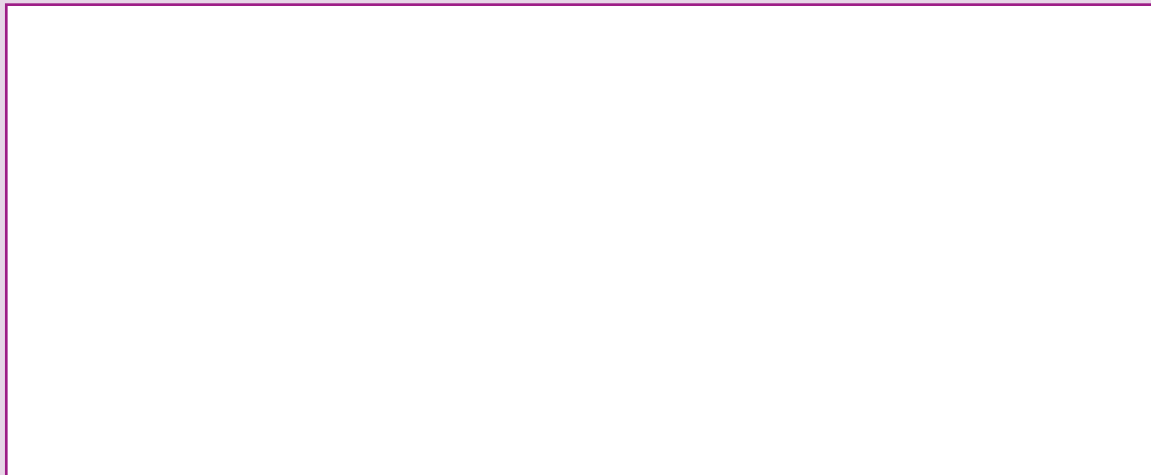
Labelling

A list of ingredients will be available on request

Product will be labelled

7. Diagram (optional)

Please sketch a diagram of stall set-up, including position of hand-washing facilities.



8. Applicant's declaration

PRIVACY STATEMENT:

Information on this form is required to be provided under the Acts, regulations and bylaws administered by the Council and is required to process your application. This information, including your personal information, has to be made available to the members of the public and media, including business organisations, upon request. In appropriate circumstances, it may also be made available to other units of the Council, the Council's approved contractors and other government agencies. Under the Privacy Act 1993, you have the right to access the personal information held about you by the Council and you can also request that the Council corrects any personal information it holds about you.

I confirm that I have read and understood the privacy statement above and that the information provided on the application form is true and correct. I also understand that the Council will send all invoices and refunds for fees to me (the applicant) and I will be responsible for, and indemnify the Council in respect of, the payment of all fees in connection with this application. I further understand that all correspondence related to the application will be sent to me.

First name (print clearly)

Surname

Signature

Date

The applicant/food stall operator is required to notify the Council of any changes to the information provided.

This approval covers only those foods specified.

Separate authority must be sought for any additional foods.

Return completed form either to the event coordinator if so requested, or to:

Environmental Health Officer
New Plymouth District Council
Private Bag 2025
New Plymouth 4342

Phone: 06-759 6060 Fax: 06-759 6072 Email: enquiries@npdc.govt.nz

OFFICE USE ONLY

Approved by Environmental Health

Signature

Date