

STAND AND STALL FOOD GUIDELINES

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This guidance applies to people selling food from a market stall. It is a requirement for any person wishing to sell food for profit at an event in Invercargill City to obtain a Food Stall Certificate under the Food Hygiene Regulations 1974 and Mobile Shop Licence under Council's Bylaw (Section 2). Application forms and a schedule of fees can be found on the Council website, or obtained from ICC, Civic Administration Building, 101 Esk Street, Invercargill.

Prior to setting up a market the organiser will need to provide all relevant information about the fair, festival or event and the community benefits for the city to enable them to obtain an "umbrella" licence from the Council. Depending upon the proposed venue the following information may be required by the Environmental Health Officer:

- An approval from the Planning Department for the land use consent to ensure that the activity is permitted in the area.
- An approval from the Building Department to ensure that the building or venue has a Code Compliance Certificate and the use of the building suits the proposed public event.
- An approved Fire and Emergency Management Plan by the Fire Services.
- An approved Traffic Management Plan by the Roading Department at the Council offices.
- An approval from the Liquor Licensing Inspector, if alcohol is to be sold.

In many cases none of the above may be necessary.

FOOD SAFETY

It is important for all stall holders to be responsible for protecting the health of the customers to whom they are selling the food by ensuring that the food is safe. To achieve this, it is important to look at all the elements involved in producing food, identify things that are likely to cause harm and put in place controls to protect the customers.

EVENT ORGANISER(S)

- An application must be submitted to the Council for approval, containing details of items that each stall holder may be selling e.g. chutney, jam, fruits, vegetables etc. All the food available for sale must be prepared in the mobile shop or stall, or in a registered kitchen. The sale of food prepared in a domestic kitchen is not permitted.
- It is essential for all the operators at the event to hold the certificate to enable them to sell the food items from their stall or van. It is the responsibility of the market organisers to ensure that all food operators are approved by the Council.
- The information about the fair, festival or event must be provided clearly to the Council.
- An operational plan showing the location of the food stalls, hand washing, waste water disposal units and toilets for use whilst they operate the stall.
- Power supply and adequate water supply (20 litre water container or tap water).
- An adequate supply of covered refuse containers around the venue.
- An allocated person responsible for cleaning and maintaining facilities throughout the event.
- Food sold in packages is required to be labelled and must be sealed in food grade packaging.

INDIVIDUAL FOOD STALL HOLDER(S)

- All the ingredients in the foods sold, particularly any allergens such as nuts, milk and eggs must be known and communicated to customers where necessary.
- Sufficient water storage capacity (at least a 20 litre container) is required to supply water for cleaning and hand washing at each stall. The water tanks should be filled at least once a day with drinking water and maintained in a clean and hygienic condition. A separate bucket should be available to hold used water for cleaning utensils and equipment, and should be disposed of appropriately once full from the bucket.
- Gloves can be used, but must be changed frequently, and hands must still be washed regularly using soap and paper towels to dry hands.
- Alcohol hand sanitiser gel can be used in addition to hand washing. Please note that alcohol sanitisers are designed to be used on washed and dried hands, to kill any remaining bacteria. They are not a substitute for washing hands after handling raw meat etc. Soap must still be provided at your stall.
- For vendors using mobile vans, it is essential for adequate ventilation to be provided as necessary. Mechanical extraction or positioning the stall where there is plenty of air circulating may be required to prevent any cooking smells extending to other stall holders' food, particularly if deep fat frying is undertaken.
- All food handlers shall wear protective clothing to protect the food from contamination by their clothes and/or hair.
- People handling food shall regularly wash their hands, especially after visiting the toilet, handling raw meat, handling the rubbish, blowing their nose etc.
- Food shall be protected from contamination from dust, flies, birds, animals and humans during preparation and while on display.
- Food transported to the site must be protected from contamination and spoilage during transportation.
- Foods must not be stored directly on the ground.
- Raw meats, utensils and surfaces used to prepare raw meats shall not come into contact with ready to eat foods. There should be separate tongs for handling raw and cooked food to prevent any possible contamination of the cooked food.
- Ensure you have a refrigerator to keep readily perishable foods at or below 4°C. If not, chilly bins can be used but it is important to know that they may only be effective at keeping food cold for a couple of hours - use your thermometer to monitor the temperature. We recommend using frozen ice packs and ice cubes for maintaining the temperature of the food.
- Readily perishable food shall be kept either hot (at or above 60°C) or cold (at or below 4°C). It is recommended to use a thermometer to ensure these temperatures are maintained throughout the day.
- All hot food shall be placed in a food warmer or Bain-Marie after cooking, or served immediately.
- Only single service containers are permitted for public use (disposable cups, plates, knives, forks etc).
- Food handlers who have had diarrhoea or vomiting in the last 48 hours must be excluded from the food preparation and work at the stall.
- A first aid kit must be available for personal hygiene.
- There should be separate people allocated for food preparation and money handling to prevent possible food contamination.
- No smoking is permitted at the stall at all times. If taken during breaks, the food handler must wash their hands before returning.
- Covered refuse containers must be available at each stall.

Note: The Invercargill City Council will only accept applications lodged at least three weeks prior to the start of the event and through the event's organisers.

FOR MORE ADVICE AND INFORMATION

For further advice and information, contact the Environmental Health Team on (03) 2111 777.