APPLICATION FOR APPROVAL TO OPERATE A FOOD STALL AT AN EVENT

**Send, email or deliver your application to:**
Food Licensing Officer

Kāpiti Coast District Council
Private Bag 60601, Paraparaumu 5254
175 Rimu Road, Paraparaumu 5032
Telephone (04) 296 4700, Toll Free: 0800 486 486

licence.application@kapiticoast.govt.nz

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| 1. **Name and Date/s of Event**
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| **Event Name:** |
| **Dates you will attend the event:** |
| 1. **Are you a currently registered food business**
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| If yes, you must attach a current certificate of registration if you are not registered in the Kapiti Coast District* Yes Trading Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I have attached a copy of my current certificate of registration
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| 1. **Are you a fundraising food stall or a person wanting to sell food once this year**
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| * Charitable or Fundraising food stall
* Unregistered food operator who wants to sell food once in one year

Have you sold food at any other events in the last 12 months, if yes - how many? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Who is the operator of the food stall or registered mobile food business?**
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| Legal Name(s) of operator (e.g. registered company, partnership or individual): |
| Trading Name, if any (i.e. ‘Trading As’): |
| 1. **Operator Address and Contact Details**
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| Email Address: |
| Phone Number: |
| Physical / Courier Address: |
| Postal Address: |
| 1. **What food handling activities will you be conducting on site, tick all that apply:**
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| * Sale of manufacturer packaged shelf stable food (packaged nuts, snack foods, preserves, oils etc)
* Sale of manufacturer packaged refrigerated or frozen food (ice creams, ice blocks, milk products etc)
* Sale of coffee or other beverages
* Sausage Sizzle
* Sale of Cakes, Biscuits or preserves
* Free Tastings
 | * Preparation or handling of readily perishable food
* Cooking of food
* Hot Holding of food
* Heating of pre-prepared foods (pre-cooked curries, pies, etc)
* Sale of packaged pre-prepared refrigerated food (such as salad, sushi, sandwiches, desserts)
* Sale of raw meats, seafood, or chicken
* Other (describe)

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| 1. **Brief description of types of food to be sold**
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| 1. **Describe what hand washing/utensil washing facilities you will provide (if you are not a registered mobile food business)**

**(minimum facilities for a one off food stall could include a 10L water container with a tap placed on a table with a bucket to catch waste water at ground level).** |
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| 1. **Applicant Statement**
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| I confirm that:1. I am authorised to make this application as the operator or a person with legal authority to act on behalf of the operator; and
2. The information supplied in this application is truthful and accurate to the best of my knowledge and belief; and
3. The operator of the food business is able to comply with the requirements of the Food Act 2014
4. I understand that it is my responsibility to sell safe and suitable food.
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| Name:  | Job Title: |
| Signature | Date |