



## GUIDELINES AND STANDARDS FOR STALL HOLDERS AT EVENTS

There are three stages to the operation of having food for sale to the public

1. Preparation and storage at your base kitchen
2. Transport to the venue
3. Preparation and display whilst on sale at the venue

It is important that perishable foodstuffs be stored at the correct temperature and protected from contamination during all 3 phases, up to the point of sale. There is potential to cause a large food poisoning outbreak if this is not done.

### Food Protection Is Vital !

1. **Preparation and storage at your base kitchen**
  - a. All food for sale must be prepared in registered premises. No “home” preparation is allowed. Some minor preparation may be done at the stall if approved by Environmental Health.
  - b. The amount of pre-prepared food must not exceed the storage capacity of the premises. Extra refrigeration space may be needed, either bought in or hired elsewhere. Once prepared, perishables must be refrigerated at 4°C or less or at -18°C if frozen. Heated products must be kept above 60°C. Non-perishables need not be refrigerated but must still be kept in covered storage to prevent contamination by insects, dust etc.

- c. Be wary of cross-contamination from raw meat and poultry to cooked or ready to eat foods via hands, benches, utensils, containers etc. Cross-contamination commonly causes food poisonings. Keep raw meat well separated from cooked or ready to eat foods at all times.
  
- d. Cool large batches of foods quickly after thorough cooking. Decant into shallow trays, stir frequently and place in a cooler as soon as possible. Be careful not to overload your cooler as this can prevent air circulation and slow the refrigeration process.
  
- e. Observe a high standard of personal hygiene. Wash your hands regularly especially after handling raw meat, visiting the toilet, eating etc.
  
- f. If using gloves ensure that these are changed regularly and between tasks. Hands must be washed before putting gloves on and after taking them off.
  
- g. Do not prepare food if you are suffering from an infectious disease, vomiting or diarrhoea. Even a common cold can cause food poisoning. Keep any skin infections well covered with a proper waterproof dressing.

## **2. Transport to the venue**

- a. Vehicles must be clean and tidy and must not be carrying any other materials such as lawn mowers, pesticides, solvents, tools which may endanger the safety of the food.
  
- b. Avoid delays. Travel straight to the venue from your base kitchen unless your vehicle is refrigerated.
  
- c. All food must be carried in clean containers and kept well covered during transit to prevent accidental contamination.
  
- d. Animals are not permitted in the vehicle

- e. Perishable food must be placed into cool storage immediately upon arrival at the venue.

### **3. Display and preparation whilst on sale at the venue**

- a. All equipment, tables, display cabinets, coolers etc used for preparing, storing or displaying food must be made of materials that can be easily cleaned.
- b. Preparation and serving areas with the exception of barbecues should be covered from the elements. This reduces the possibility of contamination from wind blown dust, over-hanging trees etc.
- c. Perishable food must be kept hot or chilled.
- d. Bain maries etc must be pre-heated and capable of maintaining hot food above 60°C.
- e. Chilled food must be kept below 4°C. Depending on quantities, insulated containers using ice or chiller blocks may suffice. For large quantities, a chiller is a must. Again it must be pre-chilled before the storage of food.
- f. Hand washing facilities are required unless all food is prepared and pre-packed at your base kitchen. A shared hand wash area can be set up provided it is convenient to all users. Water should be provided at a minimum temperature of 38°C with wastewater being disposed of in an approved manner. Soap and paper hand towels must also be provided.
- g. Alternatively, if approved by Environmental Health, you may use disposable gloves in combination with anti-bacterial wipes. Hands must be sanitized before putting gloves on and after taking them off. Gloves must be changed regularly.
- h. All food handlers must observe a high standard of personal hygiene:

Protective clothing such as smocks, aprons must be worn.  
Long hair must  
be tied back or restrained in a hat.

Food handlers must thoroughly wash their hands on a regular basis.

If gloves are being used these must be changed regularly.

Eating and smoking is not permitted at the stall.

Staff suffering from an infectious disease, vomiting or diarrhoea must be  
excluded from working at the stall.

Cover any sores on hands, arms, necks etc with a fully waterproof dressing.

- i. Tongs, scoops etc must be used where practicable.
- j. Food on display must be protected against dust, insects, people etc by means of covers, screens, wrapping or similar.
- k. Stalls and environs must be kept clean and tidy. Rubbish bins with lids must be provided and emptied as necessary. Rubbish bins will also be needed for the public although these may be provided by the event organiser.

## **FOOD STALL APPLICATION**

*This sheet must be completed and returned to the event organiser with the required fee of \$16.00 at least two weeks prior to the event. The event organiser will then*

*forward the completed applications (with fee) to the Environmental Health Department for approval.*

Name of event

Date of event

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Name of stall holder

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Address

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Home phone -----

Work phone

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Mobile -----

Email

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Food for sale: Describe the type of food to be sold and preparation involved.

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**Registered premises where food is prepared**

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**Do you and your staff have food safety training (please specify)?**

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**Describe how you will be dealing with the following issues.**  
*Failure to provide details may result in your stall application being declined. If facilities, as detailed, are not provided at your stall on the day of the event, your stall may be closed down.*

**How will you...**

Protect food during transport to the event:

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Store food at the stall:

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Prepare food at the stall:

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Display food at the stall:

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Keep food cold at the stall:

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Keep food hot at the stall:

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Handle/serve food (e.g. gloves, tongs to be used):

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Provide hand-washing facilities:

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**Stall layout:** *Provide a neat plan of your proposed stall. Show the general layout and position of important facilities such as work surfaces, refrigerators and other food storage appliances, cookers, hand washing facilities etc*

Signature of stall holder

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Date \_\_\_\_\_

----- *office use only* -----  
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Payment received

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Environmental Health approved

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Date \_\_\_\_\_