

## CIRCULAR TO STALL HOLDERS SELLING FOOD

### ALL FOOD OUTLETS MUST HAVE PRIOR APPROVAL FROM COUNCIL

The Food Hygiene Regulations 1974 detail the standards for preparation, storage, handling and display of food, as well as worker conduct. The Council's Environmental Health Unit has developed an application form which you need to complete and return to the Council PRIOR to your event. The questions on the form allow an Environmental Health Officer to assess whether appropriate food safety measures are in place to ensure that safe food is provided at your event.

An Environmental Health Officer will contact you if further details are required.

**You will need to pay particular attention to the following items:**

#### PREPARING FOOD



- As much food preparation as possible is to be carried out on your licensed premises. Activity on site should be kept to a minimum.
- Foods are to be transported appropriately and protected from contamination at all times.
- Food displayed for sale must be protected from contamination by dust, flies and customers at all times.



- Food and drink must be served in clean single-use, disposable cups/containers.
- Refrigerate all meats and dairy products. Keep food cool for short periods by storing in the shade in a chilli-bin with ice/frozen pads - otherwise use an on-site refrigerated unit. Don't forget to replenish ice/frozen pads.
- Care must be taken to ensure separate storage and handling of cooked foods, which are eaten in the same state as they are sold, from raw foods such as meats, vegetables etc. This is to eliminate the risk of cross contamination of bacteria, which may cause food spoilage or food poisoning. Utensils used for raw foods must not be used for other foods.
- Thorough cooking of meats, especially chicken is essential. Keep hot food hot (60°C+).



## HYGIENE

- While gloves and hand sanitizers are encouraged they are not a substitute for regular hand washing.
- The use of tongs or other suitable implements and clean disposable gloves is recommended **however gloves need to be changed regularly** (just like washing your hands). Tongs and other implements need to be washed regularly i.e. in hot soapy water or exchanged for clean implements.
- Hot and cold water must be available for hand washing. All stallholders must bring a suitable water container, soap and paper towels.



**Ensure all food handlers have good personal hygiene standards and are not suffering from gastro-intestinal illness (vomiting, diarrhoea, etc).**

Staff conduct to include:

- Clean, light coloured apron or similar protective garment.
- Regular hand washing, especially before work and after toilet use.
- Hair effectively restrained.
- No smoking.

## LPG STORAGE

- One 9kg gas cylinder is permitted inside a tent/shelter.
- Spares and larger cylinders are to be stored outside tents but secure from unauthorised interference.
- Leak test with soapy water after connections are made and open.

## SAFETY

First aid and fire safety equipment needs to be readily available.



## WASTE DISPOSAL

Wastewater is not to be emptied onto the ground or into the toilet facilities at Caroline Bay. A wastewater disposal unit/drum is to be provided by the organiser. Please make sure that you know where it is located and use it.

Please note Timaru District Council has a recycling system in place and you need to ensure the correct "waste type" goes into the correct bin.



Compost



Recycle



Rubbish

**TIMARU DISTRICT COUNCIL  
ENVIRONMENTAL HEALTH UNIT  
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