

# 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

### 1. Name and Date/s of Event

Event Name:

Dates you will attend the event:

### 2. Are you a currently registered food business

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

### 3. Are you a fundraising food stall or a person wanting to sell food once this year

- 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? \_\_\_\_\_

### 4. Who is the operator of the food stall or registered mobile food business?

Legal Name(s) of operator (e.g. registered company, partnership or individual):

Trading Name, if any (i.e. 'Trading As'):

### 5. Operator Address and Contact Details

Email Address:

Phone Number:

Physical / Courier Address:

Postal Address:

### 6. What food handling activities will you be conducting on site, tick all that apply:

- |  |  |
|--|--|
| <input type="checkbox"/> Sale of manufacturer packaged shelf stable food (packaged nuts, snack foods, preserves, oils etc)     | <input type="checkbox"/> Preparation or handling of readily perishable food            |
| <input type="checkbox"/> Sale of manufacturer packaged refrigerated or frozen food (ice creams, ice blocks, milk products etc) | <input type="checkbox"/> Cooking of food   |
| <input type="checkbox"/> Sale of coffee or other beverages   | <input type="checkbox"/> Hot Holding of food   |
| <input type="checkbox"/> Sausage Sizzle  | <input type="checkbox"/> Heating of pre-prepared foods (pre-cooked curries, pies, etc) |

<input type="checkbox"/> Sale of Cakes, Biscuits or preserves  <input type="checkbox"/> Free Tastings	<input type="checkbox"/> Sale of packaged pre-prepared refrigerated food (such as salad, sushi, sandwiches, desserts)  <input type="checkbox"/> Sale of raw meats, seafood, or chicken  <input type="checkbox"/> Other (describe)  -----
---	--

**7. Brief description of types of food to be sold**

**8. 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).

**9. Applicant Statement**

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.

Name:	Job Title:
Signature	Date