



DUNEDIN CITY
COUNCIL
Kaunihera-a-rohe o Otepoti

Temporary Food Stall Application Form

ENVIRONMENTAL HEALTH

APPLICANT NAME _____

ADDRESS _____

TELEPHONE _____

PROPOSED SITE LOCATION (ADDRESS/PREMISES) _____

PROPOSED DATE (MAX 1 DAY) _____

TYPE OF FOOD FOR SALE _____

DETAIL HOW YOU WILL BE DEALING WITH THE FOLLOWING FOOD SAFETY ISSUES

1. Food protection (during transport and operation) _____

2. Refrigeration of food (during transport and operation) _____

3. Thorough cooking or reheating of hot food _____

4. Handling of food (gloves, tongs) _____

5. Separation of food and money handling _____

APPROVED DCC FUNDRAISING SITE YES / NO

Or APPROVED BY ROADING DEPT (TO OPERATE ON FOOTPATH OR ROAD RESERVE)

Signed

And APPROVED BY ADJACENT SHOPOWNER NEAREST THE STALL SITE

Signed

Or APPROVED BY PROPERTY OWNER (TO OPERATE ON SHOP FRONTAGE/PRIVATE PROPERTY)

Signed

FINAL APPROVAL BY EHO _____ DATE _____

CONDITIONS FOR APPROVAL FOR OPERATING STREET STALLS

The organization holding this permit must observe the following conditions

- If permission is granted to locate the stall on a footpath (other than the approved sites below) stalls should usually be sited on the outer side of the footpath except where there is insufficient room to set them up without obstructing pedestrian flow.
- Stalls must not obstruct pedestrian or vehicular traffic nor restrict the viewing of shop windows at the site.
- The stalls must be kept clear of all fire hydrants and markers so that these are clearly visible at all times and the hydrants themselves are readily accessible to the Fire Service.
- The stalls must be adequately protected from sun, wind and rain, and if it is intended to offer foodstuffs for sale, the additional conditions relating to the sale of food must be observed as required in the following handouts - Sausage and BBQ Guidelines, Safe Food Handling pamphlet, and the Hawkers, Mobile Traders and Street Stalls pamphlet.
- All persons associated with the stall must comply promptly with any requests or instructions from parking enforcement officers or members of the police force.
- At the conclusion of the day's activities the stall must be completely dismantled, all construction material removed from the public street and the site left in a clean and tidy condition.
- Any damage caused to the public street will be made good by the Council at the expense of the stall organisers.

Approved DCC Fundraising Sites in the Central City area

These sites are for fundraising groups only (not for self profit), to book or check availability contact the Customer Services Agency phone 477 4000.

1. Hanover Street (By National Bank) providing the windows beyond the blank wall are not encroached upon.
2. St Andrew Street (By Jay Jays only)

Please return completed form to:

Environmental Health
Dunedin City Council
PO Box 5045
DUNEDIN
Telephone: 03 477 4000
Fax: 03 474 3523