

Fundraising & Temporary Food Stalls



In certain cases, you can get a temporary food stall permit for the sale of food to the public. These permits are generally only granted to non-profit organisations wishing to sell food as a fund raising exercise.

A new permit is required each time you intend to operate a temporary food stall.

You will need permission from whoever owns the land your stall will be operating on.

Stalls can not be set up on the footpath without permission from the Transportation Operations department. We have stall sites available in the central city area for fundraising. Contact the Customer Services Agency to check availability and bookings.

Food Festivals and Market Days

For special events, such as food and wine festivals, market days etc, permits to run a temporary food stall may be granted to operators from registered food premises (profit-gaining individuals). The organiser of the event is responsible for submitting an application for each food stall. The Guidelines and Standards for Stall Holders at Events is available on request.

Conditions of a temporary food stall permit

The stall and equipment used to prepare food must be clean and well maintained.

Food must be stored, prepared, transported and displayed in an appropriate manner to ensure it remains safe for consumption.

For guidelines on food handling see the Sausage Sizzle & BBQ Guidelines and Preparing Safe Food to Eat information.

Permission from the land owner of the site where your stall will be located is required.

Getting a temporary food stall permit

Application forms for temporary food stall permits are available at www.dunedin.govt.nz/food/fundraising or from Environmental Health or the Customer Services Agencies. You may wish to

discuss your proposal with an Environmental Health Officer beforehand, to ensure you are fully aware of your responsibilities in terms of selling safe food.

Once you have completed the application form, and we have approved it, your permit will be signed and returned to you on the spot. Keep this permit handy when operating your stall, in case anyone asks!

Fees

There is no charge for fundraising activities carried out by non-profit organizations. A small fee will be charged for profit-gaining individuals wishing to hold a temporary food stall as part of a special event.

Permanent street stalls

A permanent street stall is a fixed site from which food can be sold. The structure on the site is semi-permanent and can be removed when not in operation.

All permanent street stalls must be open for operation for the minimum hours of 10am to 4pm and the licensee must hold public risk insurance to the amount of \$500,000.00 or other such amount as required by us.

We have a policy that allows a limited number of permanent street stalls throughout the city on designated sites. Contact us for more information regarding which sites are available and fees.

Conditions of a permanent street stall licence

The stall structure must meet the approval of the City Architect and be designed in a manner appropriate to its setting, including suitable colour schemes and signage. It must be built of high quality materials and must be well maintained.

DCC policy restricts permanent street stall operations to the simple preparation and sale of a single snack food. This minimises health risks and controls competition for other surrounding local businesses.

Food preparation, other than that at the stall, must be carried out in a base kitchen registered under the Health (Registration of Premises) Regulations 1966. Food handlers, base kitchens and the stall itself must comply with the conditions and requirements of the Food Hygiene Regulations 1974 and the Food Safety Bylaw 2005.

Applying for a permanent street stall

If you want to set up a permanent street stall, apply in writing to the Environmental Health Co-ordinator outlining your proposal and providing details of your structure's design.

You will also need to provide details of the base kitchen from which your food will be prepared.

Only Councillors can grant approval of your application and once approved your permanent street stall licence will be renewed annually, providing you continue to meet the conditions of the licence. Registration of your base kitchen will be subject to the same requirements and conditions of any other commercial food premises.

Fees

An annual fee invoiced on a monthly basis is charged for the stall site and a registration fee is charged for your base kitchen. You may need to discuss your plans with other DCC departments, such as Planning or Building Control. If any extra costs are incurred from these departments, they will be charged separately.