

# Food stall

## Application form



### Instructions for use

For citywide 6 and 12-monthly applications, please complete steps 1 and 2.

For event-only applications, please complete steps 1 and 3.

Vendors holding 6 and 12-monthly food stall licences can attend both, markets and festivals and events. You are not required to apply for a separate licence.

### Step 1: Applicant's details

First and middle name(s): \_\_\_\_\_

Surname: \_\_\_\_\_  male  female

Company name (if applicable): \_\_\_\_\_

Postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Town or city: \_\_\_\_\_

Phone (home): \_\_\_\_\_ (mobile): \_\_\_\_\_

Email: \_\_\_\_\_

I agree that my details are provided to event organisers if requested  Yes  No

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Step 2: Stall details – citywide 6 and 12-monthly licences

Trade name: \_\_\_\_\_

Type of foods to be sold: \_\_\_\_\_

Location(s): \_\_\_\_\_

Please note that trading in streets or public places requires an additional street trading application.

From (date): \_\_\_\_\_ to (date): \_\_\_\_\_

Maximum period of certificate is 12 months.

Vehicle registration number (if valid): \_\_\_\_\_ Make and type: \_\_\_\_\_

I have food hygiene training or equivalent (attach copy of the certificate)  Yes  No

I am applying for a:

market licence – (12 months only)

fruit, vegetable and egg stall (no fee if market licence in place, consult your market organiser. Otherwise, level 1 licence is required).

Level 1 – 12 months only

Level 2 – 6 months only  Level 2 – 12 months only

Level 3 – 6 months only  Level 3 – 12 months only

Information on levels are detailed on the [following](#) page.

**Fees are valid until 30 June 2009 and payable to Auckland City Council**

### Step 3: Event details – event-only applications

Name of event: \_\_\_\_\_ Date of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Stall name: \_\_\_\_\_ Stall number (if applicable): \_\_\_\_\_

Fee:  one day  number of days required

I have food hygiene training or equivalent (attach a copy of the certificate)  Yes  No

Level 1, 2 and 3 licences are valid for festival and events, please complete this section if you do not hold a 6 or 12-monthly level 1, 2 or 3 food stall licence.

Food stall questionnaire attached  Yes  No

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#### Licence details

Before operating a foodstall within Auckland City Council's area, you are required to register and be issued with a licence by the council. You need to receive your certificate from us before you begin to operate your stall. To get a certificate simply complete this application form and submit it to council with the correct fee. Normally, your stall or mobile vehicle will be inspected prior to the certificate being issued. The health certificate should always be placed so that the public can see it. The council can suspend or revoke your certificate if we believe your food poses a risk to the public or if you are breaching any other legal requirements.

#### Market licence

All market operators are required to hold a market licence; this licence will also cover stalls that sell fresh fruit, vegetables and/or eggs. If you wish to sell fresh fruit, vegetables or eggs from a stall at a location other than a market, you will need a level 1 food stall licence. Please refer to 'food safety guidelines fruit and vegetable stalls' for advice on stall requirements.

#### Level 1 food stall licence

This licence covers stalls retailing fruit, vegetable and eggs where a market licence is not in place and foodstalls selling shelf stable food that is made, and/or packaged at registered food premises, eg bread made at a bakery, or bottled olive oil). Applicants are required to submit a copy of their food premises licence. An inspection of both the registered premises and the stall may be required prior to the licence being issued.

#### Level 2 food stall licence

This licence covers food that is made, and/or packaged at a registered food premises and has a limited shelf life, and/or requires to be kept chilled or frozen, eg meat, fish, and cheese. If you wish to operate this type of stall, you are required to complete this application form. Include a copy of your food premises licence. An inspection of both the registered premises and the stall may be required prior to the licence being issued.

#### Level 3 food stall licence

This licence covers food that is prepared, cooked or reheated on-site, eg burger vans, crepes. If you wish to operate this type of stall or vehicle, you are required to complete this application form. Include a copy of your basic food hygiene training certificate. An inspection of the stall or vehicle is required prior to the licence being issued. Some food stalls may hold mobile licences with other councils; however, these are not valid for trading within Auckland City Council's area: an Auckland City Council level 3 licence is required.

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### Office use only

Receipt No: \_\_\_\_\_ Amount paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Licence number (ENV): \_\_\_\_\_ Inspecting officer: \_\_\_\_\_