



## Food safety tips for event organisers



*Te Pou Oranga Kai o Aotearoa*

## Goal

*To organise an event (eg, food fair, show or festival) where people may legally and safely sell food. This is because:*

- all people selling food are subject to food safety laws
- event sites need to have the facilities so people selling food can do so safely and it's the organiser's responsibility to make sure the relevant facilities are available.

## Here's how it's done

### Work with your local council

When you begin planning for your event, contact an Environmental Health Officer (EHO) at your local council who will be able to provide advice on:

- food safety legislation and any applicable local bylaws
- what equipment or facilities will be needed at the event site to sell safe food
- whether the people wanting to sell food may do so and what they'll need to do to sell food at the event
- any other requirements such as building consents, liquor licensing, noise and traffic management that apply to the event site.

### Selling food – what the law says

- Food businesses or premises (including mobile vans) must be registered to sell food and display a current copy of their registration certificate.
- Some food operations can be exempt from registration. As event organiser, you need to ensure that each food operator is appropriately registered or exempt – contact your council EHO for advice.
- Food operators must have the right equipment to be able to sell their food safely. As event organiser, you must ensure that your site has the proper facilities to allow food operators to use their equipment and to operate hygienically.
- It is illegal to sell food that has been caught for recreation or home-killed.



Clean

Cook



Cover

Chill



## Selling food – what’s needed?

The event venue, types of food for sale and how it will be sold determines what will be needed at the site. As the event organiser, consider:

- how to position the food stalls so that food safety isn’t affected by other site activities, eg, animals
- ease of access to toilets and hand washing facilities for food handlers
- a system for replenishing soap/water/towels at these facilities
- refrigeration for bulk storage of food stocks (if required)
- power and water for stalls and mobile food vans
- rubbish bins and an emptying service
- a hygienic way for getting rid of waste water

- a person responsible for cleaning and maintaining facilities throughout the event
- having the facilities ready early enough so food operators can set up in time for the start of the event.

## Communicating information

Organising food at an event is easier when the local council knows what will be happening and food operators know what is expected of them. This will require the organiser to provide information and keep everyone well informed.

## Handy hints for organisers of food stalls at an event

### Remember to:

- check with your local council before your event takes place to find out about any requirements they might have
- identify who will be providing food and what food will be sold
- provide food operators with information
- decide where food stalls will be positioned
- identify what facilities, and how many of each will be needed at the event eg:
  - toilets
  - wash basins with water, soap and towels
  - water supply
  - power supply
  - rubbish bins
  - waste water disposal
- decide where facilities will be positioned – are they close to where they will be needed by food operators?
- identify who will be responsible for maintaining facilities and removing rubbish during the event, and when this will be done
- identify how and where food sellers can store food on-site
- identify parking or site access issues that might affect food sellers.

### For more information:

Contact your local council, or check out [www.nzfsa.govt.nz](http://www.nzfsa.govt.nz)

Published in December 2008 by the  
New Zealand Food Safety Authority,  
PO Box 2835, Wellington, New Zealand

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**0800 NZFSA1** (0800 693 721)

ISBN 978-0-478-32259-0 (Print)  
ISBN 978-0-478-32260-6 (Online)

NZFSA Food Handler Guidance; 2008/2

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