



TEMPORARY FOOD STALL(S) APPLICATION FORM FOR AN EVENT ORGANISER

Invercargill City Council
Environmental Health Section
Private Bag 90104
INVERCARGILL
Phone (03) 2111680

Organiser: _____

Address: _____

Telephone: _____ (home) _____ (business)
 _____ (mobile) _____ (email)

Event and Physical address: _____

Proposed Date(s): _____

Event organiser, please attach to this application the following supporting documents and information:

Attach a complete list of all stallholders.

Attach a completed Temporary Food Stall Detail Form for **each** stall at the event. (Please ensure each stallholder receives a copy of the **Stand and Stall Food Guidelines** when distributing the Stall Detail Form for completion.)

Attach for **each** stall, a copy of the Certificate(s) of Registration or Food Safety Plan(s) or Risk Management Plan(s) pertaining to the registered premises where the food is prepared.

Attach a layout plan showing the location of each stall, relative to the facilities provided by the organiser. (Facilities provided by organiser include: hand wash facilities, toilet facilities, refrigeration facilities, refuse disposal facilities.)

APPLICANT'S SIGNATURE:

Signed _____ Date _____

Fees payable for application: \$345.00 (GST inclusive) per event.

Important - Applications must be lodged with the Invercargill City Council **at least 10 working days** before the licence is required. Failure to do so may result in the license application not being granted.

APPROVALS (where required)

1. Approved by Roading Section (to operate on Footpath / Road Reserve):

Signed _____ Date _____

2. Approved by adjacent shop owner nearest the stall site – (where stall is to operate outside a shop):

Signed _____ Date _____

3. Approved by property owner (where stall is to operate on private property):

Signed _____ Date _____

Office Use Only	
Approved by EHO	
Signed: _____	Date: _____
ICC License No: _____	Receipt No: _____