



**HASTINGS**  
DISTRICT COUNCIL

# Application for a Stall Holders Licence

Environmental Health  
Hastings District Council  
Lyndon Road East  
Hastings 4122

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[www.hastingsdc.govt.nz](http://www.hastingsdc.govt.nz)

## WHAT IS A STALL HOLDER?

A stall holder's licence is required for stalls that are operated in a public place.

## TYPES OF STALL

### Hastings Mall Area

Stall Holders in the Mall need to obtain approval from the Council to occupy a site and pay a site rental.

## STALLS SELLING FOOD

In addition to obtaining a stall holders licence, businesses<sup>1</sup> that sell food are generally required to register a Food Control Plan or National Programme (see below for further details, also please talk to an Environmental Health Officer at the Hastings District Council if you require any further about this). The Food Control Plan (FCP) or National Programme (NP) must be registered in the district the business is based in. Application forms to register a FCP or NP in the Hastings District are available on Council's website or can be found at the following link:

[Application for registration under the Food Act 2014](#)

### Food Control Plans

A food control plan sets out the steps a business making or selling higher-risk foods needs to take to make safe food. It is used to identify food safety risks, and to show how they're being managed. Further information on FCPs can be found at the following link:

<https://www.mpi.govt.nz/food-safety/food-act-2014/food-control-plans/>

### National Programmes

A national programme is the way that lower-risk food businesses operate under the Food Act 2014. Further information on National Programmes can be found at the following link:

<http://www.mpi.govt.nz/food-safety/food-act-2014/national-programmes/>

### Where does your business fit in the new food regime?

To help you find out what food safety measure your business needs to operate under, the Ministry of Primary Industries (MPI) have developed a "where do I fit tool?" at the following address:

<http://www.mpi.govt.nz/food-safety/food-act-2014/where-do-i-fit/>

### Verification of Food Control Plan or National Programme

Your business will need to be verified (audited) when you first register it. For information on the frequency of subsequent verifications required for food businesses, please contact an Environmental Health Officer at the Hastings District Council.

Please note:

**Currently Council is not providing a verification service for businesses on National Programmes. Therefore you will need to find a private auditor and arrange to have**

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<sup>1</sup> \*The Food Act 2014 came into force on 1 March 2016. The Act applies to all new food businesses.

verifications from them. You will need to specify who your auditor is when you register your business. A link to the MPI Auditor Register is provided below.

<http://www.foodsafety.govt.nz/registers-lists/auditors/index.htm>

### **HOW TO APPLY FOR A STALL HOLDERS LICENCE**

1. If necessary, discuss the proposed layout of the stall with the Environmental Health Officers.
2. Return the attached application form, along with the fee to the Hastings District Council.
3. The application will be processed and may either be refused or granted subject to conditions.
4. The Licence or a copy of the Licence should be displayed at the stall at all times.

## Application for a Stall Holders Licence

### 1. Applicant Details

Full name of applicant: .....

Mailing Address: .....

Suburb and City: .....

Home phone: ..... Mobile Phone: .....

Email: ..... Fax number: .....

### 2. Business Details

Business Known as: .....

Legal Description: .....

Property Owner: .....

Business phone: ..... Mobile Phone: .....

Email: ..... Fax number: .....

### 3. Application Details

The Renewal / Expiry Date for Licences is the 30th of June every year.

I hereby apply for a Stall Holders licence to sell: .....

.....

Location of Stall:.....

Applicant's Signature: ..... Date: .....

## INFORMATION REQUIRED FOR A STALL HOLDERS LICENCE

Please ensure the following documents accompany the application	Tick if completed
1.	Completed application form <input type="checkbox"/>
2.	<p>Please describe:</p> <p>What you intend to sell: _____            _____            _____</p> <p>If you are intending to sell food:            Where is it produced or purchased from?            _____            _____</p> <p>Where you intend to sell:            _____            _____            _____</p> <p>Proposed hours and days of operation:            _____</p> <input type="checkbox"/>
3.	Application fee of \$62.00 (including GST) payable to the Hastings District Council. Please <b>note</b> that in addition to obtaining a stall holders licence, businesses that sell food are generally required to register a Food Control Plan or National Programme. Please refer to the information “stalls selling food” above (on page 2). <input type="checkbox"/>
4.	Document Management Fee of \$40.00 (including GST) <input type="checkbox"/>