

Application Procedures - Itinerant Traders, Hawkers, Mobile Shopkeepers and Food Stalls



Queenstown Lakes District Council Bylaw,
Food Hygiene Regulations 1974

APPLICATION GUIDE

GENERAL INFORMATION

Queenstown Lakes District Council has a Bylaw to control trading, advertising and obstructions in Public Places. The Queenstown Lakes District Council (QLDC) has contracted Lakes Environmental Limited to carry out its functions in respect of Resource Management and Regulatory Services (including these types of traders).

The Compliance Section of Lakes Environmental Limited administers this Bylaw and applications should be submitted to, and discussed with, the Compliance Officer at Lakes Environmental Limited. The exception to this is those applications relating to the sale of food or drink and the Environmental Health Section of Lakes Environmental Limited administers these. The rest of this application guide deals directly with traders selling food in public places. For any enquiries contact an Environmental Health Officer (EHO) at Lakes Environmental Limited.

The licence period for registration of premises is varied and can range from daily to yearly.

This guide is designed to explain how to apply for a permit to sell food from a public place, the types of permits which can be applied for, the detail expected in respect of the application, and to assist applicants in promoting a satisfactory standard of food hygiene.

Please note that permits are not transferable and each application is subject to whatever conditions Lakes Environmental Limited (on behalf of QLDC) may wish to apply.

A copy of the current bylaw can be obtained from the Queenstown Lakes District Council.

Types of Licences and Fees

Mobile Shop – a moveable vehicle from which goods are offered or exposed for sale but does not include delivery of goods pursuant to a prior order. Mobile vehicles must move on every 20 minutes and are limited to trade at least 100m from any retail outlet and 100m from any town centre as detailed in the District Plan. Fee - \$50.00 per day or \$300.00 per year and Food Premises registration of \$390.00 per year.

Hawker – is any person taking goods or services from place to place to sell. Fee - \$50.00 per day or \$300.00 per person per year.

Food caravans or carts, either permanent or semi permanent site – These caravans generally sell food from private land and can be seasonal, short term or permanent. Fee – \$50.00 per day or \$300.00 per year. If permanently sited, only Food registration fee \$390.00 may apply.

Contact Details:

Lakes Environmental Limited
74 Shotover Street
Private Bag 50077, Queenstown

Phone: 03-450 0300

Fax: 03-442 4778

E-mail: enquiries@lakesenv.co.nz

Food Stalls – These are generally temporary and are usually associated with events such as The Winter Festival, Mardi Gras, Air Show or charitable fundraisers. Fee - \$50.00 per day.

SUMMARY OF THE PROCESS

The following is a brief outline of the process involved in obtaining a permit to trade as a Mobile Shopkeeper, Hawker, Food Caravan or Cart and Temporary Food Stall:

1. Apply for Resource Consent / Building Consent / Dangerous Goods Licence / Liquor Licence if required. Food Caravans or Itinerant Traders may require resource consent to operate from either a privately owned site or a site owned by Council. Please discuss with a Planning Officer at Lakes Environmental Ltd. In the case of a permanent food caravan, connection may need to be made to sewer and water, please discuss with a building officer at Lakes Environmental Limited.
2. Approval is not normally given to trade on Council owned or managed land. Please contact MAC Properties, Ph (03) 442 5858. The exception to this may be an event such as the Winter Festival and others where the Event Organiser must be contacted to secure a site.
3. All operators who intend to operate from private land will require a written consent or lease agreement from the owner of the land.
4. Submit your Application Form, along with the written proposal, fee, copies of associated food registrations and written consents for the use of land to the Environmental Health Section of Lakes Environmental.
5. In the case of a mobile shopkeeper or food caravan you will need to be registered as a food premise within the Queenstown Lakes District Council. Please contact an Environmental Health Officer to arrange this. If you are currently registered with another local authority please provide the details on the written proposal form.
6. In the case of a Hawker or temporary food stall, you will need to be the currently registered proprietor of a Food Premise. For Charities see below.
7. The proposal will be assessed in terms of compliance with the Food Hygiene Regulations 1974 and Council's Bylaw. Any requests for further information should be provided promptly to prevent unnecessary delays.
8. A Permit will be issued with such conditions as the Officer deems necessary once satisfied the premises comply with relevant legislation and the fees have been paid.

CHARITIES

Bonafide charities and non profit community groups may be exempted from some of the above requirements provided that their stalls are of a temporary nature only and they are only engaged in the preparation or sale of Low Risk Foods.

Low risk foods include such items as biscuits, cakes, muffins, scones, pikelets, jams and preserves, barbecues in which meat is bought pre-prepared from a registered butcher.

Where food is prepared in the home and donated by members for sale, these foods should be clearly labeled as home made.

In some cases you may apply to have fee's waived. This is permitted if the food sold is in the low risk category.

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