



Food Safety Guidelines & Application Form

Carterton Farmers' Market has set high standards to help build customer trust, enabling a successful and sustainable market.

If you have any questions regarding the preparation and selling of any of these foods or any other foods at the market, please contact the Carterton Farmers' Market Manager.

The Carterton Farmers' Market holds an umbrella stallholders licence for the entire market. However any person wishing to sell food at the market must complete the attached food safety registration form and return it to the market manager. The Council Environmental Health Officer will review the intended food safety practices of each food stall before they can start trading at the market.

The Carterton Farmers' Market is registered by the Council and is regularly inspected by the Council's Environmental Health Officers. The Registration Certificate is held by the Carterton Farmers' Market manager and it is their responsibility every week to ensure that all stall holders are abiding by these guidelines for selling safe food. These guidelines are based on the Food Hygiene Regulations of 1974.

Vendors intending to sell prepared foods at the Carterton Farmers' Market are encouraged to complete a Unit Standard 167 in Food Safety. This course is held every two months in Carterton. The Council reception has a schedule of when the next course is being held.

**Selling safe food to the public is important,
therefore the following rules *must* be followed.**

Food Vendor Information

All food vendors must complete the **Carterton Farmers' Market Food Stalls-Food Safety Registration form** and return to **Carterton Farmers' Market Manager** at info@cartertonmarket.co.nz or post to:

Carterton Farmers' Market
c/o Wairarapa Web Design
34 High Street North
Carterton, 5713.

Food Regulations

Low risk foods: These include fruits and vegetables, bakery not containing uncooked dairy products, pasteurized beverages, etc. These foods still need to be kept clean, transported appropriately, and protected from contamination at the market. All prepared food must be produced in an approved commercial kitchen. Other item-specific regulations may also apply – please ask if you are unsure.

High risk foods: Readily perishable foods are those that contain milk, milk products, eggs, rice, meat, poultry, soya bean products, unpasteurized juices, fish or shellfish and some soft cheeses. These foods are able to support the growth of the types of bacteria that can cause food poisoning. High risk foods may also require an appropriate licence for sale – please ask if you are unsure.

Approval: When approved as a vendor by Carterton Farmers' Market team, the completed food registration form will be sent to the Carterton District Council Health & Safety Officer. The Health & Safety Officer will sign the application form and return to Carterton Farmers' Market team.

Requirements for Specific Foods

Fruit and Vegetables

- All produce must be kept out of direct sunlight
- The origin of the produce should be known

Fresh Meat / Poultry / Fish

- All fresh meat and poultry must be from an approved supplier, and fresh meat and poultry must be pre-packed on registered premises.
- It must be held at a temperature below 4°C on site and during transport to the market.
- It is very important to shade products from the sun.
- The New Zealand Food Safety Authority food safety documentation relating to sales of fresh meat and poultry is available from the Council. Anyone trading in fresh meat or poultry will have to ensure that they also comply with this food safety guidance.

Cheese

- All cheese must be made, cut and pre-wrapped on registered premises and be stored below 10°C.
- Additional regulations apply to soft cheeses – please ask.

Frozen Meat

- All frozen meat must be displayed at a temperature that does not exceed -12°C.
- Before being displayed for sale the meat must have been maintained at or below -18°C.

Fermented Salami & Cured Meats

- Manufacture must be checked by a food technologist or consultant with experience in salami processing and confirmed as safe
- Salami must be displayed out of the direct sunlight, but need not be refrigerated
- All cured meats must be kept refrigerated
- Produce must be labelled appropriately

Eggs

- Hen & duck eggs for sale must be kept cool, dry and under shade.
- They must not be exposed to direct sunlight.
- Eggs must not be cracked, and must be clean.
- Egg producers with more than 100 laying hens must have a registered Risk Management Plan.
- The vendor must be accountable as to the source of all eggs.

Sausage Sizzle / BBQ

- Community fund raiser sausage sizzles must be housed in a three sided tent
- There must be different people handling the food and handling the money

Mushrooms

- Field-collected mushrooms / puffballs must not be sold
- Mushrooms must come from registered premises

General Requirements for Foods

TRANSPORT TO THE VENUE

- Vehicles must be clean, tidy and not carrying materials (lawnmowers, dogs etc,) that may contaminate food
- All food must be carried in clean containers and kept well covered during transit
- Readily perishable food must be kept below 4C whilst being transported to the market

FOOD PROTECTION AT THE MARKET

Display

- All equipment, tables etc, used to display food for sale must be made of cleanable materials, kept clean and disinfected, and must be smooth and impervious
- All food must be displayed at least 45cm off the ground
- Stall holder name, address and phone number must be displayed in a manner visible to the public
- Keep your stall area clean and tidy and clean up your area before you leave

Food must be protected from:

- Dust and flies by using containers with covers or lids
- Sun by means of canvas awnings or sun umbrellas
- People who cough, sneeze or touch the food, by using wrappings, covers or lids

Samples

- Samples of food may be offered but **must be prepared and cut up off site.**
- Samples are subject to the same rules relating to storage temperatures and covered displays.
- Any utensils (e.g. forks, toothpicks) or cups for sampling must be disposable.

Temperature control

- To minimise bacterial growth, readily perishable food must be kept below 4°C. Such food can be kept cold by using either:
 - Portable refrigerators
 - Refrigerated vehicles
 - Chilly bins with **lots** of ice or ice packs [not a reliable method in hot, Summer weather]
- All ice in contact with food must be made from a mains or treated water supply which meets the requirements of the Council's Environmental Health Officer.
- Stalls selling High Risk Foods (e.g. meat & fish) must have a thermometer to ensure food is kept safely. Some means of sterilizing the thermometer must also be available.
- The market manager will periodically check temperatures of foods at the market to ensure they are within the temperature range.

Service

- Spoons, tongs or gloves must be used when serving unwrapped foods, other than fruit & veges

Rubbish

- You must provide covered refuse containers for collecting rubbish at your stall

Clothing

- People selling food must be clean and be wearing clean clothing.

FOOD LABELLING

- The Australian New Zealand Food Standards Code applies to all food on sale at the market. Food sold in packages is required to be labelled. A copy of the Food Standards Code can be found at www.foodstandards.govt.nz
- The label must include:
 - Directions for use and/or storage of the food (e.g. "keep refrigerated at or below 4°C")
 - Contact details
 - Ingredient list
 - Expiry date (if applicable)
 - Declaration of allergenic substances if present (cereals containing gluten, crustaceans, eggs and egg products, fish and fish products, milk and milk products, peanuts and soybeans and their products, tree nuts and sesame seeds and their products, added sulphites at 10mg/kg or more)

Requirements for Food Preparation

OFF-SITE PREPARATION

All cooked/prepared food must be made in registered kitchens or premises that are approved by the local authority within whose district they are situated. **No home preparation is allowed.** A list of registered premises and approved kitchens is available; please ask a member of the Carterton Farmers' market team.

ON-SITE PREPARATION

For any foods cooked, heated & prepared on site you must have a Mobile Trading License. These Stall-holders must provide hand sterilising facilities and have wash facilities. **No food preparation (including cutting up samples & products) is allowed on site** without such a licence.

Clothing

People preparing and cooking food must wear **either**:

- A clean protective top with sleeves **or** a clean apron with clean sleeve guards
- Food handlers with long hair must tie it back and wear a hat or cap

Hands

- Hands must be washed or sterilised regularly and especially at these times:
 - After setting up your stall and before preparing the food
 - After using the toilet
 - After touching raw meat or fish
 - After sneezing or using your handkerchief
 - When they become dirty
- Jewellery is not to be worn on hands or forearms if it is likely to come into contact with food
- Cover sores, wounds or cuts with a **blue coloured** dressing and a disposable food safety glove
- Fingernails must be kept short and clean
- Stall holders selling only pre-packed foods are not required to have hand washing facilities, but food handlers are still required to keep their hands clean
- Water for hand washing facilities is the responsibility of the stall owner

Infectious Illness

- Stall-holders suffering from any infectious illness are not to attend the market.
- Anyone recently suffering vomiting or diarrhoea must *not* handle or prepare food until they have been symptom-free for over 48 hrs.

Gas & Cooking Facilities

- All gas bottles must have a current date stamp.
- All vendors who are cooking over exposed flames must have a current fire extinguisher.
- Screen or place cookers or BBQs away from the public to prevent contamination & avoid accidents.

Temperature

- Cooked food that is to be served hot must be kept above 60°C for example in a bain-marie.
- The market manager may periodically check temperatures of food to ensure it is above 60C.

Charitable food stalls

Food sold for charitable purposes is subject to different rules and regulations:

- Foods including jams, cakes, cookies and sweets are allowed to be made at home.
- Charitable food stalls must pre-register with the Council by letter (on charity letterhead) to the Environmental Health Officer stating the charity's intent to hold a food stall to raise funds at the Carterton Farmers Market on a particular date. The charity name must be displayed on the stall.
- Food must be wrapped and labelled with: *name of preparer, address, expiry date and ingredients.*

Food Safety Registration Form For Food Sales

Name _____

Business name _____

Address _____

Telephone (landline & mobile) _____

Email address _____

Are you a registered mobile trader? Yes ____ No ____

List of food for sale _____

Registered premises where food is prepared _____

Is all food produced at these premises? Yes ____ No ____

If not, please specify where _____

How many people are going to be working for you? _____

Do you and your staff have food safety training? Yes ____ No ____

If yes, please specify nature of training _____

Please tick to confirm that you have considered food safety at the market for these items:

Transport to Market		Display at Market	
Food Protection		Temperature Control	
Samples (if applicable)		Service & Supply	
Appropriate Clothing		Hand-Washing	
Labelling		Covered Refuse Bin	

Signed _____

Date _____

This approval covers only those food specified. Separate authority must be sought for additional foods.