



## Application for Permit to Sell Food for Fundraising

### This permit applies to the following:

- A person or group of persons who are trading in food for the sole purpose of raising money for a charitable, benevolent, philanthropic or cultural purpose; **and**
- The fundraising activity is carried out on no more than 20 occasions in any calendar year; and
- The person or group of persons does not sell food online or through social media e.g. Facebook.

Please note that this permit applies to food that is sold within the Horowhenua District boundaries only. If you want to sell food and you do not meet the criteria listed above please contact Council's Environmental Health Officer to discuss.

Please note that required fields are identified with an \* and a green border.

### Applicant's Details

Title:\*

First Name\*:

Surname\*:

Organisation Name (if applicable):

Email\*:

Phone\*:

Mobile:

Postal Address including Postcode\*:

Physical Address (if different):

Name of organisation, group or person that will benefit from the fundraising\*:

Description of the fundraising activity or what funds are for:

(eg Junior netball sports trip to Australia)

### Event Details

Description of Food Sold\*

(This can be a general description eg sandwiches, hot dogs)

Where will the food be sold?\*

(This can be a general description and cover multiple sites eg Events in the Horowhenua District, stalls outside shops etc.)

If you are selling food containing meat, fish or seafood products where will this be obtained?

- Not selling food containing meat, fish or seafood
- Supermarket
- Butcher
- Fish shop
- Other (please specify)

### Application Declaration

The information provided in this form is correct at the time of completion and I will endeavour to follow the food safety tips provided in the following pamphlets:

[Food Safety Tips for Selling Food at Occasional Events](#) or [Hot Tips for a Safe and Successful Sausage Sizzle](#)

I understand that it is my responsibility to take all of the necessary steps to ensure that the food I am selling is safe and suitable and to ensure compliance with the relevant food legislation.

**Please sign your name in the space provided below.**

Name\*:

Date\*:

### Notes to Applicants

- Permits are issued in accordance with the Public Places Bylaw 2016.
- Council reserves the right to refuse to issue permits if the applicant does not meet the criteria specified at the top of the form.
- Council may cancel permits if the activity does not comply with relevant legislation and bylaws.
- The length of term that permits are granted for will vary depending on the activity. Some permits will be issued with no expiry date.
- If there are any changes, applicants can update permit details with Council as required.
- Permits will be reviewed when relevant legislation and bylaws are reviewed.
- If you intend to have a food stall on the footpath you must apply for a footpath permit.

### Return your registration by:

- **Post to:** Attention Environmental Health Officer, Horowhenua District Council, Private Bag 4002, Levin 5540
- **Hand to:** Horowhenua District Council, 126 Oxford Street, Levin; or Te Takere; Foxton Library or Shannon Library
- **Email to:** [recordsprocessing@horowhenua.govt.nz](mailto:recordsprocessing@horowhenua.govt.nz)
- **Fax to:** (06) 366 0983



126 Oxford Street, Private Bag 4002, Levin 5540  
06 366 0999  
[enquiries@horowhenua.govt.nz](mailto:enquiries@horowhenua.govt.nz)  
[www.horowhenua.govt.nz](http://www.horowhenua.govt.nz)



### Office Use Only

This application has been:  Approved  Declined

Comments:

Approved By:

Date:

Expiry Date:

Signature:

TRIM No. D16/37945