

Mall site application

Contact name _____

Community group _____

Address _____

Day time contact no _____ After hours contact no _____

Mobile no _____ Email _____

Date of event _____

Time from _____ to _____

Area required (*site no*) _____ **Site 3 has power available on request (power charge applies)**
[Excluding mall banners]

Event details _____

Mall Banner

Site 1

Site 2

Site 3

I agree to abide by all the terms and conditions as laid down by Whangarei District Council

Applicant's signature

Date

Office use

- Entered application on mall bookings calendar
- Checked no other booking for this site on date requested
- Included name/telephone no/site no/date booked on calendar booking
- Refundable key deposit/ key book signed, (*not eftpos*) for power box on site 2 if used
- Permit issued
- Power charge description: power usage/payer name

Receipt no

Date

Staff member's name

Date

Cameron Street mall guidelines/policy

(To align with Public Places Bylaw 2014)

Preamble

Use of Cameron Street mall for activities shall be controlled by Council, taking into account the requirements of the general public, adjoining businesses, community groups and others.

The operation of any stall or entertainment within Cameron Street mall shall require a permit from Council. Stalls shall generally be of a non-commercial nature and shall be for the benefit of community groups or charities.

Council intends that mall activities should be attractions that create atmosphere and encourage pedestrian traffic.

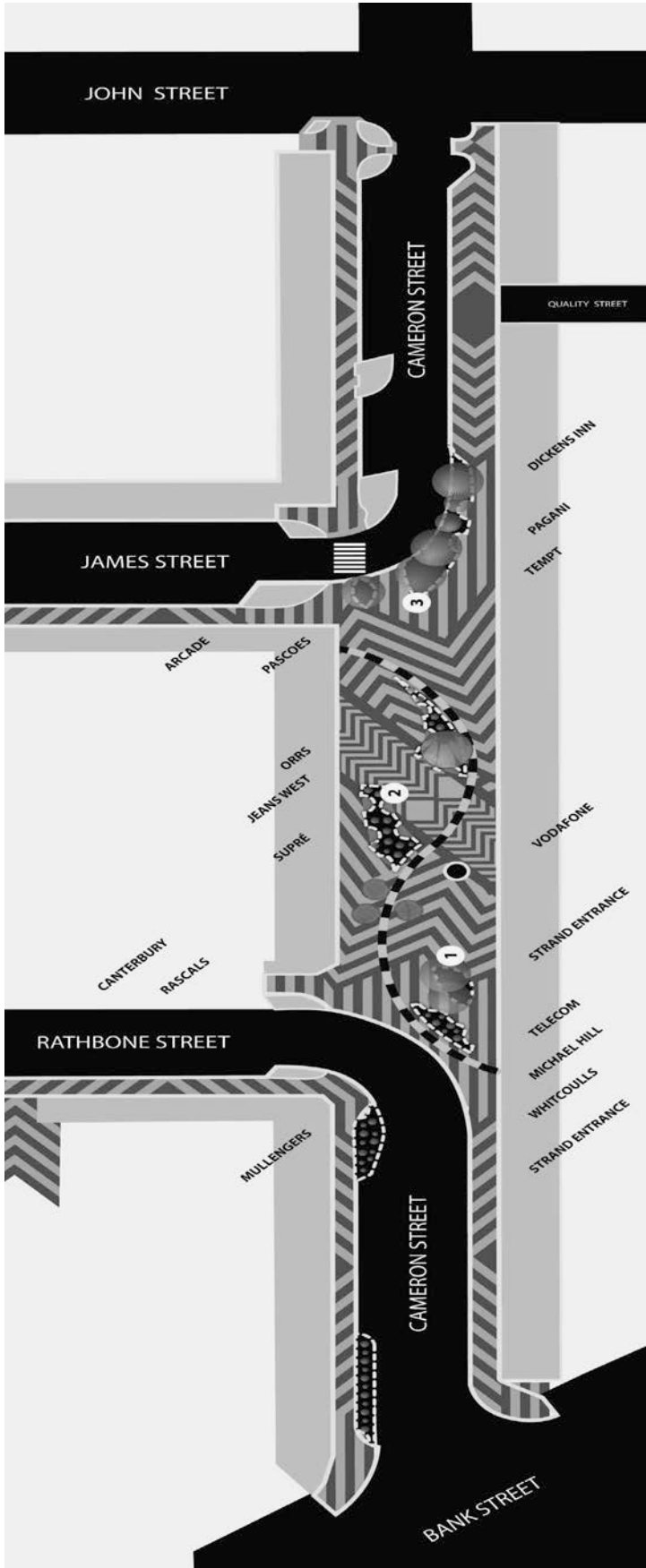
Policy

- 1 Any stall or entertainment in Cameron Street mall shall have written consent from Council by issue of a permit on payment the specified fee contained in the Schedule of Fees and Charges.
- 2 No more than three stalls or entertainments shall be permitted on any one day.
- 3 Any commercial profit making enterprise shall be permitted only with the approval of a committee of Council and application must be made at least one month in advance.
- 4 The use of amplifiers or loud-hailers **shall not** be permitted except in special circumstances. Where such circumstances pertain, any application for consent shall be made at least one month in advance and be referred to Council for determination.
- 5 Site 3 has a power box. Please inform customer services if you require power. There will be an additional charge for power, and a refundable deposit for the key. The key must be collected together with the permit. Upon return of the key the deposit will be refunded.
- 6 Political caravans and rallies shall not be permitted in the mall
- 7 Generally no vehicles shall be permitted in association with stalls.
- 8 Permits issued to mall users must be displayed at all times while operating in the mall, and operation must be confined to the location specified in the permit.
- 9 A limited number of 'market days' and promotions by adjoining retailers shall be permitted subject to permission by Council.
- 10 No more than one permit per quarter shall be issued to the same organisation for fundraising.
- 11 Buskers, while commercial in nature, are seen as an attraction and shall be issued permits and are exempt from 3 above.
- 12 No stall that in any way may be construed as promoting the use of the sale of illegal goods or services shall be permitted in the mall

Conditions

The following conditions shall apply to all permits issued for use of Cameron Street mall:

- 1 Stalls may only be operated on the date, time and location approved by a permit from Council.
- 2 No stall shall be placed closer than 4 metres from a shop front or under a covered walkway. Stalls shall not relocate due to rain.
- 3 At no time shall any stall be placed in a position likely to impede the passage of emergency services.
- 4 Stall holders will be responsible for ensuring that:
 - a The area within two metres of the stall is maintained and left clean and tidy
 - b No damage is caused to Cameron Street mall pavement.
- 5 Stalls, raffles, buskers etc with permits may operate only between the hours of 9.30 am and 4.00 pm, unless specified.
- 6 Vehicles associated with stalls must not be parked in the mall area, except if offered as a raffle prize.
- 7 Permits issued by Council must be displayed at all times while operating.
- 8 All set-ups should be contained within a maximum space of 2m by 1.5m as shown on the attached sketch unless an exemption is obtained from Council.
- 9 Buskers may operate outside shops only with the consent of the owner and should relocate on request of the owner.



Guidelines for small food stalls operated by non profit organisations

Introduction

Non-profiting making organisations such as sports clubs, service clubs and school committees etc at some stage look to preparation and sale of food as a means of making money, primarily through cake stalls.

The Food Act 2014, generally requires all people selling food to be registered under the Act. However, where food is sold for fundraising purposes and where this does not exceed 20 times per year, no registration under the Act is usually required. Where you are uncertain whether you or your activity is exempt, please contact an Environmental Health Officer for advice.

Whether you need to be registered or are exempt, you still need to ensure that the food that you sell is safe to eat and will not cause illness. The following guidelines will assist you in achieving these responsibilities:

Cake stalls

Cakes must be prepared in kitchens which are maintained in a clean and hygienic state

Persons involved in the preparation and handling of food for sale shall:

- i Wash their hands thoroughly after using the toilet and before commencing food preparation
- ii Wash their hands thoroughly after handling raw meats or other items likely to contaminate the food for sale
- iii **Not** smoke/vape while preparing food for sale
- iv Be excluded from food preparation if they are suffering from a stomach bug or other infectious disease.

All cakes and baked food to be plastic wrapped as soon after preparation as possible to minimise risk of contamination of food articles to be sold.

No baked items are to contain cream or other filling likely to be readily perishable at ambient air temperature.

The cake stall attendant shall ensure that all baking is protected from sunlight and is displayed at least 1 metre off the ground.

Persons involved in the preparation and handling of food for sale shall:

- i Not be the person who receives the money and gives change
- ii Not smoke/vape during the food handling process
- iii Not handle food if they have cuts on their hands or are suffering from any stomach bug or other infectious disease
- iv Wear clean clothes and have their hair (if long) tied back

A container of clean cold water, soap and a clean towel must be available, for the washing of hands, at all times when food is being prepared.

Other food stalls

- All food is to be displayed at least 1 metre off the ground
- Hygienic food handling practices in line with the forgoing sections are to be undertaken at all times
- Food is to be at all times protected from contamination by flies, animals, dust and customers.
- For further information contact an environmental health officer in the environmental health division of the environmental services department of Whangarei District Council, phone 09 430 4200.

Permit to operate in Cameron Street mall

Permit no _____

Permission is hereby granted to

Name _____

Address _____

Telephone _____

Purpose _____

On _____ / _____ / _____ between the hours of _____ and _____

Site no _____

The following standard conditions shall apply to any permits issued for use of public land in the Cameron Street mall area:

- 1 Events may only be operated on the date, time and location approved by a permit from Council.
- 2 Permits issued by Council for any event must be displayed prominently while the event is in progress.
- 3 At no time shall any event or activity take place in a position likely to impede the passage of emergency services.
- 4 Event organisers shall be responsible for ensuring that the area occupied by the activity is left clean and tidy, and that no damage is caused to public property.
- 5 All activities must comply with all applicable acts, regulations and bylaws.
- 6 Other special conditions.

Office use

Fee _____

Issued under the authority of Council on this _____ day of _____ 20 _____

Special conditions _____

Customer Services Manager