

New Zealand Food Safety

Haumaru Kai Aotearoa

Food safety tips for event organisers



Your responsibilities

To organise an event (e.g. food fair, show or festival) where people may legally and safely sell food.

- All people selling food are subject to food safety rules.
- Organisers are responsible for making sure food traders have access to the facilities they need to prepare safe and suitable food.

How it's done

Work with your local council

When you begin planning your event, contact an Environmental Health Officer (EHO) at your local council who can advise on:

- requirements (such as building consents, liquor licensing, rubbish disposal, noise and traffic management) and site information (including water access) for the event;
- food safety legislation and any applicable local bylaws;
- what equipment or facilities will be needed at the event site to sell safe food;
- whether the people wanting to sell food can do so, and what they'll need to do to sell food at the event.

What the law says

- Most food traders (including mobile vans) must be registered to sell food and should be able to prove registration upon request.
- Some food traders are exempt from registration, however, the trader still needs to ensure that the food they sell is safe and suitable.
- The event organiser does not need to be registered to trade in food (unless the organiser is operating a food stall).
- Check with your local council about their rules for events run in their district.
- It is illegal to sell food that has been caught for recreation or home-killed.

Find food rules

The easiest way for a food trader to find what food rules they need to operate under (or find out if they are exempt from registration), is to visit foodsafety.govt.nz/myfoodrules and complete the online questionnaire.



What's needed to sell food

The event venue, types of food for sale and how it will be sold determines what will be needed at the site. As the event organiser, consider:

- how to position the food stalls, so that food safety isn't affected by other site activities (e.g. animals);
- ease of access to toilets and hand washing facilities for food handlers;
- a system for replenishing soap/water/towels at those facilities;
- refrigeration for bulk storage of food stocks (if required);
- power and clean drinking water for stalls and mobile food vans;
- rubbish bins and an emptying service;
- a hygienic way for getting rid of waste water;
- a person responsible for cleaning and maintaining facilities throughout the event;
- having the facilities ready early enough, so food traders can set up in time for the start of the event.

Keep people informed

Organising food at an event is easier when the local council knows what will be happening and food traders know what is expected of them.

As the event organiser, you will need to provide information and keep everyone well informed.

Handy tips for event organisers with food stalls

Remember to:

- ☐ check with your local council before your event takes place to find out about any requirements they have
- ☐ check that food traders are registered, or (if they don't need to register) that they are aware of their responsibility to provide safe and suitable food
- ☐ check that food traders have access to the relevant information. Share *Food Safety tips for selling food at occasional events* with the food traders
- ☐ identify how and where food traders can store food on-site
- ☐ identify what facilities, and how many of each will be needed at the event e.g.:
 - ☐ toilets
 - ☐ wash basins with water, soap and towels
 - ☐ water supply
 - ☐ power supply
 - ☐ rubbish bins
 - ☐ waste water disposal
- ☐ decide where facilities will be positioned – are they close to where they will be needed by food traders?
- ☐ identify who will be responsible for maintaining facilities and removing rubbish during the event, and when this will be done
- ☐ identify how and where food sellers can store food on-site
- ☐ identify parking or site access issues that might affect food traders

www.foodsafety.govt.nz

For more information:

Contact your local council or check out foodsafety.govt.nz

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New Zealand Government