



HOW TO REPORT YOUR ACTIVITY TO THE AGRICULTURE AND FOOD BOARD



Everyone who sells and/or prepares food at a public event must have **previously** informed the Agriculture and Food Board (AFB) of their activity.

For this, a notice of economic activities must be submitted. The most convenient way to do this is electronically through the customer portal of the Ministry of Rural Affairs at <https://portaal.agri.ee/> or on paper, by submitting a [notice of economic activities of a mobile temporary catering and retail company](#) to the regional centre of the AFB of the event location.

REGIONS	AFB CENTRE	PHONE	E-MAIL
Põhja region	Tallinn	65 80420	pohja@pta.agri.ee
	Rapla	48 92590	
Lääne region	Käina	46 22030	laane@pta.agri.ee
	Haapsalu	47 24795	
	Pärnu	44 71614	
	Kuressaare	45 31273	
Lõuna region	Põlva	79 94413	louna@pta.agri.ee
	Viljandi	43 50020	
	Tartu	74 01208	
	Valga	76 66712	
	Võru	78 23490	
Ida region	Jõhvi	33 66774	ida@pta.agri.ee
	Jõgeva	77 20200	
	Paide	38 54520	
	Rakvere	32 32050	

Sellers and producers of food at a public event are a **temporary and/or mobile company**.

❖ **For temporary retail/catering:**

- the sale or preparation of food lasts no more than 3 months;
- the company is engaged in retail only in one sales area;
- the notice of economic activity is submitted separately for each event (public event, fair, market, trade fair, festival, etc.);
- when the notice of economic activity is submitted, the dates of commencement and termination of the activity are indicated on the notice of economic activity;
- the food business operator is not obliged to inform the AFB of the termination of activities.

❖ **For mobile retail/catering:**

- any movable (can be assembled and demounted and moved from one location to another) handling unit or installation (sales car, trailer, tent, etc.);
- the AFB is informed once upon the commencement of the activities based on the legal address of the company;
- only the date of commencement of activities must be indicated on the application;
- each handling unit or installation must be reported separately (e.g. when a food business operator has 3 counters, they must report each counter separately, i.e. 3 notices of economic activity must be submitted);
- the notification obligation is fulfilled by the submission of the notice of economic activity and the food business operator no longer has to notify the AFB separately of each event where they plan to go with their mobile unit;
- the food business operator has an obligation to inform the AFB of the termination of the activity by submitting a notice (a notice of economic activity or a free-form signed declaration).

Every food business operator must draw up a self-checking plan and keep it available for each event that it participates in. Guidance material for the [preparation of a self-checking plan](#) can be found on the AFB website (including [an example of a self-checking plan for outdoor events](#) for food business operators).

NB!

- The traceability of food must be ensured. More information about food traceability can be found [here](#).
- Food that needs to be maintained at refrigerator temperature must be kept at this temperature throughout the sales period.
- If you want to sell home-prepared food at a fair, you must, in addition to the above, submit an additional notice of economic activity to the AFB regarding the [handling of food at a private dwelling-house](#).