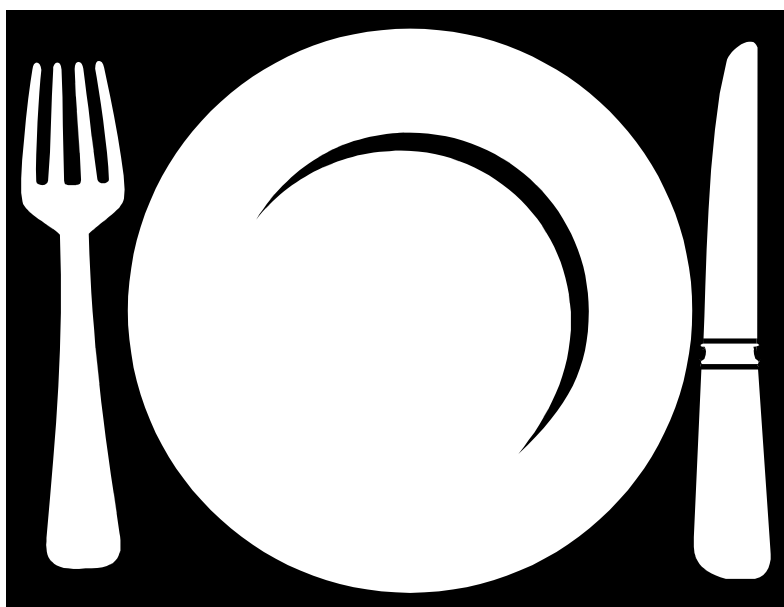


# **STARTING OUT**

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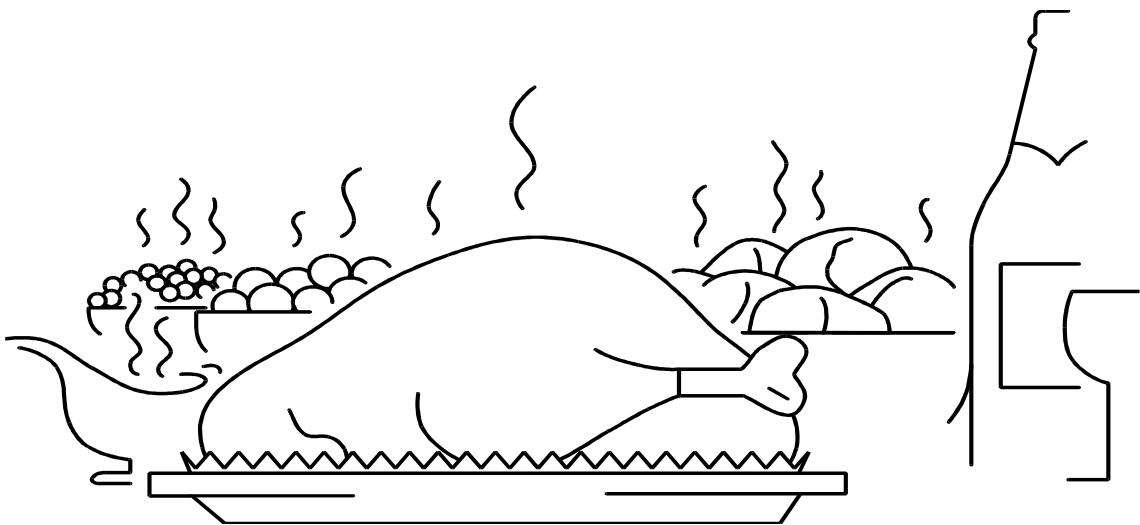
# **FOOD BUSINESS**



A guide to the application procedures and the legislative requirements for establishing and operating a food premises.

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## **INTRODUCTION**

Starting out in the food business can be a daunting prospect. You need to be aware of the standards required and the correct application procedure. This booklet is designed to help you to set up a new food operation by providing information on the relevant standards and the application procedure.

In establishing a new food premises there are few financial shortcuts. Commitment to ensuring a high standard at the development stage, through to the selection of suitable materials and equipment, combined with thoughtful design, will result in greater operational efficiency and cost effectiveness.

You are urged, during the process of establishing your business or when you have any problem relating to the food business to consult your Central Otago District Council Environmental Health Officers. They can provide expert advice and additional information to clarify many areas of uncertainty.

Central Otago District Council Environmental Health staff are willing to help with applications and assist in providing information, however, if you require further technical advice or information you may need to consult the following departments and officers before proceeding with any venture:

### **1 CENTRAL OTAGO DISTRICT COUNCIL (03 440 0056)**

#### **(i) RESOURCE & DEVELOPMENT OFFICER**

for advice on the District Plan requirements and applications for resource consent.

#### **(ii) ENVIRONMENTAL HEALTH OFFICERS**

for assistance with the requirements in setting up and running of a food business. if your business involves the sale, supply or consumption of liquor.

#### **(iii) BUILDING INSPECTORS**

for information on applications for building consents, and fire safety requirements, and all building construction matters.

#### **(iv) TRADE WASTE CONSENTS OFFICER (If your business is located in an area serviced by Council sewerage scheme)**

For advice on whether your proposal will require a Trade Waste consent and assistance with this process.

#### **(v) ECONOMIC DEVELOPMENT OFFICER**

for advice on setting up and developing a small business.

### **2 PUBLIC HEALTH SOUTH (03 442 2500)**

#### **HEALTH PROTECTION OFFICER**

for advice on labelling your product, permitted levels of additives in food etc.

## **LEGAL REQUIREMENTS**

The Food Hygiene Regulations 1974 require food premises to obtain a Certificate of Registration before food can be prepared or manufactured for sale. It is an offence to operate food premises without a current registration certificate. This certificate needs to be displayed in a public part of the premises.

The Certificate of Registration will only be issued when premises comply fully with the standards set in the Regulations. This is determined through inspections by the Environmental Health Officer.

Physical requirements are set out in the First Schedule of the Food Hygiene Regulations 1974. A full copy of the Food Hygiene Regulations 1974 is available from the Government Book Shop (Bennetts) or from the Central Otago District Council. A summary of the First Schedule to the Regulations is enclosed in this pamphlet. (See page 5)

Food businesses can choose to apply for exemption from the requirements of the Food Hygiene Regulations and register a food safety programme instead. Initially the transition is voluntary. In the future a new food safety regime will replace the Food Hygiene Regulations 1974.

### ***EATINGHOUSES (Café, Restaurant etc)***

If food is to be consumed on the premises, there are some special requirements to consider. The provision of a *commercial* dishwasher for cleaning dishes, protection of displayed food for sale and sufficient kitchen floor space are three important requirements. For further clarification seek the advice of your Central Otago District Council Environmental Health Officer. Toilets are now required for patrons in eatinghouses under the Building Act 1991.

In addition to staff toilets provision of toilets for male and female patrons will be necessary and if your building is accessible to paraplegics, toilet facilities will also be needed for them. The number of sanitary fixtures required will depend on the proposed seating capacity of the premises.

As eating houses are defined as a place of assembly, certain fire safety requirements may also need to be addressed. Central Otago District Council Building Officers can assist in this matter.

### **MANUFACTURING**

If you intend on producing/manufacturing food for sale on premises other than your own then the premises will also need to be seen by a Health Protection Officer for the approval by the Medical Officer of Health. The Environmental Health Officer will arrange this extra approval.

### **SALE OF LIQUOR**

If you intend to sell liquor on your premises or if you have patrons who bring liquor for consumption on the premises while dining, you will need to apply for an On-Licence under the Sale of Liquor Act 1989.

For further information please contact an Environmental Health Officer at the Central Otago District Council.

It is important to realise that the approval of applications and the issuing of licences will take time and that applications for a liquor licence are best made in advance before undertaking construction work on the premises.

## **APPLICATION FOR REGISTRATION**

Your application for registration of a food premises should consist of:

- (i) A set of accurate plans and specifications for the new premises and
- (ii) A completed "Application for Registration" form and a cheque for the current registration fee.

### **PLANS AND SPECIFICATIONS**

#### **Plans**

Included in your full set of scale plans of the premises should be an accurate layout plan of your premises showing the following details. Sufficient copies of all of the plans should be provided for all the relevant departments:

- (i) All rooms and food areas and their designation, eg. areas may also be designated dishwash area or vegetable preparation area.
- (ii) The position of all the appliances and fittings, such as preparation benches, shelving, cupboards, wash-hand basins, dishwashing machine, cooking appliances, refrigerator and freezer units, extract ventilation hoods and windows.
- (iii) The position of incidental features such as yard areas, refuse storage area, staff and patrons' toilets, staff changing areas, grease traps (if applicable).

You are strongly advised to engage the services of an architect with previous experience in the development of food premises, which in most cases will hasten approval for the development.

#### **Specifications**

Specifications of proposed construction materials, colours and surface finishes are essential. They can either be included on the plan or in a separate specifications sheet.

The information contained in the plans and specifications should enable the Environmental Health and Building Officers to check that the proposed premises complies with the appropriate Regulations and Codes. The Environmental Health Officer needs to be able to understand how the premises will operate. It is also useful to indicate the type of menu that is envisaged as this may also influence the kitchen design.

**\* Please Note** It is most important in the establishment of any new premises that the site is suitable, and has sufficient space. It must be able to accommodate a Grease Trap and Extract Ventilation over the cooking equipment and allow sufficient kitchen space for hygienic operation of the premises.

## **THE APPLICATION FORM**

An application form is included in the end of this package. The application for registration is a legal document - please complete it fully and accurately. It is important that the name of the person or company to be named on the Certificate is a legal entity.

The complete form should be signed and dated and then forwarded, together with a cheque made out to the Central Otago District Council for the initial application fee. This fee covers the initial application and approval inspection.



## **REGISTRATION AND BEYOND**

After the application is completed satisfactorily, before the date of completion and near to the proposed opening, the Environmental Health Officer must be contacted to undertake a **final approval inspection** of the premises.

If the inspection reveals the premises is set up correctly in accordance with the development plans and complies fully with the Food Hygiene Regulations 1974, the premises can then be approved and a certificate of registration issued.

**Please Note : It is an offence to operate the premises prior to the issue of a Certificate of Registration.**

Once the premises is registered, then a periodic inspection will be carried out to ensure that conduct and structural requirements are being observed.

You will be invoiced separately for this inspection.

**YOUR REGISTRATION MUST BE RENEWED EVERY YEAR**

## **FURTHER INFORMATION**

For advice during development or if future alterations are planned please be sure to consult with the Environmental Health Officer who is always available for discussion and advice.

Central Otago District Council  
William Fraser Building  
P O Box 122  
Alexandra

Telephone (03) 440 0056  
Facsimile (03) 448 9196



## **SUMMARY OF REQUIREMENTS**

### ***First Schedule Food Hygiene Regulations 1974***

#### **1. GENERAL**

The premises shall be well constructed, in good repair and as far as practicable, offer no entrance or harbourage for rodents.

#### **2. FLOORS**

(a) Floors to be impervious and easily cleaned, adequately graded and drained, with all angles between floor and walls rounded off to a height of not less than 75mm above the floor, OR

(b) Wooden floors to be on a firm foundation, tightly cramped and with all angles between floor and walls rounded, OR

(c) Shall be either (a) or (b) and covered with a smooth surfaced material.

NOTE: The materials of the floor shall be suited to the work or process carried out in the premises.

#### **3. WALLS**

Internal surfaces to be dustproof, smooth, and non-absorbent easily cleaned without damage to the surface. Walls wetted or fouled shall be impervious to a height of not less than two metres from the floor level. Internal surface walls to be painted or treated as an Inspector may approve.

#### **4. CEILINGS**

Ceilings or undersides of roof, and supports to be smooth, and dust proof, and permit easy cleaning. Trusses to be enclosed. Food rooms and washing up areas shall have a smooth even surface, non-absorbent and light in colour. Minimum height of the ceiling 2.4 metres.

#### **5. LIGHTING**

Sufficient intensity to enable effective inspection and cleaning of the premises and to enable the purposes for which the premises are used to be satisfactorily carried out. Food and wash up rooms to have minimum illumination of 215 lux, 900mm above floor level. Lighting to be free from glare or shadow.

#### **6. VENTILATION**

Is necessary to maintain comfortable conditions. Must be sufficient to prevent premises being excessively heated, to prevent condensation and to remove objectionable odours. If natural ventilation is not satisfactory, mechanical ventilation will be required over cooking equipment. Discharges from cooking equipment are not to cause a nuisance.

#### **7. SPACE**

Sufficient for persons working; allow for easy access for cleaning where customers have access sufficient area to prevent workers and customers from contaminating food. You should provide at least 9.5m<sup>2</sup> of clear floor.

8. **CHANGING FACILITIES**  
Locker to be provided for the orderly storage of clothing and personal of workers on the premises. Where more than four persons are working separate changing room to be provided, separated for each sex. Facilities shall be provided in a room in which a ceiling and every wall is constructed of or covered with a smooth surfaced material.
9. **TOILET ACCOMMODATION**  
Sufficient for numbers of staff, convenient, clean.
10. **WASH-HAND BASINS**  
One basin for first 10 persons on premises, and one extra basin for every 10 or part of ten. To be convenient to place of work.
11. **WATER SUPPLY**  
Adequate supply of clean wholesome water.
12. **HOT WATER SUPPLY**  
Sufficient hot water at 63°C at all sinks and other appliances and a temperature of 83°C for every other purpose. Wash-hand basins may have tempered water at 38°C.
13. **PLUMBING**  
Provisions of sinks, sanitary fixtures and other appliances, of a sufficient size and capacity to ensure the equipment can be easily and property cleaned.
14. **SEWAGE DISPOSAL**  
Drained in accordance with the Building Act 1991.
15. **YARD**  
Yards and outside working areas to be paved with impervious washable surface and provided with drainage. If no yard provided, separate room or enclosure required for the storage of refuse containers.



# APPLICATION FOR REGISTRATION OF NEW FOOD PREMISES

*Pursuant to Health Act 1956 and Health (Registration of Premises) Regulations 1966*

**Occupier:** \_\_\_\_\_  
Full name or company name

**Postal Address:** \_\_\_\_\_

**Hereby apply to have the premises described below Registered:**  
(Note: Registrations fall due on 30 September each year.)

**Trading Name:** \_\_\_\_\_

**Address of Premises:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Daytime Number:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Proposed Opening Date:** \_\_\_\_\_

## Purpose of Registration (Type of premises)

**Food Premises**

- |  |  |
|--|--|
| <input type="radio"/> Sale of cakes, sandwiches or bakers' small goods | <input type="radio"/> Eatinghouse (food eaten on the premises) |
| <input type="radio"/> Delicatessen                                     | <input type="radio"/> Sale of fruit or vegetables              |
| <input type="radio"/> Sale of meat or fish                             | <input type="radio"/> Sale of ice cream                        |
| <input type="radio"/> Grocery  | <input type="radio"/> Food vending machine                     |
| <input type="radio"/> Sale of milk                                     | <input type="radio"/> Other                                    |
- \_\_\_\_\_

**Initial Application Fee - to be submitted with this form \$245.00 incl GST**

(this fee covers the initial application and approval inspection)

### FOR OFFICE USE

Fee Paid \$ \_\_\_\_\_  
Debtor No. \_\_\_\_\_  
Date Paid: \_\_\_\_\_  
EHO Comments: \_\_\_\_\_

Licence Number: \_\_\_\_\_  
Valuation Number: \_\_\_\_\_  
Date Issued: \_\_\_\_\_