

Guidelines for food preparation in residential premises for sale to the public

The purpose of these guidelines is to provide information for people interested in preparing food from residential premises for sale.

The City's Town Planning Scheme makes provision for some types of businesses to be run from residential properties. Such businesses will only be approved if they comply with all aspects of the scheme. **Enquiries concerning the approval process should be referred to the City's Development Services department on 9205 8555.**

Where food is provided for sale, the food business is required to comply with the Food Act 2008, Food Regulations 2009 and the Australian Food Standards Code. Some low risk activities may be permitted in residential kitchens however more complex food processing activities will be required to be undertaken in an approved purpose built commercial kitchen.

Accepted LOW RISK Foods

- Jams.
- Cakes, biscuits, muffins and flour products which do not contain potentially hazardous food such as cream.
- Cake decorating (egg traditional wedding cakes using marzipan decoration only).
- Chutneys, relishes and sauces that are heat treated by boiling or cooking.
- Herb vinegars with a pH of less than 4.5.
- Repackaging of bulk packaged low risk food products.
- Pickled onions.
- Food prepared as part of a Bed & Breakfast or similar operation (approval to conduct a Bed & Breakfast is a separate requirement).
- Food prepared for a single fund raising event arranged by a community or charitable organisation.
- Other foods may be approved by the City of Stirling but only where they are assessed as being *Low Risk* and residential kitchen is of suitable standard.

Minimum conditions applicable in residential premises for the preparation of food for sale are:

1. Food preparation, handling and storage shall only be carried out in the areas approved by the City as shown on the approved plan.
2. The premises shall be kept in good order and repair and shall be maintained in a clean and hygienic condition at all times.
3. An adequate supply of hot and cold water shall be provided.
4. Adequate sinks (preferably double bowl) shall be provided.
5. Easy access to a hand wash basin shall be maintained during the food handling activity. Paper towels and soap must be provided at the hand basin.
6. Adequate refrigeration (below 5°C) to be provided and maintained in good order and repair.
7. Provision of Temperature measuring device that is readily accessible and can accurately measure temperature of food to +/- 1°C.
8. Adequate dry storage shall be provided.
9. Fixtures, fittings and appliances shall be kept clean and hygienic.
10. The premises must be fully sealed to control vermin, and free of vermin. Vermin includes rodents.
11. No domestic animals to have access into the house.
12. Children under 5 years and those persons not employed in the food business must be excluded from the preparation area during food preparation.
13. Adequate and hygienic rubbish disposal facilities shall be provided and maintained at all times.
14. Full labelling provisions are required to comply with the Food Standards Code. For further advice, please refer to the following website: <http://www.foodstandards.gov.au/code/Pages/default.aspx>
15. Vehicles used to transport food must be designed and constructed to protect food. Parts of vehicles used to transport food and food contact surfaces must be designed and constructed so that they are able to be effectively cleaned.
16. A basic knowledge of safe food handling principles must be demonstrated.
17. Permission must be given for an Environmental Health Officer to inspect the premises used for food preparation at any reasonable time.

Approval Procedure

An Application should contain the following:

1. Completed and signed Checklist for Approval, a letter outlining in detail, the proposed food handling activity.
2. Completed and signed Food Premises Notification Form.
3. A floor plan drawn to scale of the residential kitchen or area where food is to be stored showing all existing fittings, fixtures and finishes.
4. A sample of the food package labels to be used.

Upon receipt of your Home Office Form a planning officer will assess for compliance with the City's planning requirements. Following this it will be forwarded to the City's Environmental Health department to consider the food safety requirements. An Environmental Health Officer will then contact you to discuss your application and to arrange an inspection of your premises. If the Environmental Health Officer is satisfied with your application and premises, an approval will be granted subject to conditions, completion of the City's Food Premises Notification Form and payment of the registration fee.

Please Note: Where approval is granted the Food Business will be assessed in accordance with the City's Risk Assessment System and subject to routine inspections based on the level of risk posed.

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Checklist for Approval

Details	Yes (Please Tick)
<p>Have you provided:</p> <ul style="list-style-type: none"> • A scaled floor plan of the residential kitchen showing all existing fittings, fixtures and finishes. • A sample of the food package labels to be used (refer Food Standards Code). • A letter outlining in detail, the proposed food handling activity and expected volumes. Please include detailed information on the following: <ul style="list-style-type: none"> ✓ A list of all foods that will be prepared. ✓ A list of all ingredients. ✓ Volume of foods prepared and frequency. ✓ Place of purchase of ingredients and how they will be transported. ✓ Storage of food products and ingredients. ✓ Proposed method of sale. ✓ An indication of the processes / recipe, involved with making the food products. • Any further information considered relevant. 	
<p>The application must comply with ALL requirements of Council Guidelines to be considered for approval.</p> <p>Please forward your completed Application Form, associated documents & the Checklist for approval to the City of Stirling Environmental Health department</p>	

As the applicant, I have provided all the required information as outlined in the above checklist and agree that if approval is granted I give permission for an Environmental Health Officer to inspect my premises used for food preparation at any reasonable time.

.....
Signature of Applicant

..... / /
Date

Labelling Requirements ANZ Food Standards Code

This Code requires every food package to contain the following on its label as a minimum:

1. **Prescribed name** or, where no name is prescribed, a name or a description of the food sufficient to indicate the true nature of the food.
2. **Lot identification.**
3. **Name and business address in Australia or New Zealand of the supplier.**
4. **Mandatory warning and advisory statements and declarations** specified in Standard 1.2.3 and any other warning and advisory statements specified elsewhere in the new Code.
5. **Ingredient listing.**
6. **Date marking.**
7. **Nutrition information panel.**
8. **Percentage labelling (characterising ingredient/s and component/s).**
9. **Directions for use or storage** where, for reasons of public health and safety, consumers need appropriate directions for use or storage of the food.
10. **Country of origin** must be stated on products made and sold in Australia, other than food products from New Zealand.

Imported foods are required to be labelled with the name and business address of the importer in Australia.

- i. in addition to the above, all labelling shall be:
- ii. in the English language;
- iii. distinct, legible and indelibly;
- iv. conspicuously visible to the prospective purchaser;
- v. in standard type;
- vi. in characters of uniform size, style and colour; and
- vii. in such colour as to afford a distinct contrast to the background.

Note: For more detailed provisions of the labelling requirements further, please refer to the following website:

<http://www.foodstandards.gov.au/consumer/labelling/Pages/default.aspx>