



Gisborne
District Council

**Starting a Food Premises -
A Guide to Environmental Health
Requirements**

Introduction

For many, starting out in the food industry can be a scary and daunting process. The application procedures and standards required by laws controlling food and food premises can be confusing; there seem to be so many different organisations involved.

This handout has been developed to simplify these procedures and to make you, the proposed new food premises operator fully aware of your responsibilities under our current legislation.

Just Thinking About It ?

If you are seriously thinking about building a new food premises, or converting an existing non-food building into a new food premises, you should check out the feasibility and legality of your proposal with the relevant Council departments.

It is **strongly recommended** that you apply for a L.I.M. to ensure that you are not inheriting someone else's problem or debts.

Fact Before you can open for business you must hold a **CURRENT CERTIFICATE OF REGISTRATION** required under the Food Hygiene Regulations 1974.

Fact If you take over an existing food premises you must arrange for a **TRANSFER OF REGISTRATION WITHIN 14 DAYS OF TAKEOVER** required under the Food Hygiene Regulations 1974.

Fact The Gisborne District Council Food Hygiene Bylaw 2008 requires all those handling or preparing food on a food premises to **HOLD A FOOD SAFETY CERTIFICATE TO AN APPROPRIATE LEVEL.**

Fact **A LAND INFORMATION MEMORANDUM (L.I.M.)** issued by Council will identify all the information that it holds on that property.

Financial Considerations

Obviously costs are a major factor to consider when running a food business. Outlined below are some of the fees you may encounter.

Application fee

Annual registration fee¹

Liquor Licence (On, Off, Club)

Resource Consent²

Building Consent³

¹ Based on the type of premises and the risk posed by the product.

² Charged out at actual time used to assess application. Charge out rate is per hour (see Fees and Charges manual).

³ Charged out at actual time used to assess application. Charge out rate is per hour.

Reductions can be made in the area of the annual registration fee. These include:

- Discounted registration fee if paid by 22 September.
- Achievement of A-grade status.

**More information on these is provided
elsewhere in this document**

Deciding to go Ahead

Once your ideas have fully crystallised you must submit a detailed proposal for the purpose of obtaining the necessary consents before any work commences.

The sort of detail required by the Environmental Health Officer in processing such an application is as follows:

1. A complete and accurate plan to scale (1:50, 1:100) of the whole premises.
2. Internal detail showing all rooms eg. store room, cool rooms, staff rooms, dry goods rooms etc.
3. The position and types of all fittings and sanitary appliances such as sinks, wash hand basins, cupboards, light fittings, etc.
4. Details of internal linings and finishes for floors, walls, ceiling etc together with samples if possible.
5. The position and types of all moveable plant and equipment such as refrigerators, ovens, mixers, etc.
6. Details of ventilation, whether natural or mechanical. to be provided such as the location of openable windows, position and construction details of ventilation canopies or hoods and their ducts to the exterior, ceiling or wall fans, skylights etc.
7. Details and capacity of hot water supply eg gas or electric cylinder, quick recovery etc.
8. Waste disposal areas.

The First Schedule to the Food Hygiene Regulations 1974 identifies the structural requirements for food premises (see end of pamphlet).

Other vital information which needs to accompany your plans include the number and sex of staff working on the premises, the intended market of your premises (eg. are you intending to sell alcohol), whether you intend to manufacture food for distribution to retail outlets, etc.

A specification sheet and checklist are included for your use when designing and submitting your plans. Please submit your application fee at this time also.

It is strongly recommended you discuss your proposal with the other sections within Council to see if there are any additional requirements. For example:

- Planning Section - proposed activity and resource consents etc
- Building Section - building or renovation works, changes to plumbing etc
- Trade Waste - grease traps etc
- Liquor Licensing - service of alcohol

Taking over an existing Food Premises

As mentioned before it is illegal to open for business without submitting a transfer of registration. Ensure you or your Solicitor check to see if there are any outstanding requisitions and has submitted a transfer of registration to Council — failure to do so may mean that you are faced with a costly repair bill before you even open for business. Furthermore if no hygiene inspection has been carried out for some months, it may be wise to request an inspection prior to settlement.

New or Altered Premises

During construction of the building you will need to arrange inspections from Council Officers to check that work is proceeding according to the plans approved. Any variation must receive prior approval and conditions of other consents complied with.

Before trading can commence a final inspection must be carried out by the Environmental Health Officer to ensure that all structural and sanitary requirements have been met. About this time you will be advised of the registration fee. Once this is paid and provided all is satisfactory, your Certificate of Registration can then be issued.

NOTE

It is illegal to open for business without a Certificate of Registration and you should allow a few days for the final inspection and issue of the Certificate before the expected opening date.

Food Safety Training

Council's Food Hygiene Bylaw requires the Manager and all other persons employed in, or on any food premises, who at any time may be involved in the manufacture, preparation or packing of food, to hold Food Safety Certificates as set out below.

Training Requirements

Food Handled	Certificate Level Required	
	Food Handlers	Supervisor
Readily perishable food is prepared on the premises	I & II	I, II & III
Readily perishable food is handled on the premises but no preparation is involved	I	I & II
Storage only of pre-packed perishable food	Nil	I
No readily perishable food is handled on the premises	Nil	I
Partly exempted premises with readily perishable food preparation	Nil	I
Partly exempted premises with no readily perishable food preparation	Nil	Nil

It is expected that this requirement be met prior to registration. However, in certain circumstances, a maximum period of six weeks may be given to qualify provided enrolment occurs beforehand.

Food safety courses are run by:

- ▶ Tairāwhiti Polytechnic - 290 Palmerston Road, Gisborne - ph (06) 869 0810
- ▶ The Open Polytechnic of New Zealand (correspondence courses) - (0508) 650 200

Fees Involved

A non refundable application fee is charged. The annual food premises fee is based on the 'risk' that the food poses and therefore how many inspections are required. There are 8 fee categories.

The annual licensing year runs from 1 October to 30 September. Renewal forms are sent out in August and if fees are paid by 22 September a discount is applicable.

Further reductions in fees can be made if the premises achieves an A-grade. After discussing your proposal, an Environmental Health Officer will be able to determine the fee required.

A-Grade

Council is encouraging all food premises operators to take more responsibility for the food they handle. The A-grading system recognises that some premises are better maintained and managed (through the implementation of written cleaning schedules, food safety programmes and staff training) than others, and rewards these premises with a lower fee as less inspections are required.

Environmental Health Officers are able to advise interested proprietors as to how they could achieve A-grading status.

What Goes In, Must Come Out!

Naturally enough every food premises has some waste. The Proposed Regional Discharges Plan for the Gisborne District supports the concept of the 3Rs (Reduction, Re-use and Recycling) as a proven method of waste minimisation.

For many food businesses re-use and recycling are viable disposal methods. Sorting paper, cardboard and cans is a common recycling method, as is the use of a food scraps bucket for animal feed. Many businesses also re-use clean cardboard boxes for holding customers bought items.

A recycling depot is situated at AllBrites yard, Innes Street or if you have a reasonable amount of cardboard, MacIntoshes may provide a collection service. (Refer to separate pamphlet on recycling for more information.)

Liquid waste (e.g. dish water) from food premises may also need to be treated to protect the sewer and wastewater utilities. The Gisborne District Council Trade Waste Bylaw requires all premises that produce liquid waste that is likely to contain food waste (e.g. grease, dishwashing water) to have a grease trap device.

A grease trap or grease converter filters out or breaks down the food waste before the liquid is discharged into the sewer.

Application Checklist

Tick the boxes when you have satisfactorily shown the following details and information on your plan

First Schedule Requirements

- | | |
|---|--------------------------|
| Construction — show all rooms | <input type="checkbox"/> |
| Floors | <input type="checkbox"/> |
| Walls | <input type="checkbox"/> |
| Ceilings | <input type="checkbox"/> |
| Lighting | <input type="checkbox"/> |
| Ventilation | <input type="checkbox"/> |
| Space | <input type="checkbox"/> |
| Changing Facilities | <input type="checkbox"/> |
| Toilets — Staff | <input type="checkbox"/> |
| — Public (if required) | <input type="checkbox"/> |
| Wash-hand Basins | <input type="checkbox"/> |
| Sinks | <input type="checkbox"/> |
| Water — hot & cold (running) | <input type="checkbox"/> |
| Plumbing & Drainage | <input type="checkbox"/> |
| Yard | <input type="checkbox"/> |
| Have you listed all materials used for internal linings and joinery etc | <input type="checkbox"/> |

Other Requirements

Dry goods store area

Vegetable storage areas

Cleaning storage areas

Preparation surfaces

Shelving & cupboards

Refrigeration space

Vermin control (doors & windows)

Staff rooms (if required)

Lockers

Equipment / Appliances

Dishwashers (if required)

Refuse areas

Grease trap (if required)

Vital Information

Have you mentioned staff numbers and sexes?

Proposed use of premises?

What type of products you will be preparing/producing?

Seating capacity (if an eating house)?

Is your plan drawn to scale, what is the scale? _____

Staff training in food hygiene?

Food Hygiene Regulations 1974

Reprinted below is the 'First Schedule' of the Food Hygiene Regulations 1974.

For advice or clarification of these regulations, please contact an Environmental Health Officer.

First Schedule Requirements for Registration of Premises

1. General

The premises shall be well constructed in accordance with the bylaws of the local authority. They shall be in good repair. As far as may be practicable they shall offer no entrance or harbourage for rodents.

2. Floors

a. Unless otherwise prescribed in these regulations, the floors -

- i. Shall be constructed of impervious and easily cleaned material that is resistant to wear and corrosion, and shall be adequately graded and drained, with all angles between the floors and walls rounded off to a height of not less than 75 millimetres from the floor; or
- ii. Shall be constructed of wood with the boards laid on a firm foundation and tightly cramped together and with all angles between the floor and walls rounded; or
- iii. Shall be constructed in accordance with the requirements of subparagraphs i. or ii. of this paragraph and covered with a smooth surfaced material fixed to the floor with a suitable adhesive.

b. The materials of which the floors are constructed shall in any event be suited to the work or process carried out on the premises.

3. Walls

a. The internal surface of the walls shall be constructed of dustproof materials, and shall be smooth, and non-absorbent, and shall be able to be readily cleaned without damage to the surface.

b. If the walls are liable to be wetted or fouled, they shall be constructed of impervious material to a height of not less than 2 metres from the floor level.

c. The internal surface of the walls shall be painted or shall have such other finish as an Inspector may approve.

4. Ceilings

a. Every ceiling or, where no ceiling is provided, the undersurface of the roof, and every support shall be of such construction and finish as to -

- i. Provide a smooth, surface that is dust-proof; and
 - ii. Permit efficient and thorough cleaning.
- b. All trusses shall be completely enclosed.
- c. In every room in which food is manufactured, prepared, or packed, or in which utensils or hands are washed, the ceiling or, where no ceiling is provided, the undersurface of the roof, shall have a smooth surface that is non-absorbent and light in colour, and that can be readily cleaned without damage to the surface.
- d. No ceiling shall be less than 2.4 metres above the floor, measured at the lowest point of the ceiling.

5. Lighting

- a. The illumination provided in the premises shall be of 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.
- b. In every room in which food is manufactured, prepared or packed, or in which hands are washed, the minimum illumination intensity shall be 215 lux at a point 900 millimetres above the floor.
- c. All lighting on the premises shall be reasonably free from glare and shall be distributed so as to avoid shadows.

6. Ventilation

- a. The premises shall be provided with such ventilation as is necessary to maintain comfortable conditions for persons in the premises.
- b. As far as practicable, the ventilation shall be adequate -
- i. To prevent the air on the premises from becoming excessively heated.
 - ii. To prevent condensation and the formation of excess moisture on the floors, walls, and ceilings.
 - iii. For the removal of objectionable odours, fumes and impurities from the premises.
- c. If the premises do not have adequate natural ventilation for the purposes of paragraphs a. and b. of this clause, they shall be provided with a mechanical ventilation system that obtains air flow from a clean area.
- d. Where the premises are provided with a mechanical ventilation system, it shall discharge air (including any vapours, gases, and other products produced during any cooking or similar food preparation process or any food manufacturing process) in a manner that does not create a nuisance.
- e. Where the premises are provided with a mechanical ventilation system, an Inspector may require that it shall include such canopies, air ducts, fans and other similar appliances as he considers necessary for the proper operation of the system in accordance with this clause. The canopies, air ducts, fans and other appliances shall be designed and constructed of material that will facilitate cleaning and prevent grease and condensate from dripping onto food and onto food preparation surfaces.

7. Space

- a. The premises shall contain sufficient floor space -
 - i. To enable every person working there to carry out his work efficiently
 - ii. To allow easy access for cleaning purposes.
- b. Every working space, aisle, passageway, or area on the premises, to which it is intended that customers shall have access, shall be unobstructed and shall be sufficiently spacious to allow movement by workers and customers without contamination of food or food contact surfaces by clothing or personal contact.

8. Changing Facilities

- a. The premises shall be provided with adequate and suitable lockers or other facilities for the orderly storage of clothing and personal belongings of workers on the premises.
- b. The lockers or other facilities shall be situated and arranged so as to prevent the contamination of food by contact with clothing.
- c. Where more than 4 persons work in the premises, a separate changing room shall be provided; and where those persons include at least 1 person of each sex, separate changing rooms shall be provided for each sex.
- d. The facilities required by paragraph a. of this clause shall be provided in a room in which a ceiling or (where there is no ceiling) the undersurface of the roof, and every wall, is constructed of or covered with a smooth surfaced material.

9. Toilet Accommodation

- a. The premises shall be provided with sufficient toilet accommodation, in accordance with the building code set out in the First Schedule to the Building Regulations 1992, for the workers on the premises.
- b. All toilet accommodation shall be convenient to the places where the workers for whom it is provided are engaged in their work.

10. Wash-Hand Basins

- a. The premises shall be provided with wash-hand basins for the use of the workers engaged there, on the following basis:
 - ii. Where more than 10 workers are engaged on the premises, there shall be at least 1 separate basin for the remaining workers.
- b. Every wash-hand basin required under paragraph a. of this clause shall be installed as near as may be practicable to the parts of the premises where the workers for whose use it is intended will be engaged whenever they are handling food for sale.
- c. This clause shall not apply to premises on which the only food that is stored or sold is either prepacked or contained in sealed containers.

11. Water Supply

The premises shall be provided with an adequate supply of clear, wholesome water.

12. Hot Water Supply

The premises shall be provided with a hot water system having a storage capacity approved by an Inspector to supply, during the time in every day when the premises are used, an adequate and continuous supply of piped hot water -

- a. At a temperature of not less than 63°C at all sinks and other equipment that are used for the washing of containers, utensils, and appliances;
- b. At a temperature of not less than 83°C for every other purpose for which hot water is required under these regulations.

13. Plumbing

The premises shall be provided to the satisfaction of an Inspector with sinks, sanitary fixtures and accessories, or other plant or appliances, that are of sufficient capacity to enable all appliances, containers, utensils and equipment used in connection with the manufacture, preparation, packing or storage of food for sale, or consumption of food, or sale of food, to be cleaned efficiently and rendered hygienic in accordance with the requirements of these regulations.

14. Sewage Disposal

The premises shall be provided with sufficient, suitable drains to carry away the whole of the sewage and liquid wastes from the premises to a sewer, sewage tank, or other outfall, in accordance with the requirements of the building code set out in the First Schedule to the Building Regulations 1992.

15. Yards

- a. Every yard or outside working area on the premises, and every pathway connected with such yard or working area, shall be provided to the satisfaction of an Inspector with an area that is paved with an impervious, washable surface. The paved area shall be provided with adequate drainage.
- b. Reasonable access from other parts of the premises shall be provided to every yard on the premises.
- c. Where no yard is provided on the premises, they shall contain a separate room or enclosure for the storage of refuse containers and any articles or materials that are not required for immediate use.
- d. This clause shall not apply to any premises that are only used for the depositing and temporary holding of food pending loading or delivery.