



GISBORNE
District Council

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



SO.....

YOU WANT TO OPEN

A FOOD BUSINESS !!

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.

FOOD SAFETY TRAINING DETAILS

Name	Qualification (e.g. NZQA Unit 167)	Year obtained

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 1996 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 \$90.00 per hour. Fee shown based on straight forward notified land use consent including advertising costs.

³ Charged out at actual time used to assess application. Charge out rate \$90.00 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.

Delicatessen (any premises used for the retail sale of cooked meat, cooked pastry containing meat, meat pies, meat pasties meat savouries, cooked poultry, cooked fish, smoked fish, fish pasties, fish savouries, or similar cooked food)

- Eatinghouse (any premises where food is prepared on the premises for consumption on the premises)
 - Bakehouse (any premises where bread, pastry, cakes or bakers' smallgoods are baked for sale)
 - Cake Kitchen (any premises on which cakes, pastry, bakers' smallgoods, or other similar foods are cooked for sale)
 - Butcher
 - Manufacturer of food product(s) for retail sale elsewhere – specify type of food (continue on separate sheet if required)
- MOBILE SHOP**
- Food – please complete categories above under Food Premises
 - Non food – specify.....

Designated Officer of Health approval required?

If yes, date of approval: ____/____/____

Recommendation of Officer: Approved: YES/NO

Conditions to be imposed:

.....

Category Classification: circle as appropriate

FP cat OT FD CG HD AG UR cat

Inspection months (circle)

Jan / Feb / March / April / May / June / July / August / Oct / Nov / Dec

Please indicate for what purposes you are seeking this registration. ()

FOOD PREMISES

- Grocery
- Retail sale of sandwiches, cakes or bakers' smallgoods
- Retail sale of milk & chilled dairy products
- Retail sale of ice
- Retail sale of ice cream/frozen confections
- Retail sale of fruit or vegetables
- Retail sale of meat
- Retail sale of fish
- Retail sale of confectionary

6. Details of ventilation, whether natural or artificial, 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.

Other departments of Council may also have requirements in terms of your proposal. For example, if you intend to serve alcohol you must hold a Liquor Licence; there may be Planning restrictions in terms of your proposed activity, and you may be required to apply for a Resource Consent.

If you wish the Environmental Health Officer to investigate if a Building Consent, Resource Consent or Liquor Licence is required, please inform them of this need when you submit your proposal.

Open for Business

Existing Food Premises

As mentioned before it is illegal to open for business without submitting a transfer of registration. Ensure your Solicitor checks 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 amount payable owing of the registration year. 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.

APPLICATION FOR REGISTRATION OF PREMISES

Full Name of Applicant(s)		
Trading Name		
Postal Address		
Telephone Number	day	
	Cell	
	After hours	
Location Address of Premises		
General Purpose of Premises Please complete details on reverse		
Proposed opening date		

Application fee payable:	\$ _____
Registration fee payable:	\$ _____
Total fees owing	\$ _____

.....
Signature of Applicant

.....
Date

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.

Other Matters

Council's Food 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.

Staff Training Requirements from 1 October 1998

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

The Tairāwhiti Polytechnic (phone 869 0810) run regular courses over a 12 hour period usually spread over 3 — 4 weeks. Correspondence courses are available through the Open Polytechnic of New Zealand (phone 0508 650 200).

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.

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.

Fees Involved

An application fee is charged which is non refundable. The annual food premises fee is based on the 'risk' that the food poses and therefore how many inspections are required. There are 8 categories of risk ranging from \$195.00 to \$695.00.

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 reduction is indicated.

Further reductions in fees can be made if A-grading of the premises is achieved.

After discussing your proposal, an Environmental Health Officer will be able to determine the fee required.

What Goes In, Must Come Out!

- 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.

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:
 - i. Where not more than 10 workers are engaged on the premises, there shall be not less than 1 basin;

Naturally enough every food premises has some waste. The Proposed Regional Discharges Plan for the Gisborne District supports the concept of 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 pig bucket for food scraps. 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.)

Waste coming from a food premises may also be liquid in nature. To improve the water quality of local beaches a trade waste bylaw has been adopted by Council. This bylaw requires all premises which produce a waste which is likely to have grease in it (eg from dirty mixing bowls, pots, etc) to discharge their pipes via a grease trap to the sewer.

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.

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 (including amendments).

For advice or clarification of these regulations, please contact your local 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.