



Summary of requirements for a Food Premises

Note: Any building work (including plumbing work) may require a building consent or other compliance certificates. Please contact our Duty Building Control Officer through the Marlborough District Council website to discuss any anticipated work being undertaken.

The following is a guide only. Requirements can vary depending on the type of food preparation or sales involved.

Design Construction and Location

The design construction and location of the place of food business must:

- provide adequate space for the activities conducted as well as the fixtures, fittings and equipment used
- allow effective cleaning and sanitising
- keep out contaminants, such as dust, dirt, smoke and pests and
- be appropriate for the purpose of which they are used.

Size and Layout

The food premises must be designed to ensure that the proposed food activity will operate safely. Consideration should be given to the layout including the following:

- food preparation area needs to be big enough for movement to prevent and manage the risk of food contamination
- adequate unobstructed floor space for workers is essential as it permits functional operation and makes for easier cleaning

- sufficient bench space for food preparation, cooling and reheating
- adequate toilet facilities for staff and customers in accordance with Building Code and such facilities not opening directly into a food area
- available suitable storage facilities of chemicals/cleaning equipment
- waste handling facilities and enclosure for storage and collection of rubbish, waste cooking oil and recyclable materials
- fly screens on doors and windows to assist with the control of insects, birds and other food pests and
- a separation of areas to prevent cross contamination of food, such as cooked and uncooked food, storage of dry goods and delivery areas, kitchen, preparation and storage areas also incorporating the following:
 - food store
 - wash up area
 - cooking and preparation area
 - dry preparation area and
 - refrigeration/ freezers.

Floors

Floors must be designed and constructed in a way that is appropriate for the activities conducted:

- capable of being effectively cleaned
- unable to absorb grease, food particles or water
- free of water ponding
- floors that are subject to flooding and wet operations are to be graded and drained to an approved waste outlet and
- it is recommended that walls and floors are coved in order to assist with cleaning, to prevent the accumulation of dirt, grease, food particles and water.

Walls and Ceilings and Floors

Walls, ceilings and floors must be:

- sealed to prevent the entry of dirt, dust and pests
- unable to absorb grease, food particles and water
- easily and effectively cleaned.

Water Supply

Food premises must have an adequate supply of potable (safe to drink) water at a volume, pressure and temperature that is adequate for the purpose.

If your water is self-supplied you need to ensure it is safe. You must use a water treatment system such filtration, chlorination, UV disinfection or other. You must test your water

- Before first use in your business, or
- If you do not have any records of self-supplied water testing

And you must retest water no later than 1 week after:

- Getting water from a new self-supplied source, or
- Knowing of any change to the environment or activities that may affect the safety and suitability of water (e.g. flooding event or earthquake).

A hot water system will be required to achieve the necessary temperatures required to effectively wash and sanitise equipment, fixtures and the premises. The hot water supply must be of appropriate temperature, of sufficient capacity and with adequate temperature recovery to cope with the maximum needs of the food business.

Sewage and Waste Water Disposal

A food premises must have a sewage and wastewater disposal system that:

- effectively dispose of all sewage and wastewater
- is constructed and located so there is no likelihood of the sewage and wastewater polluting the water and contaminating food and
- depending on your food business you may be required to install a grease trap. Contact Councils tradewaste team via tradewaste@marlborough.govt.nz.

Lighting

Food premises must have adequate lighting that gives sufficient natural or artificial light for all activities including cleaning. It is recommended that light fittings have protective plastic covers or sleeves to prevent contamination of food with glass.

Staff rooms

Food premises must have adequate storage for staff's personal items that cannot be taken into work areas.

Ventilation

Ventilation needs to be sufficient to maintain comfortable conditions for persons on the premises. Things to consider:

- preventing air from becoming excessively heated
- preventing condensation and excess moisture on floors, walls, and ceilings
- remove objectionable odours, fumes and impurities.

If natural ventilation is not satisfactory mechanical ventilation is to be provided.

Fixtures, Fittings and Equipment

Fixtures, fittings and equipment must be adequate for the production of safe and suitable food and fit for their intended use. They must be designed, constructed, located and if necessary installed so that: food contamination is minimised or eliminated

- can be easily cleaned
- have no cracks or crevices
- are made of a material that will not contaminate food
- equipment is located so it can be removed or positioned that allows for easy cleaning around and underneath
- shelving is situated so that floors and walls can be easily cleaned and
- pipes, ducts, fitting and fixtures are concealed in the wall, floor or ceiling.

All food related equipment and accessories need to be appropriate for the use.

For example:

- cool rooms and refrigerators need to maintain a temperature of less than 5°C
- freezers should maintain a temperature less than -18°C
- warmers and bain-maries should maintain food temperatures above 60°C.

Storage of Cleaning Chemicals

Facilities for storing chemicals, cleaning equipment, pest control chemicals and equipment must be stored in accordance with the manufacturers instructions, and in a way that does not adversely affect the safety or suitability of food. Ways to manage this are:

- store in a separate room designated for that use
- enclosed in a cupboard dedicated for that use, located away from food preparation, food storage and display areas and not able to contaminate personal effects/clothing.

Toilets

The Building Act 2004 requires the provision of toilet facilities for staff, and it also requires the provision of toilet facilities for customers in restaurants, cafes and bars. Toilets are not to open directly into any areas where open food is handled, displayed or stored. Toilets must be provided in accordance with the Building Code.

Hand Washing Basin

Food premises must have an adequate number of hand wash basins with warm running water and supplies for hygienic cleaning, sanitising and drying of hands or another suitable means of cleaning, sanitising and drying hands.

Hand washing facilities should be located where they can be easily accessed by your staff where food preparation is being undertaken.

Plumbing/Sinks

Food premises must have adequate facilities and appliances for cleaning and sanitising the premises, facilities, fixtures and appliances.

It is recommended that you provide a sink for washing and preparing food, a sink for plate, crockery and cutlery pre-rinse/wash and a cleaner's sink for emptying / filling buckets used to clean large appliances, floors and toilets and for mop rinsing if applicable.

Dishwashers

Where dishwashers are used, they must be operated and serviced according to the manufacturer's instructions.

Storage of Rubbish and Recyclable Matter

Food premises must have facilities for the storage of garbage and recyclable matter that:

- contain the volume and type of garbage and recyclable matter on the food premises
- ensure it is enclosed to keep pests and animals away from it
- are designed so that they may be easily cleaned

Food Premises Start-Up Checklist

To do:	Check
Find a location for your proposed food business	
Does my business fit into a National Programme of Template Food Control Plan	
Check the where do I fit using the "My Food Rules" tool https://www.mpi.govt.nz/food-business/food-safety-rules/	
Do you need a resource consent? Check with the Duty Planner https://www.marlborough.govt.nz/services/resource-consents/duty-planner-service-information/duty-planner-enquiry-form?ed-step=1	
Do you need a building consent? Check with the Duty Builder https://www.marlborough.govt.nz/services/building-services/duty-building-service?ed-step=1	
Will you be selling alcohol? An alcohol licence will be required if you are. https://www.marlborough.govt.nz/services/alcohol-licences	
Contact the Environmental Health Team to register your business.	