

So....You Want To Get Started In the Food Business

This booklet can help you set up your operation

It explains the licensing procedures and the standards
required before selling food to the public

So You Want To Get Started In The Food Business

The application procedure, standards required, and often just the legal language of the laws controlling food premises, can be very confusing.

Yet it needn't be.



For many, the task of starting out in the food business is a daunting proposition. So this package has been designed to simplify the application procedure and includes sound advice based upon many years of experience with thousands of food premise operators.

Throughout the package we have stressed the need to consult your **Environmental Health Officer** with any problems relating to the food business. In many cases, such consultation has saved **time and money** for the prospective operator.

You'll find the telephone contact number on the back of this booklet.

We wish you every success with your business venture.

Where do I start?

An application form is included with this package and advice for its property completion follows shortly. However, in addition to Council's Environmental Health Team, you are advised to consult with the following officers and departments before committing yourself to a business venture of this type:

1. The Department of Resource Management - Contact the Duty Planner - Telephone (03) 520 7400

For advice on the Wairau/Awatere Resource Management Plan and whether the use (of your business) is permitted on the particular site. Information on zoning, parking requirements, advertising and likely future patterns of development in that area is also available.

2. Building Control - Contact the Duty Building Control Officer - Telephone (03) 520 7400

For advice on construction requirements, Building Consents, egress, access for disabled persons, installation of drainage and plumbing.

3. Nelson Marlborough District Health Board - Telephone (03) 520 9914

For advice regarding the correct labelling of food, additives, etc.

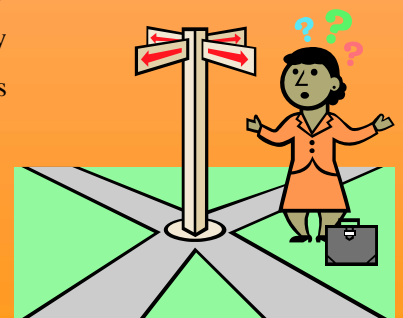
4. The Department of Labour - Telephone 0800 800 863

For registration of factories and advice on safe working conditions.

5. Liquor Licensing—Contact the Liquor Licensing Administrator - Telephone (03) 520 7400

Where your business involves the sale of liquor.

(You may also wish to consult the electricity authority to check that your energy demands can be met by the existing services provided).



Your Legal Requirements

Before food can be manufactured, prepared or sold to the public, a “**Certificate of Registration**” is required under the **Food Hygiene Regulations 1974**.

This certificate will only be issued when the premises comply with the standards set out by the regulations and a satisfactory inspection has been completed.

It is an offence to operate a food premises without a current Certificate of Registration.



Standards of Food Premises

The Food Hygiene Regulations 1974 contain a summary of requirements for the registration of food premises. This is referred to as the **first schedule** and has been reprinted here for your guidance.

There may be some areas of doubt which need further explanation and you are once again urged to contact your **Environmental Health Officer** who will be pleased to talk through the problem or explain the requirements.



Food Hygiene Education

We encourage all people working with food for sale in Marlborough to further their food safety education.

There are two NZQA Unit Standards available in Marlborough.

Unit 167: This unit standard is for all people working, or preparing to work, in a food business, and includes a basic understanding of practices that result in safe food.

People credited with this unit standard are able to: maintain effective personal hygiene when working with food as per establishment requirements; prevent cross contamination in a food business; and measure, record, and act on temperature of high risk food.

Unit 168: This is a theory based unit standard designed for all people working, or preparing to work, in a food business. People credited with this unit standard are able to demonstrate knowledge of hazards that cause food borne illness and food spoilage, and of methods used to control hazards that cause food borne illness and food spoilage in a food business.

Education Providers:

Innovative Educators provide a self-paced course, where the assessor visits your workplace, discusses the course requirements, leaves the material for you to complete and then performs a closed book assessment when you are ready.

Contact: Hamish Beard of Innovative Trainers

021 108 4619

hbeard@xtra.co.nz

Nelson Marlborough Institute of Technology provides a three day course to cover both unit standards at their campus in Blenheim. Assessment includes observation of performance and knowledge testing.

Contact: NMIT

03 578 0215

Marlb.Admin@nmit.ac.nz

The application procedure

Your application should consist of:

- **A Completed application form**, signed, dated, together with a cheque for the registration fee.
- The scope of the business (ie, the type of foods being sold).
- **An outline plan** showing the premises, locations of rooms, appliances and fittings.
- **A detailed specification** of materials and fittings.
- A detailed list of **appliances and services**.

Completing the application form:

An application form is provided in this package and a guide to its completion is shown below.

As the application form is a **legal document**, it must be properly completed. This particularly applies to the name of the occupier which is often different from the trade name of the business.

Please ensure that the form is signed, dated and the annual registration fee is enclosed (made payable to the Marlborough District Council).

Plans and Specifications

Plan or Layout of the premises:

A reasonably accurate **layout or plan** of your premises should also be included which shows in detail the following:

- **All rooms and their designation**—it may also apply to specific areas, eg, vegetable preparation area.
- The layout of all **fixed appliances and fittings**. This should include the positioning of work benches, tables, shelves, cupboards, sinks, wash basins, dish washing machine, cooking equipment, refrigerators and freezers, lockers, etc.
- The type and position of **artificial lighting and ventilation**.
- Include the position of **incidental features**, such as yard areas, refuse disposal area, changing and tea rooms, customer service areas, etc.

Specification

A brief outline of the construction material and finishes that you propose to use should be included and set out similar to the example below on the specification sheet provided.

Example:

Room/Area	Ceilings	Walls	Floor	Lighting	Ventilation
Main/Kitchen	Suspended Smooth finish	Hardiglaze panels Covered using Vinyl strips	Concrete with vinyl surface	Artificial fluorescent	Ducting over cooking area to external air

Please include extra relevant details, where these apply. For example, if the floor is sloping and drained, indicate this on your outline and do not forget to ensure that the floor is coved at the joint with the wall.

As a guide to the standards required by the **Food Hygiene Regulations**, a copy of the First Schedule requirements of the Food Hygiene Regulations has been included with this package. However, you are advised to consult the **Environmental Health Officer** if you are uncertain about a particular requirement or a product's suitability.

Appliances and Services

This brief description, together with your application form, plans and specification sheets will enable the **Environmental Health Officer** to have before them an accurate description of the premises, the type of food involved and the suitability of the materials provided for such purpose.

Experience has shown that by describing the various appliances and services, prospective food operators carefully consider their proposed use or purpose and extra thought at this stage has saved time and capital expenditure.

What Happens Next?

Assuming that prior consultation with the **Environmental Health Officer** has taken place and the application procedure completed satisfactorily, the Officer will make an appointment for an inspection of the premises.

Whilst it is hoped that the premises are kept to an excellent standard, sadly this is not always the case. Consequently, periodic inspection of premises are made by the **Environmental Health Officer** and it is unlikely that prior notice will be given.

Please remember that it is an **offence** to open for business prior to the issue of a Certificate of Registration.

Marlborough District Council, and in particular, the Environmental Health Team, wish you every success and look forward to your continued operation in the future.



Marlborough District Council Environmental Health Officers

are based at

Marlborough District Council

**Garth Congdon
Gina Ferguson
15 Seymour Street
PO Box 443
Blenheim 7240**

Telephone (03) 520 7400

Food Hygiene Regulations 1974

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) and (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 dust-proof 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 two 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; and
 - (ii) To prevent condensation and the formation of excess moisture on the floors, walls and ceilings; and
 - (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 purpose 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 this work efficiently; and
 - (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 four persons work in the premises, a separate changing room shall be provided, and where those persons include at least one 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 the 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 Table 1 of the New Zealand Building Code G1, for the workers on the premises and customers, including disabled persons, where applicable.
- (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 no more than ten workers are engaged on the premises, there shall be not less than one basin.
 - (ii) Where more than ten workers are engaged on the premises, there shall be at least one separate basin for every whole group of ten workers, together with an additional 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; and
- (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.

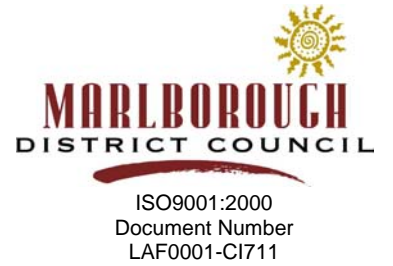
14. Sewage Disposal

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 New Zealand Building Code G13. This may include a grease trap where applicable.

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.

To: The Chief Executive
Marlborough District Council
Seymour Square
PO Box 443
Blenheim 7240



Application For Registration Of Premises

This application is made under the Health (Registration of Premises) Regulations 1966

Full name(s) and address of applicant(s)
.....
.....

Postal address (if different)

Telephone number(s).....
Home Business Mobile

Are you the owner of the property? Yes / No (delete one)

Address of premises to be registered

Postal address (if different)

Trading name of business

Description of process/activity carried out
.....

An invoice for the application fee will be forwarded to you in due course.

.....
Signature of applicant(s)

.....
Date

Registration of Premises Prompt Sheet

The Health (Registration of Premises) Regulations 1966 require the premises of certain businesses to be registered with the appropriate local authority (the Marlborough District Council). This sheet is intended as a prompt to ascertain if your business may require registration of the premises.

Tick any boxes that apply. If you tick one or more boxes it is recommended that you talk to one of our Customer Service Staff or our Environmental Health Officers to establish if your premises require registration.

FOOD RELATED ACTIVITIES

Is your business described as any of the following:

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Restaurant | <input type="checkbox"/> Takeaways / fast food |
| <input type="checkbox"/> Café | <input type="checkbox"/> Food vending machine |
| <input type="checkbox"/> Supermarket | <input type="checkbox"/> Butcher |
| <input type="checkbox"/> Dairy | <input type="checkbox"/> Auction market where food is handled for sale |

Or does it carry out any of the following:

- | | |
|---|---|
| <input type="checkbox"/> Preparation of food for sale | <input type="checkbox"/> Retail sale of packaged food |
| <input type="checkbox"/> Preparation of meat for sale | <input type="checkbox"/> Retail sale of milk |
| <input type="checkbox"/> Preparation of fish for sale | <input type="checkbox"/> Retail sale of ice cream or frozen confections |
| <input type="checkbox"/> Manufacture of food for sale | <input type="checkbox"/> Retail sale of fruit and vegetables |
| <input type="checkbox"/> Storage of food for sale | <input type="checkbox"/> Retail sale of meat |
| <input type="checkbox"/> Packaging of food for sale | <input type="checkbox"/> Retail sale of fish |
| <input type="checkbox"/> Retail sale of prepared food | |

OTHER ACTIVITIES:

Is your business described as any of the following:

- | | |
|---|---|
| <input type="checkbox"/> Camping ground | <input type="checkbox"/> Stock and sale yard |
| <input type="checkbox"/> Hairdresser | <input type="checkbox"/> Offensive trade (as listed in the 3 rd schedule to the Health Act 1956) |
| <input type="checkbox"/> Mortuary | |

If you require an application form for Registration of premises, please contact our Customer Service Centre at Seymour Square, PO Box 443, Blenheim 7240, telephone (03) 520 7400 or fax (03) 520 7496