

# **GETTING STARTED IN THE FOOD BUSINESS**

**A guide to the application procedures  
and the legislative requirements involved in  
establishing and operating food premises in Nelson**



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## INTRODUCTION

Starting out in a food business can be a daunting proposition. It is important you are aware of the standards required and the correct application procedure. This is designed to help you to set up a new food operation by providing information on the relevant standards, and the application procedure.

In establishing a new premises there are few financial shortcuts. Commitment to ensuring a high standard at the development stage through selection of suitable materials and equipment combined with thoughtful design will result in greater operational efficiency and cost effectiveness.

You are urged, during the process of establishing your business or with any problem relating to the food business to consult the Environmental Health Officer who can provide expert advice and additional information to clarify any areas of uncertainty.

Before proceeding with any food business venture you are advised to consult with the following Departments and Officers:

### NELSON CITY COUNCIL

1. **Customer Services Officers** for advice on the Nelson Resource Management Plan and information on building, plumbing and drainage consents and fire safety requirements.
2. **Environmental Health** (Stephen Lawrence/Bob Askew) for advice on Food Hygiene Regulations and Food Safety Programmes. It is recommended that you discuss your initial sketch plans with the Environmental Health Officer before the construction plans are drawn, as it may be necessary to alter the design.
3. **District Licensing Agency** (Adrienne Ward-Hamilton) if your business will involve the sale of liquor or BYO.

### OTHER

4. **Public Health Services** – Phone 546 1537 – Health Protection Officers for advice on labelling your product, permitted levels of additives in food etc.

## **LEGAL REQUIREMENTS**

The Food Hygiene Regulations 1974 require food premises to obtain a Certificate of Registration before food can be prepared or manufactured for public sale. It is an offence to operate a food premises without a current registration certificate. An application form is attached.

The Certificate of Registration will only be issued when the premises complies with the standards set down in the Regulations. This will be determined through inspections by an Environmental Health Officer.

Registration requirements are set out in the First Schedule of the Food Hygiene Regulations 1974. A full copy of the Food Hygiene Regulations 1974 is available from Council (fee charged); an outline of the First Schedule to the Regulations is enclosed.

### **Restaurants/Cafes**

If your premises are for consumption of food on the premises there are some special regulations to consider. The provision of a commercial dishwasher which meets requirements (eg washes 60° and rinses 77°, autodose detergent), the protection of display food for sale, and the provision of sufficient kitchen floor space and toilet facilities (including paraplegic), are some important requirements. For further clarification seek the advice of the Environmental Health Officer (546 0201).

### **Sale of Liquor**

If you intend to sell liquor on your premises or have patrons bring liquor for consumption on the premises while dining, you will need to apply for an on-licence, a requirement of the Sale of Liquor Act 1989.

For further information contact – Adrienne Ward-Hamilton (546 0346).

It is important to realise that approval of applications and the issuing of licences will take time and it is essential that application for a liquor licence is made well in advance of the proposed opening date of the premises.

### **Smoke Free Environments Act.**

Contact Public Health (546 1537) for information.

## APPLICATION

Your Food Premises application should consist of:

- i) a set of accurate plans and specifications
- ii) a completed 'Application for Registration' form and a cheque for the registration fee.

### Plans and Specifications

#### *Plans*

Included in your full set of scale plans should be an accurate layout plan of your premises showing the following details.

- i) all rooms and the proposed use e.g. dish wash area, vegetable preparation area;
- ii) the position of all the appliances and fittings, such as preparation benches, shelving, cupboards, wash-hand basins, dishwashing machines, cooking appliances, refrigerator and freezer units, extract ventilation hoods;
- iii) the position of incidental features such as yard areas, refuse storage areas, toilets and staff changing areas.

It is recommended that you engage a designer with previous experience in the development of food premises, which in most cases will hasten approval for the development

#### *Specifications*

Specifications of proposed construction materials and finishes are essential. They can either be included on the plan or in a separate specification sheet. All finished surfaces must be durable, impervious and easily cleaned. Commercial grade products are needed. Tiles are not suitable. MDF and similar material should not be used in wet areas, or against floor unless completely sealed.

The information contained in the plans and specifications should enable the Environmental Health Officer, Building Inspector to check that the proposed premises comply with the appropriate Regulations and Codes. The Environmental Health Officer needs to be able to develop an idea of how the premises will operate. It is also useful to indicate the intended type of menu, as this may influence the kitchen design.

**Please Note** it is most important in the establishment of new premises that the site is suitable, and has sufficient space. It must be able to accommodate provision of a grease trap (where required) and extract ventilation over cooking equipment. Also allow sufficient kitchen space for hygienic operation of the premises.

Equipment should be commercial grade and maintenance is required. It is preferable to have motors outside as ventilation (including inlet air) must be suitable for the equipment installed and proposed use of the premises. Motors create extra heat in the work area. A chiller door opening right beside hot surfaces (e.g. hob) will result in rapidly increasing chiller temperature.

A wash-hand basin must be accessible. It is necessary to have two separate sinks (one for washing vegetables and one for rinsing of dishes). Also a tub for cleaning purposes (e.g. to empty bucket of floor wash water).

### **SAFE FOOD HANDLER**

Council has adopted the 'Safe Food Handler Award'. This is an introduction to food hygiene for those who work in the food industry and results in an increased awareness of food safety issues.

The award provides benefits for your business, you and your staff, and especially your customers as it shows that the safe handling and production of food is a major concern of your operation.

The study guide includes a question sheet based on the main learning points;

- Introduction to food hygiene
- How food poisoning occurs
- Avoiding contamination of food
- Preparation/cooking of food
- Correct storage temperatures of food
- Personal hygiene
- General cleaning
- Premises construction and pest control

The Safe Food Handler Award shows that you have a positive attitude towards the important principles of safe food handling.

## **REGISTRATION AND BEYOND**

After the application has been completed the Environmental Health Officer must be contacted to undertake a final inspection of the premises prior to the premises opening.

If the inspection reveals the premises are constructed correctly, in accordance with the development plans, and comply fully with the Food Hygiene Regulations 1974, the premises can then be approved and a Certificate of Registration issued.

**It is an offence to operate the premises prior to the issue of a Certificate of Registration.**

Once the premises are registered then periodic inspection of the premises will be carried out to ensure food safety requirements are occurring.

**The registration must be renewed every year.**

If future alterations are planned, be sure to consult with the Environmental Health Officer, who is always available for discussion and advice.

## **REGISTRATION OF FOOD PREMISES**

In order for food premises to be registered with a Local Authority, it needs to meet the conditions of the First Schedule of the Food Hygiene Regulations, 1974.

**This adapted extract from the Food Hygiene Regulations 1974 is intended to assist in the interpretation of those requirements.**

### **1. General**

The premises shall be well constructed and in good repair. As far as possible, they should offer no entrance or harbourage to vermin.

Materials used in food premises must be of high quality and may be expensive, but will prevent dampness, peeling wall surfaces, cracked floors and contamination of food areas. Repairs to substandard premises are costly and can result in the premises being closed.

### **2. Floors**

The floor should be suitable for the particular task. This is important to assess, as in some processes, floors are subjected to considerable wear and tear. Commercial grade is needed. Good quality floors, durable and maintained in a good condition and state of repair are easy to clean and to keep clean.

In wet processing areas, impervious and graded floors will permit rapid disposal of liquid waste. In areas which are swept or mopped there is no need for grading.

Floors must be roundly coved up to a height of 75mm at the walls and fixed units to facilitate cleaning. Grouted tiles are not suitable.

### **3. Walls**

The main criteria are that walls are light coloured, smooth, non-absorbent and are easily cleaned. If wall sheeting material is used, then joints should be filled so that no gaps are evident. If painted, the paint should be high gloss and of commercially cleanable quality. Where walls are likely to be wetted or fouled, they shall be constructed of impervious material to a height of not less than 2 metres from the floor.

### **4. Ceilings**

Generally, the same requirements as for walls; with a smooth, impervious and dust proof finish being important, so as to permit effective cleaning.

### **5. Lighting**

The lighting of the premises shall be of sufficient intensity to enable effective inspection and cleaning of all areas of the premises. Lights should be either fitted flush to the ceiling, or otherwise designed and placed for ease of cleaning. They should prevent glare and shadows.

### **6. Ventilation**

Adequate ventilation should maintain a comfortable working environment, reduce condensation and remove odours.



Where natural ventilation is inadequate, mechanical ventilation should be designed for the equipment and use of the premises. The system needs to be accessed, as it will require regular cleaning, as many will be used directly over deep fryers and grills.

Locating salamanders over hobs will decrease effectiveness of extraction. An additional inlet air source is frequently required.

## **7. Space**

Adequate unobstructed floor space for workers is essential as it promotes efficiency and makes for easier cleaning. As a general guide, and where it is not specified by regulation, it is recommended that the space per person is not less than 3m<sup>2</sup>.

## **8. Changing Facilities**

Clothing worn by food workers should not contaminate the food, and so it is necessary to separate street clothing from food processing areas. Larger premises should have locker rooms for storing all of the outdoor clothing, shoes and bags of the workers. Smaller premises should still have specific areas set aside for storage away from food areas.

## **9. Toilet Accommodation**

Toilets should be conveniently placed for the food handlers, and designed to protect the food from any possible air borne contaminants. The Building Code requirements for the number and design of toilets should be referred to. Toilets and isolation chambers must not be used for storage of food related items.

## **10. Wash-Hand Basins**

Hand washing facilities are essential to the personal cleanliness of food workers. It is important that all food workers wash their hands after using the toilet, before commencing work and frequently during the day. Hand basins must be used for hand washing only. They should be located in the work area and so that supervisors can observe that workers frequently wash their hands.

## **11. Water Supply**

The water must be of a high potable quality and wherever possible it should be from a local authority approved reticulated supply.

## **12. Hot Water Supply**

The hot water supply must be of an adequate volume and temperature to cope with the maximum demands of the premises. If there is insufficient hot water, there is a tendency to use less than is desirable. It is difficult to establish a formula which is suitable for all premises. However, a suggested minimum for eating houses is a storage capacity of 180 litres.

## **13. Plumbing**

The sinks and sanitary fixtures for use in cleaning must be of sufficient size and capacity to ensure that the equipment can be easily and properly cleaned. All plumbing should be installed by registered tradesmen and comply with the requirements of the Building Code and relevant local authority bylaws.

## **14. Sewage Disposal**

Sanitary drainage of a suitable and adequate design is necessary to remove all liquid wastes. Where the drainage is ineffective there is the risk of unsanitary conditions arising.

## **15. Yard**

The yard area is important as refuse is usually stored here and foodstuffs enter (and occasionally leave) via the yard. By being paved, graded and drained, the yard can be kept clean and it is essential that the surrounds of any grease traps are impervious.'

## Application for New/Transfer Certificate of Registration Period ended 30 June 2012

As required by the Health Act 1956 and Regulations made hereunder, the Health (Registration of Premises) Regulations 1966, Local Government Act 1974 and Nelson City Council Bylaws, you are required to register your premises prior to operating. Any transfer of registration must occur within 14 days of transfer taking effect.

**Please provide the following information, including new details where necessary. Please print clearly in BLOCK CAPITALS.**

**New Certificate of Registration**  
(schedule of fees overleaf)

**Transfer of Registration**  
(\$75.00 transfer fee applies)

1. Name of Applicant: \_\_\_\_\_  
Eg John Smith, Jenny Black & Pam White, Safe Foods Limited
2. Trading Name: \_\_\_\_\_  
Eg Safe Foods, Perfect Food
3. Manager: \_\_\_\_\_
4. Street Location: \_\_\_\_\_  
(include vehicle registration and main selling site for stalls)
5. Postal Address: \_\_\_\_\_  
\_\_\_\_\_
6. Email: \_\_\_\_\_
7. Telephone Number(s): \_\_\_\_\_
8. Type of Food Business: \_\_\_\_\_  
Eg Restaurant, takeaway, café, stall, dairy, service station
9. Applicant's signature: \_\_\_\_\_  
If company include position/designation (eg director/partner)

Please return this completed application together with the applicable fee to:  
Nelson City Council, P O Box 645, Nelson 7040

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### Office Use Only

The above premises were inspected on \_\_\_\_\_ and were found on that date to be of a registerable standard pursuant to the Health (Registration of Premises) Regulations 1966.

Council Warranted Environmental Health Officer: \_\_\_\_\_

Registration No: \_\_\_\_\_ Debtor No.: \_\_\_\_\_

Invoice Date: \_\_\_\_\_ Payment Date: \_\_\_\_\_

Certificate Issued: \_\_\_\_\_

## **REGISTERED PREMISES APPLICABLE FEES**

<b>Description</b>	<b>Fee (inclusive of GST)</b>
General Food Premises/Templated Food Safety Programme	\$375.00/yr
Small Food Premises/Stalls – High Risk	\$250.00/yr
Small Food Premises/Stalls – Low Risk	\$165.00/yr
Inspection of non-commercial support base	\$75.00/inspection
Transfer of Registration	\$75.00/transfer
Hairdressers	\$155.00/yr
Offensive Trades	\$330.00/yr
Camping Grounds	\$270.00/yr
Funeral Directors	\$170.00/yr
Additional Required Fee per Inspection/Audit	\$125.00/hr

### **PLEASE NOTE:**

A Nelson City Council Environmental Health Officer has to approve the issue of **all** registrations and this will likely include a full inspection of the premises/stall and discussion with you regarding safe food service practices and procedures. If you have not yet contacted the Environmental Health Officer, please do so when applying for your certificate of registration or if you have any questions regarding application fees and/or food safety requirements.

Note that if you are applying for a new or transfer of a templated Food Safety Programme (Food Control Plan) that in addition to this form you will also need to complete an "Application Form for Registration of NZFSA Template Food Safety Programme", which is available from the Environmental Health Officer.

### **CONTACT DETAILS:**

#### **Bob Askew – Senior Environmental Health Officer**

DDI: 03 539 5502  
Mobile: 027 458 3677  
Email: Bob.askew@ncc.govt.nz