



## UPPER HUTT CITY COUNCIL

# STARTING UP A FOOD BUSINESS

**This booklet can help you set up your operation.**

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

**For further information contact the  
Environmental Health Office on 527 2169.**

## INTRODUCTION

The application procedure, standards required and often just the legal jargon of the laws controlling the sale of food and 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 booklet has been designed to simplify the application procedure and includes sound advice based upon many years of experience with food premises operators.

Throughout this booklet we have stressed the need to consult Council's 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 will find the telephone number on the front of this booklet.

### WHERE DO I START?

In addition to consulting Council's Environmental Health Officer, you are advised to consult the following officers and/or departments before committing yourself to a business venture of this type:

**1. The Town Planning Division**

For advice upon Council's District 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 Consents Officers**

For advice on construction requirements, building permits, toilets, egress and access for disabled persons etc.

For advice on installation of drainage and plumbing (N.B. In most cases a permit is required and work can only be carried out by a registered trades person).

**3. The Department of Health**

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

**4. The Department of Labour**

For registration of factories and advice upon safe working conditions.

**5. The District Licensing Agency**

Where your business involves the sale of liquor, consult the Inspector of Licensed Premises, who is also Council's Environmental Health Officer. Application forms are provided in the Appendix.

(You may also wish to consult the electricity and gas authorities 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 satisfactory inspection has been completed satisfactorily.

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, you are once again urged to contact Council’s Environmental Health Officer who will be pleased to talk through the problem or explain the requirements.

## **THE APPLICATION**

Your application should consist of:

- (a) A completed application form, signed, dated, together with a cheque for the registration fee.
- (b) A scale plan showing the premises, locations of rooms, appliances and fittings.
- (c) A detailed specification of materials and fittings.
- (d) A detailed list of appliances and services.

An application form are provided in the Appendix.

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 business. Please ensure that the form is signed, dated and the annual registration fee is enclosed made payable to the Upper Hutt City Council.

## PLANS & SPECIFICATIONS

### Plan or Layout of the Premises

A reasonably accurate layout or plan of your premises should show in detail the following:

- (a) All rooms and their designation – it may also apply to specific areas, e.g. vegetable cleaning area.
- (b) The layout of all fixed appliances and fittings. This should include the positioning of work benches, tables, shelves, cupboards, sinks, wash basins, washing machine, cooking equipment, refrigerators and freezers, lockers etc.
- (c) The type and position of artificial lighting and ventilation.
- (d) Include the position of incidental features, such as yard areas, refuse disposal area, changing and tearooms, customer service areas etc.

### Specifications

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.

Example:

<b>Room/Area</b>	<b>Ceilings</b>	<b>Walls</b>	<b>Floor</b>	<b>Lighting</b>	<b>Ventilation</b>
Main/Kitchen	Suspended smooth finish	Hardiglaze panels	Concrete with vinyl surface coved using vinyl strips	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 join with the wall.

As a guide to the standards required by the Food Hygiene Regulations 1974, a copy of the First Schedule requirements of the Food Hygiene Regulations 1974 has been included in the Appendix. However, you are advised to consult Council's Environmental Health Officer if you are uncertain about a particular requirement or a products suitability.

## APPLIANCES AND SERVICES

This brief description, together with your application form, plans and specification sheets will provide Council's Environmental Health Officer with 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 of purpose and extra thought at this stage has saved time and capital expenditure.

## **INSPECTION**

Assuming that prior consultation with Council's 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 premises are kept to an excellent standard, sadly this is not always the case. Consequently, periodic inspection of the premises are made by Council's Environmental Health Officer and it is unlikely that prior notice will always be given.

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

# **FOOD HYGIENE REGULATIONS 1974**

## **FIRST SCHEDULE REG.5**

### **REQUIREMENTS FOR REGISTRATION OF PREMISES**

#### **1. GENERAL**

The premises should 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 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 should 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 under surface of the roof, and every support shall be of such construction and finish as to:
  - (i) Provide a smooth surface that is dustproof; and
  - (ii) Permit efficient and thorough cleaning; and
  - (iii) All trusses shall be completely enclosed.
- (b) 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 under surface 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.
- (c) 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 purpose 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 purposes of paragraphs (a) and (b) of this clause, they shall be provided with a mechanical ventilation system that obtains airflow 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 condensation from dripping on to food and on to 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; 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 under surface of the roof, and every wall is constructed with a smooth surfaced material.

## **9. TOILET ACCOMMODATION**

- (a) The premises shall be provided with sufficient toilet accommodation, in accordance with the Building Act 1991, 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 one basin.
  - (ii) Where more than 10 workers are engaged on the premises, there shall be at least one separate basin for every whole group of 10 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, and 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 Building Act 1991.

## **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.