

Residential Food Business

The *Food Act 2008* permits a food business to prepare of foods and food activities of a low risk nature in residential premises. Examples of low risk foods and food activities are cake decorating, food for farm and home stays, food for community or charitable purposes and any food permitted by the Executive Director of Public Health (namely: jams; cakes, biscuits and flour products which do not contain potentially hazardous foods such as cream; chutneys, relishes and sauces that are heat treated by boiling or cooking; herb vinegars with a pH of less than 4.5; repackaging of bulk packaged low risk confectionary products; pickled onions).

Potentially hazardous foods (meat, cream, dairy products, poultry etc) are not permitted to be processed from a residential premises to the high risk nature.

The Act requires all food businesses to comply with the Act and subsidiary legislation (i.e. the Food Regulations and the Food Safety Standards). Below are some guidelines to the minimum standards that are required for food preparation in residential premises. A copy of the Food Safety Standards can be obtained from Environmental Health Services on request.

REQUIREMENTS FOR PREMISES

These are the minimum standards that must be met before approval can be given:

- Proprietors are required to have planning approval to undertake a home occupation. Phone Planning Services on 9432 9999 or email planning@fremantle.wa.gov.au for further information.
- The premises must be kept in good order and repair and shall be maintained in a clean and hygienic condition at all times. All equipment, appliances, utensils, fittings and fixtures are to be in good condition and easily cleanable.
- Food-grade detergents and sanitisers should be used on all food contact surfaces and equipment to ensure that cross contamination does not occur.
- An adequate supply of hot and cold water is to be provided.
- Adequate sinks are required. One is to be used for dish or hand washing and the other for food preparation if you will be washing any foods e.g. fruit and vegetables.
- Easy access to a hand wash basin shall be maintained during the food handling activity. Paper towels and soap to be provided at the hand wash basin at all times.
- Adequate refrigeration (below 5°C) and freezing (below -15°C) is to be provided for foods and maintained in good order and repair. Accurate thermometers must be used in all refrigeration units and temperatures monitored regularly.
- Food shall stored separately from any personal food items.
- Adequate dry storage facilities to be provided and maintained in a clean condition.
- The premises must be fully sealed to exclude vermin and insects and pest control undertaken regularly. No animals are allowed to enter the food preparation area at any time.
- Food preparation must only to take place when children under 5 years and other persons not employed in the food business are not in the food preparation area.
- Adequate and hygienic rubbish disposal facilities shall be provided and maintained at all times.
- Transport of food shall only be undertaken in vehicles that fully comply with the Food Safety Standards and are approved by the City of Fremantle.
- All packaging and wrapping materials used shall be protected from contamination, shall be new and comply with the requirements of the Food Safety Standards.
- Permission must be given for an Environmental Health Officer to inspect the premises used for food preparation at any reasonable time.

REQUIREMENTS FOR FOOD HANDLERS

Food handlers must have adequate food hygiene knowledge. This includes:

- Washing hands regularly - before, during and after food handling, going to the toilet, leaving and entering the premises, smoking etc.
- Cloths and tea towels must not be used for drying hands. Hands must be adequately washed with liquid soap and dried with single-use paper towels.
- Using tongs or other utensils (not your bare hands) when handling food.
- Wearing a hat or appropriate hair covering at all times and ensuring that long hair is tied back.
- Wear appropriate protective clean clothing e.g. apron.
- Do not touch your nose, mouth, hair, etc prior to handling food without washing hands afterwards.
- Ensure cross contamination does not occur between raw and cooked or ready-to-eat foods. Use separate utensils when handling raw and cooked food.
- Store potentially hazardous or perishable food below 5°C (e.g. sandwiches) or above 60°C (e.g. pies).
- Defrost food only in the refrigerator or microwave. Food shall not be defrosted on the kitchen bench.
- Persons who are sick are not to enter the food preparation area at any time.
- No smoking is allowed by any person in the food handling area.
- All food is to be protected in sealed packages or containers while in transit from the place of preparation to the premises.
- All cloths, tea towels, etc., should be maintained in a clean condition and used solely for the purpose for which they were intended.
- Responsible adults should supervise juvenile food handlers.
- Keep the number of food handlers to a minimum while food is being prepared or cooked.

FOOB LABELLING

- Labelling of food products is required to comply with the Food Standards Code. Refer Food Labelling Guidelines
- It's a good idea to keep records of ingredients' batches used to enable traceability, for example if an ingredient is recalled by another producer.

APPLICATION

If you believe you have a low risk food or food activity, which may be considered suitable for home preparation then complete the application form available on the City of Fremantle website or from Environmental Health Services.

The Department of Health may be consulted should the City have any concerns on the risk of the food preparation activity.

If you have any queries please contact Environmental Health Services on (08) 9432 9999 or email health@fremantle.wa.gov.au



Application to register a residential food business

PROPRIETOR DETAILS

Registered Business Name

ABN..... ACN(if applicable).....

Postal Address..... Post Code.....

Contact Person

Phone.....After Hours..... Fax.....

E-Mail.....

HOME OCCUPATION DETAILS

Details any proposed alterations to the residence

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How often will clients or customers be visiting the site

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Number of staff

NATURE OF BUSINESS

1. Which category best describes your proposed home business?

- Food Manufacturer Food Transport
- Food Packaging Caterer
- Distributor Charitable or community organisation
- Family Day Care Storage
- Other

DETAILS OF FOOD HANDLING ACTIVITIES

1. Which category of food product being produced?

- Home stay accommodation
- Food produced for community or charitable purposes
- Cakes, biscuits, flour products that do not contain potentially hazardous food such as cream
- Cake decorating
- Jams
- Pickled Onions
- Chutneys, relishes and sauces with a pH less than 4.5
- Repacking of low risk confectionary products
- Others

Please note, if your proposed business

- will utilise areas additional to the kitchen area; and/or
- will employ people that are not members of the occupier’s household; and/or
- will require deliveries or clients/customers visiting the residence; and/or
- requires any form of external change to the appearance of the residence.

It may be necessary for you to obtain a separate approval to operate a home occupation or business from the City's Planning Services. The City of Fremantle's Planning Services may be contacted for further information on these requirements on 9432 9999, during office hours.

CHECKLIST

- Have you attached a plan of the residence, clearly indicating all areas that will be utilised for the food preparations, production, storage, processing and other uses associated with the business (eg: office areas)?
- Have you attached a copy of the label for the product, compliant with the Australia New Zealand Food Standards Code?
- Have you attached a full ingredient list of all products you wish to manufacture?
- Have you attached a copy of Food Safety Training?
- Have you attached a copy of the Business Registration issued by the Australian Securities & Investment Commission (ASIC)?

I have been granted Planning approval and obtained a Building permit for this development, please supply the DA/Permit number.

Reference DA.....

Building Permit:.....

Or

I have confirmation from the City's Planning Department & Building Department that the existing use/development does not require Planning approval or a Building permit.

I declare that the information obtained in this application is true and correct.

Signature **Date**.....

SUBMISSION INFORMATION

Submission can be made by the following options

BY MAIL:

Environmental Health Services
City of Fremantle
PO Box 807, FREMANTLE WA 6959

IN PERSON:

City of Fremantle Cashier
Fremantle Oval
70 Parry St, FREMANTLE WA 6160

BY FAX:

(08) 9432 9842

Enquiries: Environmental Health Services – 9432 9999 or health@fremantle.wa.gov.au

NOTE: The City of Fremantle will approve those activities and food products that it considers are low risk only.