

## Food Preparation in Residential Premises

There are a number of food businesses that can operate from residential premises such as bed and breakfast establishments, farm-stay accommodation, food prepared for fundraising events and low risk food prepared for market stalls and fetes.

There are a number of points that need to be taken into consideration by Shire when assessing a food business that want to operate from home, including:

- Whether the local town planning scheme will allow the proposed activity within a residential area;
- Whether the structure of the premises is appropriate for the proposed activities.;
- The relative risk of the food preparation activities proposed; and
- Whether the activity is for commercial gain or fundraising/charitable purposes.

The Shire will only permit foods of low risk to be prepared on residential premises. Foods which may be suitable for preparation from a residential premises include the following;

- Jams and marmalades;
- Flour-based products such as biscuits, shortbread, scones, buns, muffins and cakes which do not contain potentially hazardous foods such as cream;
- Nougats, fudges, meringues, Turkish delights;
- Spices and spice mixes including dry curry powders if ingredients are purchased from an approved food business;
- Pickled onions;
- Herb vinegars with a pH of less than 4.5;
- Chutneys, relishes and sauces that are heat treated by boiling or cooking; and
- Food activities such as cake decorating, repacking of bulk packaged low risk confectionery products.

## Guidelines

The following guidelines have been produced to ensure that minimum standards necessary for the protection of public health are maintained.

The minimum conditions applicable in residential premises for the preparation of food for sale are;

- Proprietors shall have planning approval to undertake a home occupation;
- Written approval of an application to council (to include a detailed floor plan of premises showing areas to be used for proposed food preparation, handling and storage);
- Food preparation handling and storage shall only be carried out in the areas as shown on the approved plan;
- Premises shall be kept in good order and repair and shall be maintained in a clean and hygienic

condition at all times;

- An adequate supply of potable hot and cold water shall be provided;
- Adequate sinks (preferably double bowled) shall be provided;
- Easy access to a wash hand basin shall be maintained during the food handling activity. Paper towels and soap to be provided at the hand wash basin;
- Adequate refrigeration to be provided and maintained in good order and repair;
- Adequate dry storage shall be provided;
- Fixtures, fittings and appliances shall be clean and hygienic;
- The premises must be fully sealed to control, and be free of vermin (e.g. rodents, cockroaches)
- No domestic animal to have access into the house;

- Preparation only to take place when children under 5 years and other persons not employed in the food business are excluded from the food preparation area;
- Adequate and hygienic rubbish disposal facilities shall be provided and maintained at all times;
- All food handling shall be in accordance with the *Food Regulations 2009; Australia New Zealand Food Standards Code* and
- Adequate food storage facilities for prepared products shall be provided to prevent contamination and spoilage of food.

#### **Foods must be labelled to comply with the Australian and New Zealand Food Standards Code**

- Names of the food and lot identification;
- Name and street address of the manufacturer, packer or vendor;
- Country or origin;
- Date of marking expressed as: Use-by or Best Before;
- Ingredients List (the label must state the percentage (%) of the key or characterising ingredients or components in the food product);
- Mandatory warning and advisory statement and declarations (letter size must be of not less than 3mm, except on small packages where the letter size is of not less than 1.5mm)\*;
- Nutrition information panel;
- Nutrition claim;
- Health claim; and
- Directions for use and storage (e.g. keep refrigerated).

\*If food for sale contains ingredients on the following list, the information must be displayed on the packaging:

- Gluten (a substance found in wheat, rye, barley, oats and spelt);
- Lupin;
- Fish and fish products;
- Egg and egg products;
- Crustacean (shellfish) products;
- Milk and milk products;
- Soya beans and products;
- Peanuts and products;
- Other nuts and products;
- Sulphites (a preservative – this applies to added sulphites in concentration of 10mg/kg or more);
- Royal jelly (a secretion from the salivary glands of honey bees);
- Bee pollen (pollen collected from the legs of bees); and
- Propolis (a substance collected by bees).

A more detailed labelling fact sheet is on our website.

#### **Protect yourself**

It is recommended you obtain public liability insurance to cover legal fees and damage claims that may be associated if something goes wrong with your product.

#### **How to apply**

Please Contact Health Services on (08) 9071 0676 to obtain a registration and a fit out form to be lodged with your proposal, a notification fee might apply. Please note planning approval may be required prior to obtaining a health approval. Fees may apply.

Once a desktop assessment and a site visit have been completed and all relevant approvals have been obtained, the registration of your food business with the Shire of Esperance will be issued. The Shire assessment will determine if the applicant can demonstrate the food prepared for sale is safe, suitable, complies with the requirement of the Food Act 2008 and whether the structure of the premises is appropriate for the proposed activities. Local Government uses the Health Department assessment model to assess a food business that manufactures food. See more information at the below link to assist you in preparing your application:

[http://ww2.health.wa.gov.au/Articles/A\\_E/Assessment-of-businesses-that-manufacture-food](http://ww2.health.wa.gov.au/Articles/A_E/Assessment-of-businesses-that-manufacture-food)

Each financial year, you will be invoiced a food surveillance invoice. The annual food surveillance fee will vary depending on the level of risk classification that your food business will be allocated. As outlined by the Department of Health only food businesses engaged in 'low risk' activities should be approved to operate from residential premises.

Please note, that skills and knowledge of safe food handling principles must be demonstrated. We require as a minimum that each applicant complete our free food safety training which is available on our website:

<http://www.imalert.com.au/foodsafety/training/welcome.php?sub=esperance>

Once your business is approved and operating our Health Officers might conduct unannounced inspections of your premises where the food preparation takes place.

More information can be found at

[http://ww2.health.wa.gov.au/Articles/F\\_I/Food-prepared-in-residential-premises](http://ww2.health.wa.gov.au/Articles/F_I/Food-prepared-in-residential-premises)

Should you need any further advice or information, please contact Environmental Health Services.