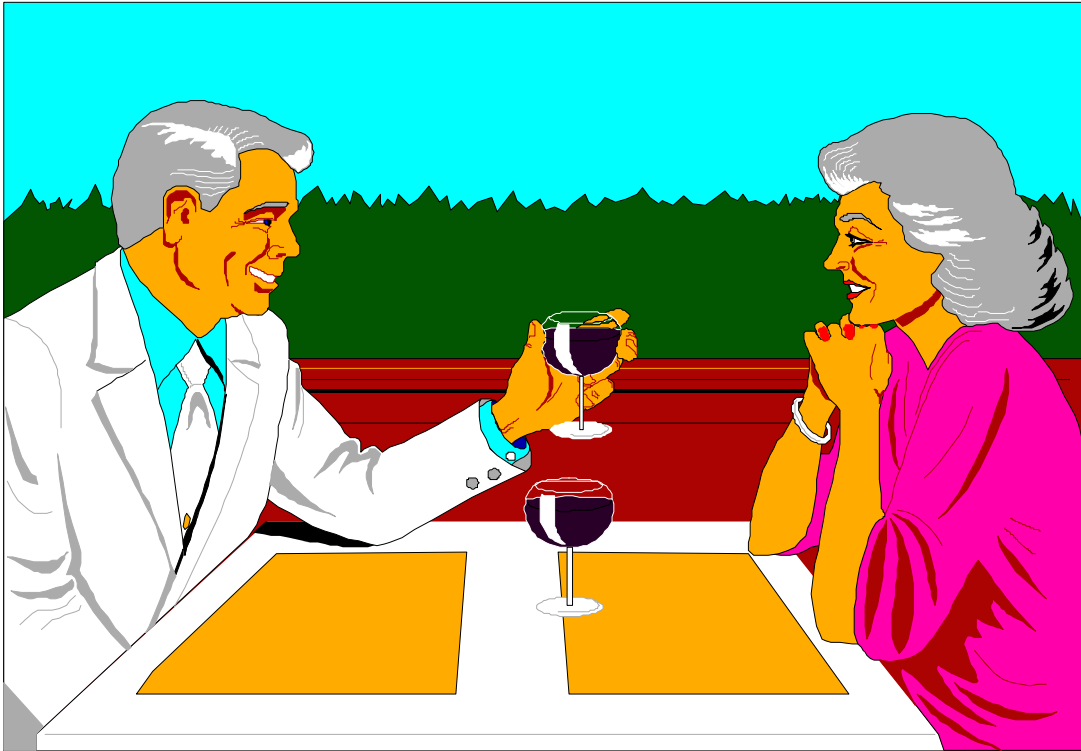


STARTING



A FOOD BUSINESS

This booklet is a guide to assist you with the application procedures and legislative requirements to establish and operate a food business in the Waimate District.



INTRODUCTION

Starting a new food business, or taking over an existing business can be a daunting task and this booklet is designed to assist you through the application procedures and legislative requirements that apply to a food business.

There are **NO** financial shortcuts to operating a food business.

Commitment to ensuring a high standard starting with the design of premises, suitability of materials being used on internal surfaces, selection of equipment and staff, and choice of food suppliers, will result in better efficiency and may also prove to be cost effective in the long run.

It is recommended that the following departments at the Waimate District Council be consulted prior to proceeding with any business commitments –

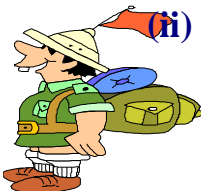
1. WAIMATE DISTRICT COUNCIL



(i)

Resource Planner

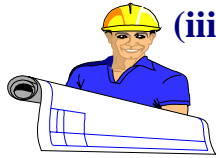
For advice on the District Plan requirements and applications for resource consent:



(ii)

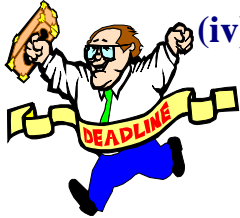
Environmental Health Officer

For assistance with the legislative requirements relating to food and food business:



(iii) Building Control Officer

For information on applications relating to building consents, plumbing, fire safety and building construction matters

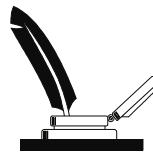


(iv) Secretary, District Licensing Agency

For advice if your business involves the sale, supply or consumption of alcohol:

2. CROWN PUBLIC HEALTH, TIMARU

Crown Public Health will be able to assist in relation to food labelling and the Food Act.



LEGAL REQUIREMENTS

Food Legislation

Changes are occurring in regards to the food industry, however, all premises used for the manufacture, preparation, packing or storage of any food for sale shall be registered under the Health (Registration of Premises) Regulations 1966, and comply with the requirements of the Food Hygiene Regulations 1974.

The requirements of the Food Hygiene Regulations 1974 relate to the following –

- 1. Conduct and Maintenance of the premises**
- 2. Conduct of Workers**
- 3. Type of Premises (bakehouse, eating house, butcher, fish shop, etc)**
- 4. Construction of Premises**

It is recommended that you consult continually with the local Environmental Health Officer/ Building Official during the

alteration / construction of the premises to ensure that you are meeting the requirements of legislation.

Exemption from the registration of the premises can be given provided that there is a Food Safety Programme (FSP) applicable to the premises, and it has been accepted by the Ministry of Health.

Should food be prepared and then distributed for sale from other premises, you may require a visit from a Designated Officer before the premises can be registered.

Before the premises are opened for business a final inspection must be carried out by the Environmental Health Officer.

If the premises meet the requirements of the legislation a Certificate of Registration will be issued. Registration covers the period 1 July until 30 June the following year.

Consideration should be given to undertaking training relating to food hygiene and the employment of staff who have been certificated in food hygiene.

REGISTRATION MUST BE RENEWED ANNUALLY

Premises will be inspected annually or more often if required.

Catering From Home

Operating a food business from domestic premises is burdened with problems.

Initially there is the conflict between the use of the facilities as a domestic kitchen and the commercial usage.

The Council cannot register your domestic premises unless separate facilities are provided.

Consideration may be given to the provision of other facilities, ie toilets.

Discuss any proposals to use domestic premises with the Council before any alterations are made.

MISTAKES LEAD TO CONFLICT!!!

Sale of Liquor



If it is intended that alcohol is to be served either for consumption on or off the premises, you will need to apply for the appropriate licence under the Sale of Liquor Act 1989 / Sale of Liquor Regulations 1990.

There is usually a time delay between applications being received and the issue of the licence and it is suggested that you should contact

**The Secretary,
District Licensing Agency,
Waimate District Council,
Telephone (03) 689 8079.**

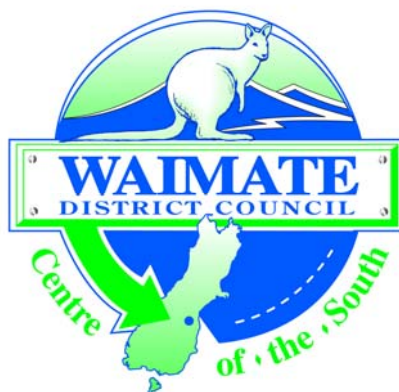
Smoke Free Environments Act

This Act requires that at least half the seating in a restaurant is designated as Smoke Free

The Health Promoter, Crown Public Health, Timaru should be contacted to discuss these requirements in your premises.

Should you require any further information please contact

**Environmental Health Officer
Waimate District Council
Phone (03) 689 8079
Fax (03) 689 8075**



Pamphlet FS009