

Guidelines for Opening a Food Premises Under The Food Hygiene Regulations 1974



**HOROWHENUA
DISTRICT
COUNCIL**

OPENING A FOOD PREMISES

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Introduction

When starting out in a food business it is important you are aware of the standards you will have to meet and the consents you will have to obtain.

This booklet is designed to help you set up a new food operation by providing information on the relevant standards and how to obtain registration.

Extra thought at the planning stages of your business can save both time and unnecessary capital expenditure. Our Environmental Health Officer can help you with information and advice when you are planning your food business or if you face any problems.

This booklet contains information on:

- Opening a food premises
- Starting a food wholesale or food manufacturing business
- Training
- Legislative requirements



Opening a Food Premises in the Horowhenua District

Health Registration:

To prepare food for sale you must comply with the requirements of the Food Hygiene Regulations 1974.

It is an offence to operate a food premises without a current certificate.

YOU HAVE TWO OPTIONS:

1. Registering a Food Safety Programme, or
2. Registering under the Food Hygiene Regulations 1974.

How Do I Choose?

Option 1

Food Safety Programmes are suitable for larger operations as they require significant resources to manage.

The following free booklets are available from the Public Health Unit, MidCentral Health to assist you develop a FSP:

- What does a Food Safety Programme Look Like?
- Introduction to HACCP

Once a Food Safety Programme (FSP) is registered your premises is automatically exempt from the Food Hygiene Regulations 1974.

Option 2

For smaller operations, registering under the Food Hygiene Regulations 1974 is the more straight forward option.

This booklet contains guidance on how to apply for a Certificate of Registration under the Food Hygiene Regulations 1974.

Food premises must meet the standards set out in Schedule One of the Food Hygiene Regulations 1974 (you'll find a copy on pages 8-14).

You must apply for either:

- a) Registration of a new food premises prior to opening, or
- b) Transfer of a licence into your name after purchasing an existing food premises.

Premises issued with a Certificate of Registration will be subject to an annual licence fee (page 8) and routine inspections by the Council.

For details on applying for registration see page 6.



Starting a New Business

Speak to our Environmental Health Officer prior to setting up your premises. They can advise you on the design of your premises to ensure it meets the requirements of the Food Hygiene Regulations 1974.

Who Else Should I Speak to?

At the same time as obtaining your Food Registration from the Environmental Health Officer you may also need to contact the following departments. See contacts on Page 15.

PLANNING:

- Do you need planning approval under the Resource Management Act? You may need a Resource Consent.

Talk to a Council Planner about the location and type of business you propose, to ensure that you can set up a food premises in your chosen area, as some areas are zoned to exclude commercial activity. Find out if there are any parking or other planning requirements for your area. Lighting, noise, and air extraction systems may affect neighbouring premises. It is essential you find out the requirements for these so you do not cause a nuisance to your neighbours.

BUILDING:

- Do you need a Building Consent?

If you are building a new premises or altering an existing building you will require a Building Consent. You will need to state clearly the type of operation you intend and include plans and information detailing:

- Designation of rooms and any specific areas;
- Layout of appliances and fittings, including the position of work benches, tables, shelves, sinks, wash hand basins, cooking equipment, refrigerators and freezers, lockers and dishwashers;
- Type and location of artificial lighting and ventilation;
- Location of yards, refuse disposal areas, changing rooms and customer service areas;
- An outline of construction material and surface finishes that you propose.

If you are uncertain about a particular requirement or a product's suitability, contact our Environmental Health Officer.



Other Considerations

Liquor Licensing:

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 the appropriate licence under the Sale of Liquor Act 1989.

It is important to realise that approval of applications and the issuing of licences will take time. It is recommended that application for a liquor licence is made in advance before undertaking construction work on the premises. (See contacts page 15)

Operating as a Wholesale Outlet or Food Manufacturer:

Contact a Health Protection Officer at the Public Health Unit, MidCentral Health they will advise you about labelling, ingredients and preservative requirements.

Smokefree Environment:

You have obligations under the Smokefree Environments Act 1990. For instance all restaurants must have at least half the seating for patrons designated as smokefree. Contact a Public Protection Officer at the Public Health Unit, MidCentral Health for advice.

Registering Your Food Premises

Before opening your food premises to the public you must have a Certificate of Registration issued.

Your Application:

The Application for Registration should be received by the Environmental Health Officer at least 14 days before you intend to commence operating. It should consist of the following information:

- A completed application form, signed and dated, together with a cheque for the registration fee.
- A copy of a relevant food hygiene certificate. (See “Training” page 7.)
- A list of appliances and services.
- An outline plan showing the premises, locations of rooms, appliances and fittings. A specification of materials and fittings. If you have applied for a building consent, you will have already supplied us with this information.

How Much Does This Cost?

Registration Fees:

The food premises licensing period runs from the 1st of July to the 30th June the following year. The fee is dependent on the type of food prepared or sold and the size of your premises, and will be advised at the time of your enquiry.



What Skills are Required to Run a Food Premises?

Training:

The Horowhenua District Council Bylaw states that a person may hold a Certificate of Registration for a food premise provided; either:

- a) That person holds a certificate in food hygiene approved by the Council; or
- b) There is a manager, or senior staff member with specific responsibility for staff training who has been issued with a certificate in food hygiene approved by Council.

Training that would meet this requirement includes:

- NZQA Certificate in Food Hygiene
- Open Polytechnic Basic Food Hygiene Certificate

Current Training Providers:

* **Open Polytechnic**
Private Bag 31-914, Lower Hutt
Tel: 0800 650 200
Food Hygiene Correspondence Course

* **Innovative Educators**
7-11 Prouse Street, Levin
Venues also in Paraparaumu
Tel: 06 3679756
NZQA Food Safety Methods

* **Hospitality Training Professionals**
11 Andresen Street, Foxton Beach
Tel: 06 363 8299
NZQA Food Safety Courses

Registration and Beyond

Prior to opening your premise a final inspection must be carried out by the Environmental Health Officer. If the premises meet the minimum standards specified by the Food Hygiene Regulations 1974 the Certificate of Registration will be issued.

The certificate must be displayed in a prominent place for customers to see.

Periodic inspections will be carried out to ensure continued compliance is maintained.

Your registration must be renewed every year.



Food Hygiene Regulations 1974:

Schedule One

A copy of the full regulations is available in some book stores or on the internet at <http://www.legislation.govt.nz>

Legal Requirement	Guide to Compliance
<p>1. General -</p> <p><i>The premises shall be well constructed. They shall be in good repair. As far as may be practicable they shall offer no entrance or harbourage of rodents.</i></p>	<p>Food premises must be maintained to a standard that will allow effective cleaning.</p> <p>Premises must be designed to prevent pest access and harbourage. In addition to proofing possible entry points, it is good practice to have secondary defences against pests which may include pest baits (which should be laid by competent contractors) and electronic fly killers. Electronic fly killers should not be located over work surfaces.</p>
<p>2. Floors -</p> <p>a) <i>Unless otherwise prescribed in these regulations the floors -</i></p> <p>i) <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</i></p> <p>ii) <i>Shall be constructed of wood with the boards laid on a firm foundation and tightly cramped together and with all angles between the floor and walls rounded; or</i></p> <p>iii) <i>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.</i></p>	<p>Assuming that they are properly installed, floor surfaces that would comply with this requirement include: Flooring tiles (quarry, ceramic or vinyl), vinyl safety flooring, Terazzo, cast in situ resin flooring.</p> <p>Floors must be designed to prevent pooling of water in normal use. The desirable floor grades should not be less than: 1:50 (wet areas) 1:100 (dry areas).</p> <p>Where there may be significant spillage onto floors or wet cleaning (hoses) is used, floor drains may be provided. In this case the floor levels must fall towards the drains. It is desirable that there should be a drainage outlet for each 40m² of floor space.</p> <p>Where channels are installed they should be well graded and of a minimum width of 150mm to facilitate ease of cleaning.</p> <p>The size of the coving is not specified other than its extends 75mm up the wall but where practicable the bigger the radius of the coving the easier for cleaning. It is preferable that the coving has a 'feather edge' to the floor, and it should be stuck to the floor and the wall.</p>



- b) *The materials of which the floors are constructed shall in any event be suited to the work of process carried out on the premises.*

3. Walls -

- a) *The internal surface of the walls shall be constructed of dust-proof materials, and shall be smooth ... and non-absorbent, and shall be able to be readily cleaned with out damage to the surface.*

Smooth, washable walls are easily cleaned and are therefore more likely to be kept clean. A light coloured painted or finished surface aids in light distribution and in detection of unclean surfaces.

Wall surfaces immediately behind food preparation surfaces or equipment must be able to be disinfected periodically to reduce the risk of food contamination.

- b) *If the walls are liable to be wetted or fouled, they shall be constructed of impervious material to a height of not less than 2 metres from the floor level.*

If properly installed, wall surfaces that would comply with this requirement include:

Washable painted plaster; epoxy resin and similar coatings; ceramic tiles; stainless steel sheeting; PVC, GRP etc.

- c) *The internal surface of walls shall be [painted, or shall have] such other surface as an Inspector may approve.*

Liaison with HDC Environmental Health Officer is essential, for the finished surfaces for the wall will need to be approved.

4. Ceilings -

- a) *Every ceiling or, where no ceiling is provided, the undersurface of the roof, and every support shall be of such construction and finish as to-*
i) *Provide a smooth ... surface that is dust-proof; and*
ii) *Permit efficient and thorough cleaning.*

Ceilings or overhead surfaces that would comply with this requirement, (assuming that they are properly fixed, applied or installed) include:

- Smooth washable painted plaster
- Direct fixed ceiling systems
- Suspended ceiling

Any surface must be capable of being cleaned:

- b) *All trusses shall be completely enclosed.*
- c) *In every room in which food is manufactured, prepared, packed, or in which utensils or hands are washed, the ceiling or, where no ceiling is provided, the undersurface of the roof, shall have a smooth [surface that is non-absorbent and light in colour, and that can be readily cleaned with damage to the surface].*
- d) *[No ceiling shall be less than 2.4 metres above the floor, measured at the lowest point of the ceiling.]*

- The inner surface of a roof structure will provide an acceptable surface provided that it is in sound state of repair and cleanable.

Ceiling material and design play an important part in reducing condensation in conjunction with the ventilation system.



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 purposes 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.*

Lighting must be good enough to allow safe food handling and effective cleaning.

Lights should fit flush with the ceiling but if this is not practicable they should be placed for easy cleaning. Glass lights should be protected with shatterproof diffusers or shrouds in areas where open food is handled.

Recommended illumination levels range from 150 lux in store rooms up to 500 lux in food preparation areas.

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 in the premises from becoming excessively heated; and*
 - ii) *To prevent condensation and the formation of excess moisture on the floors, walls, and ceiling; and*
 - iii) *For the removal of the 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 air flow 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 process) in a manner that does not create a nuisance.*

Natural or mechanical ventilation must be provided to ensure that heat and, or humidity do not build up to levels that could compromise the safety of food.

As a target, ambient temperature should be below 25°C.

Natural ventilation in rooms where food is cooked will only be suitable in small premises and where there is low heat input to the room.

Air mechanically drawn into 'clean' preparation rooms producing ready to eat food must not be drawn from dirty areas such as waste storage areas or rooms used for 'dirty' processes such as pot wash.

Duct exits and openings for fresh air should be carefully considered. Outlets should not provide nuisance conditions outside the premises and any inlet air for ventilation purposes in the premises should be from a fresh source.

Filters and other parts of the system must be accessible either directly or through access panels.



- e) *Where the premises are provided with a mechanical ventilation system, an Inspector may require such canopies, air ducts, fans, and other that it shall include 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 condensate 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.*

The premises shall allow for efficient working practices and enable access for effective cleaning.

As a general guide and when not otherwise specified by a regulation it is recommended that the space per person should not be less than 3m².

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.*

Under no circumstances should clothing not being worn by food workers be left in any part of the premises used for the manufacture, preparation, packing or retail sale of food as it may be a source of contamination.

Provision must be made to allow food workers to change and to store their street clothes and personal effects away from open foods.



- c) *Where more than four persons work in the premises, a separate changing room shall be provided; and where those persons included at least 1 person of each sex, separate changing rooms shall be provided for each sex ...*

[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 undersurface of the roof, and every wall, is constructed of or covered with a smooth surface material.]

9. Toilet Accommodation

- a) *The premises shall be provided with sufficient toilet accommodation, in accordance with the [building code set out in the First Schedule to the Building Regulations 1992], 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.*

Toilets must not open directly into a fitted room.

Organisms causing gastro-intestinal diseases may be present in body discharges and therefore correctly installed plumbing protects the food worker and indirectly the customer.

10. Wash-hand basins

- a) *The premises shall be provided with wash-hand basins for the use of 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 1 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.*

Wash hand basins must be located close to toilet facilities and at strategic places in the premises so that any worker has convenient access to them. As a guide it is suggested they be not more than approximately 6 metres from where the workers area engaged although this may not always be possible.

It is good practice to supply warm water for the hand washing at about 45°C ideally through a single tap which is preferably not operated by hand.

This clause does not apply for business selling or storing only pre-packaged food.



- 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 pre-packed or contained in sealed containers.*

11. Water Supply

The premises shall be provided with an adequate supply of clear, wholesome water.

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

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 -

The hot water must be of appropriate temperature, be of sufficient capacity and with adequate temperature recovery to cope with the maximum needs of the premises. If there is insufficient hot water, there is tendency to use less for the operation than desirable.

- 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.

Separate sinks should be provided for food preparation and equipment washing if the volume of preparation in the kitchen demands it.

It will be necessary to clean all equipment from time to time depending upon how it is used and the types of food that it is used for.

Equipment that comes into direct contact with 'high risk' foods will be cleaned and disinfected much more often.



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 code set out in the First Schedule to the Building Regulations 1992.

Drains must have sufficient fall to allow all solid and liquid waste to flow away.

All appliances connected to the drainage system must be fitted with an effective trap.

Inspection points must be available, but they must be adequately sealed.

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.*

Only clean water should be allowed to enter the storm water system. If other than clean water is likely to be washed off the yard then an approved connection to the sewer must be used. Please seek advice from the HDC Environmental Health Officer.

Yards should be paved with a durable, impervious material; grained and drained so that cleaning is easy (if no yard a separate room for refuse should be provided).



Who Does What?

Your Local Authority:

- **Environmental Health**

Will provide advice regarding food hygiene and compliance with Food Hygiene Regulations 1974. Contact our Environmental Health Officer on (06) 366 0999.

- **Building Control**

Will provide advice on construction requirements, building consents, access for disabled persons and project information memoranda. Contact our Building Control Office on (06) 366 0999.

- **Resource Consents (Planning)**

Will provide advice on the location of your proposed business. Information on zoning, parking requirements and advertising. Contact our Resource Consents Office on (06) 366 0999

- **Liquor Licensing**

Will provide advice on the liquor licensing requirements under the Sale of Liquor Act 1989. Contact our Liquor Licensing Inspector on (06) 366 0999

Public Health Service

The Food Safety and Quality Team will provide advice on the correct labelling of food, additives etc. General assistance in implementing Food Safety Programmes. Contact the Public Health Unit Office on (06) 350-9110.

Occupational Health and Safety (OSH)

The Health and Safety Officer will provide advice on health and safety in the work place and compliance with the Health and Safety and Employment Act 1992. Contact Department of Labour (06) 359 1919.



Am I Ready to Open?

CHECKLIST:

- Resource Consent approved (if required)
- Building Consent approved (if required)
- Liquor Licence Application approved
- Detailed plan and layout of business (including services provided) to Environmental Health
- Approved Food Handling Certificate obtained by a manager or senior member of staff
- Food Premises Registration Fee Paid
- Final Inspection by Environmental Health Officer completed
- Certificate of Registration issued and on display in a prominent place

Contact Details

If you require any further information please:
Telephone for advice or an appointment: **(06) 366 0999**

Visit us at:
Horowhenua District Council
126-148 Oxford Street
Levin

Write to:
Horowhenua District Council
Private Bag 4002
LEVIN
Delivering Quality Services to our Customers

