



Food businesses operating from residential premises on a profit-making basis are required to comply with the requirements of the *Food Act 2008* and Australia New Zealand Food Standards Code (the Code). The definition of a food business includes all activities that involve the handling of food intended for sale (eg food preparation, packaging, storage, processing, serving and supply), or the sale of food.

The Code contains the structural and hygiene requirements that food businesses must achieve. It provides some exemptions to these requirements for food premises that are used principally as a private dwelling (the Code is available for download at <http://www.foodstandards.gov.au/>)

Other than the preparation of food for guests using farm stay or home stay accommodation, the Department of Health WA has advised that only “low risk” foods may be approved for preparation in residential kitchens. Examples of foods that fall into this category include, but are not limited to, the following:

- Jams
- Cakes, biscuits and flour products that do not contain potentially hazardous foods such as cream or custard
- Chutneys, relishes and sauces that are heat treated by boiling or cooking
- Herb vinegars with a pH of less than 4.5
- Pickled onions
- Cake decorating
- Repackaging of bulk packaged, low risk confectionery and nut products

Other food may be considered for approval following a written application to the City's Environmental Health Services (EHS) with justification as to the food being considered as low risk.

A person wanting to operate a food business from their home kitchen is required to take the following steps:

1. Contact the City's Planning Services (T 08 9792 7000) to determine whether a home business application is required;
2. Complete an Application for EHS Approval (<http://www.bunbury.wa.gov.au/pdf/Planning%20and%20Building/Application%20for%20Environmental%20Health%20Services%20Approval.pdf>) inclusive of the application fee and all necessary information (see below), for approval to operate as a food business;
3. Approvals granted by the City's Planning and EHS will be subject to certain conditions that you must comply with. You will need to complete a food business Registration Form (<http://www.bunbury.wa.gov.au/pdf/environment/Food%20Act%20Notification%20Registration%20Form.pdf>) and pay the required once-off registration fee. Annual food business assessment fees will also apply. Please contact EHS on 9792 7100 for further information;
4. Contact EHS to arrange a final inspection of the premises prior to commencing operation.

The following information shall be provided with the application to enable City staff to assess the food safety risk:

- ◆ Evidence of accurate shelf life calculations – a laboratory certificate of analysis will be required if no reputable evidence is provided
- ◆ Complete list of ingredients and proposed sources of these ingredients
- ◆ Methods or recipes including cooking times and temperatures
- ◆ Labelling information for packaged foods (please refer to the Food Standards Code for labelling requirements <http://www.foodstandards.gov.au/>)
- ◆ Daily or weekly quantities of final products intended to be produced
- ◆ Written food recall plan, if applicable
- ◆ Details of compliance with Skills and Knowledge requirement of the Code (see link http://www.foodstandards.gov.au/srcfiles/Technical_Fact_Sheet_Skills_Knowledge_Feb_2008.pdf). A free online food safety training program, I'M ALERT, is available on the City's website at <http://www.bunbury.wa.gov.au/Pages/Food.aspx>
- ◆ One copy of a scaled (minimum 1:100), detailed floor plan showing food preparation, cooking and storage areas and all equipment including sinks, dishwashers, refrigeration and the like

MINIMUM REQUIREMENTS FOR HOME-BASED FOOD BUSINESSES:

- ◆ Premises, equipment, appliances, fittings and fixtures shall be in good condition and constructed of suitable materials that are easily cleanable
- ◆ An adequate supply of hot and cold water shall be provided
- ◆ Food-grade detergents and sanitisers shall be used on food contact surfaces and equipment to minimise the risk of cross-contamination
- ◆ Adequate sinks (preferably double bowl)
- ◆ Easy access to a hand wash basin supplied with paper towels and liquid soap
- ◆ Adequate refrigeration (below 5°C) and freezing (below -15°C) to be provided and maintained in good repair
- ◆ Premises to be fully sealed to exclude vermin and insects. No animals shall enter the food preparation area at any time
- ◆ Adequate rubbish storage
- ◆ Adequate dry food storage
- ◆ All packaging and wrapping materials used shall be new and stored so they are protected from contamination
- ◆ Children under 5 years and those persons not employed in the food business shall be excluded from the preparation area during food preparation.

PLEASE CONTACT ENVIRONMENTAL HEALTH SERVICES ON 9792 7100 OR EMAIL Records@bunbury.wa.gov.au FOR FURTHER INFORMATION