



# Home-based Food Businesses

## Operating a food business from home

A home-based food business is a food business that is operated within your own home. Whilst there are no legal requirements that govern how you must store, handle and/or prepare food for your family and friends, the legal requirements change dramatically whenever the food is produced and alternatively sold for human consumption.

When a food sale takes place, the manufacturing and/or storage process is deemed a commercial food production process and as such must comply with the relevant *Australian Food Standards Code* and the *Victorian Food Act 1984*.

*The Australian Food Standards Code will specify the analytical, labelling and operational standards while the Food Act requirements will include the license and food safety compliance standards.*

The Food Act classifies Food Business into four (4) classes.

**Class 1** premises include Hospitals, Aged Care and Child Care facilities. Due to the food safety risk associated with these premises, a home based business would not be approved.

**Class 2** premises are business that are likely to handle high risk food, such as those containing fish, meat, poultry, rice, small goods and/or dairy products. Depending on the method of food production and the potential food safety risk associated with home based business, a food preparation and storage area that is separate from the domestic kitchen would be required. A separate wash hand basin must be installed within the food production area.

**Class 3** premises are business that only manufacture low risk foods. These include cakes (without cream), biscuits, condiments, confectionary and sauces that do not contain dairy/eggs etc. For these premises, the only works required would normally be the installation of a separate wash hand basin.

**Class 4** premises are business that store pre-packaged low risk foods. Proprietors of these premises are required to notify council of their food sales activities. The legislative requirements for these premises include *general hygiene provisions, vermin control and food labelling*.

## What permits are required to operate a home-based food business?

The first point of contact would be Council's Environmental Health team so that you can discuss what foods and/or what food production process you are considering. Once these have been discussed, lodge a development inquiry application with Council [www.glenelg.vic.gov.au/one\\_stop\\_shop](http://www.glenelg.vic.gov.au/one_stop_shop). Once this application is lodged, Council will then determine if additional Town Planning, Building or Engineering requirements are also required.

Contact must also be made with the local water authority (i.e. Wannon Water) in order to determine whether a food and oil interceptor (grease trap) is required for the business.

## The Application process

An Application to Register a Food Premises form must be completed, submitted to Council and approval by Council prior to any food production and/or food sales taking place.

The application must be accompanied with a detailed floor plan. The plan must clearly detail *the location of all food production and food storage areas plus specify the material used within these areas (fixtures and fittings)*.

A Class 2 Food Premises will also be required to specify their nominated Food Safety Supervisor and Food Safety Plan.

Once approved by Council, a Certificate of Food Premises Registration will be issued and you will be able to commence trading as a registered Food Premises.

Routine environmental health assessment will be undertaken throughout the year to ensure your business complies with the relevant standards.

## Temporary Premises Registration—Streatrader

Some home-based food businesses may be manufacturing, handling or storing food which is to be sold from another temporary location such as a market, fete or event.

In this instance, application must be made online to Streatrader at <http://streatrader.health.vic.gov.au> for the temporary site in addition to the Food Act registration as detailed above.

Once approved all you need to do is lodge a Statement of Trade (SOT) on the Streatrader website seven (7) days prior to a food sales event.



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## Structural requirements

The design and construction of the domestic kitchen must be appropriate for the activities of the business. In the event that high risk food is being handled, such as in a Class 2 food premises, an additional kitchen separate from the domestic kitchen will usually be required.

The following information has been taken from the Food Safety Standards 3.2.3 and the Australian Standards 4674-2004 design, construction and fit-out of food premises.

- All walls, floors, ceilings, benches and cupboards must be in a good condition and finished with a smooth, durable, impervious material capable of being readily cleansed.
- A separate hand wash basin with an adequate supply of hot and cold water through a single outlet must be provided for hand washing. The hand washing sink must be supplied with liquid soap and disposable paper towels.
- An additional sink is required in the kitchen area for equipment washing and sanitising. This sink should be large enough to wash and sanitise large utensils used in the kitchen.
- Adequate ventilation is to be provided over all cooking appliances and food heating equipment.
- Designated storage facilities must be provided for all cold, frozen and dry ingredients, utensils, equipment and cleaning chemicals associated with the food business. These facilities must be separate from all domestic cold, frozen and dry ingredients, utensils and equipment.
- The premises must have adequate space for food handlers to handle food and perform other activities that are a part of the food business.
- The premises must be adequately pest-proof to prevent the entry of rodents, birds, animals and insects. The premises must have adequate waste disposal measures in place. Bins must be suitable for the volume of garbage and recyclable matter accumulated by the food business and emptied or removed on a regular basis.

## Labelling Requirements

Any food that is enclosed within a package must be labelled in accordance with the ANZFA Food Standards Code.

The following information must appear on the food label and should be in English:

- The name of the food
- The name and address of the place that the food is prepared
- All ingredients in the food
- Date marking (best before/use by)
- Nutritional information panel
- Advice on handling instructions

For further information, see Council's *Labelling Guidelines*.

## Operational Requirements

- People not involved in food handling associated with the food business, (i.e. children and pets) must not have access to the food handling area during the hours of operation.
- You must ensure that business operations do not cause any offensive odours, excessive noise or other issues deemed to be a nuisance to neighbouring properties.
- Food-grade containers and suitable vehicles must be provided for the safe transportation of food, including hot and cold transportation.
- A first aid kit is required on the premises and must be supplied with coloured band aids and appropriate food handling gloves.
- In Class 2 premises, a food safety supervisor must be appointed and you must have a food safety plan. This includes implementing an appropriate record management system for temperature recording, food purchasing and food distribution.
- To ensure appropriate cooking and storage temperatures are adhered to a digital probe thermometer must be available on the premises.
- Implementation of an appropriate cleaning schedule. Food businesses must maintain their premises in a clean and sanitary condition at all times. This includes cleaning and sanitising all fittings, fixtures, equipment, utensils and vehicles used to transport food before and after each use.
- Implementation of an appropriate sanitising program. While cleaning involves the removal of visible material on a food production surface, Sanitising is a microbial reduction or kill step to limit microbial activity within food.

## Food Safety Program Requirements for Class 2 Premises

Class 2 Food Premises must implement and maintain a Food Safety Program that reflects the business activities. This includes completion of all applicable records such as an Approved Suppliers List, Cleaning Schedule, Goods Receiving Form, Cold and Hot Temperature Log, Equipment Calibration, and Process Temperature Log.

A Food Safety Supervisor (FSS) must be nominated for the business. This person must have the competencies, skills and knowledge to be the FSS. A copy of the FSS Competency Certificate must be submitted to Council.

For further information on Food Safety Programs and Food Safety Supervisors, see Council's *Food Safety Program* and *Food Safety Training* guidelines.