



WAIROA DISTRICT COUNCIL

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BASIC REQUIREMENTS FOR REGISTERING COMMERCIAL FOOD PREMISES

Food premises which are cafes, restaurants or caterers have the option to either register with their Territorial Local Authority to sell food under the Food Hygiene Regulations 1974 or they can register a "Food Control Plan" under the Food Act 1981. At present all other categories of food premises are obliged to register under the "Food Hygiene Regulations".

In all cases the premises used for the preparation, manufacture, display or storage of food must be suited for their purpose and capable of being used without compromising food hygiene.

GUIDELINES FOR STRUCTURAL SUITABILITY AND PRACTICAL FITTINGS

Floors	Smooth and easily cleaned – preferably coved at wall/floor junctions.
Walls	Smooth and easily cleanable.
Ceilings	Dust proof and easily cleanable.
Area	Large enough working area for purpose.
Surfaces	Working surfaces – impervious, easily cleanable and in good condition.
Hand Washing	Washand basin with piped water, soap, nailbrush and clean (disposable) towels.
Cooking Appliances	Suitable for purpose and served with extraction system where necessary.
Washup Facilities	Sinks with hot and cold running water. Commercial premises to have suitable dishwasher.
Food Storage	Adequate chilled or freezer storage for perishables and dry storage for other foods not readily perishable.
Food Display/Preparation	All food displayed for sale requiring chilled facilities must be kept below 4 ⁰ c. Hot food must be displayed so that the internal temperature of the food is above 60 ⁰ c.
Toilets & Drainage	Staff and customers eating on any premises must have adequate toilet and hand washing facilities. Effluent from toilets and food preparation areas must be treated so as to comply with the NZ Building Code and associated NZ Standards.
Water Supply	All water used in a commercial food enterprise must be treated so as to eliminate harmful micro organisms.
Changing Areas	Required for staff away from the food preparation/display area.

STAFF TRAINING AND OPERATIONAL PRACTICE

Staff training is essential if food is to be prepared in a safe environment. A record of staff training should be kept by the Manager/Supervisor and should include a variety of key areas including:

- * personal hygiene
- * health and sickness
- * cleaning and sanitising
- * food allergies
- * reheating food
- * defrosting foods
- * safe food display & storage
- * preparation practices.
- * waste management
- * pest and animal control
- * complaints and recalls
- * effective cooking to destroy micro-organisms
- * temperature checking
- * food born illnesses
- * cooling cooked foods

Supervisors should ensure that “best practice” is at all times being implemented and that adequate records are kept to demonstrate that this is taking place.

REGISTRATION OF PREMISES

Please contact the Environmental Health Officer at the District Council – phone (06) 838 7309 – fax (06) 838 8874 to request registration of the food outlet. If the premises are already existing, it may be best to arrange for a “site visit” to enable the Environmental Health Officer to assess the suitability of the premises for the proposed purpose.