



Council Information

Operating a Domestic Food Business

The *Food Act 1984* requires that all businesses that manufacture, sell, handle, prepare, package, store, serve, supply, or repackage food must be registered with their local council.

To register your business, please follow these steps:

Contact Council's Town Planning Unit and Building Unit to ensure that the proposed business complies with the *Planning and Environment Act* and Whitehorse Planning Scheme as well as the *Building Act*.

Council recommends that you submit plans to the Environmental Health Unit before applying for registration. This will assist in approving your registration efficiently by ensuring that the premises comply with relevant standards and minimise the risk of having to undertake costly remedial work. The service also incorporates the costs associated with onsite progress and final inspections.

To submit your plans, please contact the Environmental Health Unit on 9262 6197 to request an Application for Pre-registration Approval form.

Once the fit out of the premises is completed a final inspection is conducted to assess compliance with the requirements of the Food Act and Food Standards Code. When the Environmental Health Officer is satisfied that the premises complies, an Application to register a Food Premises form will be given to you which you will need to complete and return to Council.

Premises Design and Construction

A well designed and constructed food premises helps to ensure that food is prepared, handled and stored in conditions that will not affect the integrity of the food and will facilitate the ease of cleaning and maintenance of the premises. The suitability of a domestic kitchen is dependent

upon, but not limited to:

- size of the kitchen
- type of food activities conducted
- quantity of food being handled
- frequency of usage
- number of food handlers.

Refer to Council's *Guidelines for Registering a Commercial Food Premises* for the structural requirements of a food premises.

When planning to operate a domestic kitchen, you must consider:

Maintenance of the kitchen where all walls, floors, ceilings, benches and cupboards are in good condition and finished with a smooth, durable surface suitable for the food activities being conducted.

Designated storage facilities provided for all cold, frozen and dry ingredients, food packaging materials, utensils and equipment and cleaning chemicals associated with the business.

These facilities must be separate from all domestic storage facilities, equipment and utensils.

Additional sinks that may be required including a hand wash basin, food preparation sink and a double bowl sink for washing and sanitising.

Where a dishwasher is provided, only one sink is required for washing and sanitising equipment.

The hand wash basin should be fitted with hot and cold water through a single outlet.

Adequate ventilation of cooking equipment to

City of Whitehorse Council Information

remove steam.

Waste disposal facilities that are suitable for the volume of garbage accumulated by the business.

Packaged foods must be labelled in accordance with the Australia New Zealand Food Standards Code.

Food containers used to transport high risk foods must be able to maintain the food under temperature control.

Transport vehicle must be suitable to prevent possible

Trading at Festivals and Markets

If you are wanting to trade at festivals and markets, you must also register your food business on Streatrader.

Streatrader is a website that allows businesses that sell food from stalls and vans to make an application for registration under the Food Act and once registered, notify the council in which they intend to operate in.

Further Information

If you would like further information regarding food safety requirements and setting up a food premises, please contact Council's Environmental Health Unit on 9262 6333 or visit Council's website at www.whitehorse.vic.gov.au/Food-Safety.html or Department of Health's website at www.health.vic.gov.au/foodsafety