

Home-Based Food Business Proposal

**Council Chambers**

374 Main Road
Glenorchy TAS 7010

Postal Address

PO Box 103
Glenorchy TAS 7010

Customer Service

☎ (03) 6216 6800
✉ gccmail@gcc.tas.gov.au

ABN 19 753 252 493

www.gcc.tas.gov.au

Home-Based Food Business Proposal

The requirements for a home-based food business will depend on the type and quantity of food that will be prepared.

Each proposal is individually assessed by an Environmental Health Officer. To begin this process, you will need to submit a proposal to find out whether your home kitchen is suitable for the type of food business that you would like to start.

To request an initial assessment of your homebased food business proposal, please complete the attached form and email through to Council for assessment.

BEFORE YOU START

Planning Requirements

A small amount of business activity is allowed in domestic homes. However it is recommended that you contact the Glenorchy's planning section to check whether your business activity will need a planning permit.

Operating a Business from a Rental Property

It is recommended that you check whether your lease allows you to run a business from the property and seek advice about whether you need any insurance. If you are renting, your business activity may breach your lease agreement so you should check with your landlord whether the business activity is permitted.

Trade Waste

If you operate a business at home you may need permission from TasWater to put commercial wastewater into the sewer system. For further information contact Taswater directly.

Small Business Support in Tasmania

If you need information or advice about starting a small business in Tasmania, there is a web page with resources and information at the following link: business.tas.gov.au/starting-a-business

Activities that are unlikely to be approved for a home based food business include:

- daily production of large quantities of food. For example more than 10-15 meals per day
- cooking that involves deep frying or large amounts of oil

THE APPROVAL PROCESS FOR A HOME FOOD BUSINESS

STEP 1 – Lodge a proposal

To enquire about whether your food business may be suitable for a home kitchen, please complete the attached form and forward the form and any other relevant details to gccmail@gcc.tas.gov.au

STEP 2 – Approval of proposal

Your home food business proposal will be assessed by an Environmental Health Officer and you will be informed of the outcome.

If your proposal is not likely to comply with the Food Safety Standards, it may be refused. If this happens, you can arrange to meet with an Environmental Health Officer to discuss why it has not been accepted.

STEP 3 – Application for a Food Licence

The Food Act 2003 requires all food businesses to lodge a Registration form or Notification form to Council. If your home kitchen is considered suitable for further assessment an Environmental Health Officer will provide you with the correct application form to make a formal application.

STEP 4 - Inspection of premises and assessment of operational requirements

An Environmental Health Officer will contact you to organise an inspection time once the application is received and the application fee has been paid.

During the inspection, the Environmental Health Officer will assess:

- the cleanliness and suitability of any food handling and food storage areas
- whether the proposed food items can be prepared, stored and transported safely
- your food safety and food handling knowledge and skills. A food safety training module is available on the Glenorchy City Council website.

Home-Based Food Business Proposal

**Council Chambers**

374 Main Road
Glenorchy TAS 7010

Postal Address

PO Box 103
Glenorchy TAS 7010

Customer Service

☎ (03) 6216 6800
✉ gccmail@gcc.tas.gov.au

ABN 19 753 252 493

www.gcc.tas.gov.au

STEP 5 – Approval of food licence

If the inspection shows that your business activity meets the Food Safety Standards, the Environmental Health Officer will approve your application, and you will receive a food licence or confirmation of your notification.

GENERAL GUIDE FOR HOME FOOD BUSINESS REQUIREMENTS

Home kitchen requirements depend on the type and quantity of food that is being cooked. Some general requirements for a food business operated from a home kitchen are outlined below.

Design and construction requirements for domestic kitchens

For a domestic kitchen to be used as a registered food premises, the construction and maintenance of the kitchen must meet the requirements of the Food Safety Standards.

- There must be enough space (bench space, storage space etc.) to carry out the proposed food handling activities.
- All walls, floors, ceilings, benches and cupboards must be in a good condition and finished with a material that is easy to clean. Unsealed timber or surfaces that can soak up grease or water are not suitable.
- The surfaces in the food handling and food storage areas must be smooth, durable, waterproof and easy to clean (no unsealed timber or highly textured surfaces).
- The number of sinks/dishwashers must be adequate to manage washing/rinsing of equipment and food preparation. Generally, at least a double-bowl sink is required.
- A sink for hand washing must always be available while food is being handled. This sink must not be used for any other purpose until the food preparation is completed.
- The hand washing sink must be supplied with warm water through a single outlet (e.g. flick mixer). Liquid soap and disposable paper towels must be supplied at the hand wash sink.
- A sink for washing and sanitising equipment must be easily accessible from the kitchen area. This sink must be large enough to wash and sanitise the largest items that will be used.
- Adequate ventilation must be provided above cooking appliances and food-heating equipment. This must be sufficient to manage odours and prevent build-up of grease or condensation on the walls/ceiling.
- Ingredients and equipment that will be used for the food business must be well separated from everyday items (For example - separate shelves, separate labelled containers).
- There must be adequate refrigerator and freezer space for ingredients or finished food products that need to be kept cool or frozen.
- Waste bins must be large enough for any extra garbage and recyclable items produced by the business activity.
- Cleaning equipment and chemicals must be stored separately from any food or food handling equipment.
- The areas where food is stored or handled must be pest-proof to prevent the entry of rodents, birds, animals and insects. For example kitchen and storage areas must not allow access for mice or insect pests and any doors or windows that you wish to leave open for ventilation must have screens.
- You must be able to exclude pets and children from the kitchen while you are preparing food for your business.

Operational requirements

- The business operations must not cause any odour, noise or other nuisance to neighbouring properties.
- As a registered food business, you must allow an Environmental Health Officer access to the premises to conduct an inspection when requested.
- Food handling and food storage areas must be always kept clean.
- Pot plants and other items that could contaminate food must not be in food handling areas.
- Food must be stored and transported in food grade containers.
- If hot or cold transport of the food is required, you must be able to keep the temperature below 5 degrees or above 60 degrees.
- A digital probe thermometer must be available to measure the core temperature of food.
- Food handling gloves must be used when handling ready-to-eat food.
- A food grade sanitiser must be used on food handling surfaces
- Containers, equipment and utensils must be either washed in a dishwasher or rinsed with a sanitising solution if they have been hand washed.
- Food that is packaged for sale at another location must be labelled correctly. Further information about how to make labels that comply with the Food Standards Code is available at: www.health.tas.gov.au
- A nutrition panel calculator to generate labels can be found the following link: foodstandards.gov.au/industry/npc/Pages/Nutrition-Panel-Calculator-introduction.aspx

Home-Based Food Business Proposal

**Council Chambers**

374 Main Road
Glenorchy TAS 7010

Postal Address

PO Box 103
Glenorchy TAS 7010

Customer Service

 (03) 6216 6800
 gccmail@gcc.tas.gov.au

ABN 19 753 252 493

www.gcc.tas.gov.au

Applicant Details

Surname:

Given name:

Postal Address:

Email address:

Mobile Number:

Business Details:

Address:

Is there a separate kitchen on site for the food business?

Proposed types of foods and cooking processes?

Estimated quantity of food to be cooked:

Where are you selling the food?

Additional Information:

Please attach photographs of your kitchen showing the following:

- | | |
|---|--|
| ☐ Floors, walls and ceiling surfaces | ☐ Dishwasher |
| ☐ Benches and shelving | ☐ Sinks |
| ☐ Storage areas | ☐ Kitchen ventilation |
| ☐ Cooking equipment | |

Returning the form:

This form and photographs can be returned to Council via email gccmail@gcc.tas.gov.au or by dropping them off in person at our Customer Service Centre located at 374 Main Road, Glenorchy. Business hours are: 8:30am – 5:00pm, Monday to Friday.

Applicant Name:**Applicant Signature****Date**

By signing I authorise Glenorchy City Council to update my details listed within this form.

Personal Information Protection Statement

Glenorchy City Council (Council) collects personal information to process requests and carry out its everyday functions, but may choose to use it for other lawful purposes under the Personal Information Protection Act 2004.

Your personal information may be shared with Council staff, contractors, law enforcement agencies, courts and other organisations where authorised or required by law.

You do not have to provide your personal information, but if you choose not to, Council may be unable to action your application or request.

You can find out more about how Council manages personal information and how to request access or corrections to it in Council's Privacy Policy available on Council's website or by contacting gccmail@gcc.tas.gov.au.

Enquiries concerning personal information can be addressed to:

Glenorchy City Council PO Box 103 Glenorchy, 7010

Phone: 03 6216 6800

Email: gccmail@gcc.tas.gov.au