

Preparing Food at Home for Sale



If you intend to prepare food for sale in a residential premises you are required to comply with the Food Act 2008 (WA) and the Australia New Zealand Food Standards Code. An application is to be made by completing a Food Act 2008 Registration/Notification Form and should be submitted together with the details listed below.

Prior to submitting your application

Please bear in mind the following before submitting your application:

- Only low-risk food production is considered to be suitable in a residential premises. This includes food such as certain cakes (no use of perishables such as cream, etc.), biscuits, muffins, jams, pickled onions, chutneys, herb vinegars (with a pH of less than 4.5) relishes and sauces that are heat treated, along with the repackaging of bulk packaged low risk confectionary products.
- Preparation of food associated with a Bed & Breakfast operation or similar may be done in the residential kitchen (application and approval to conduct a Bed & Breakfast must be gained prior to the commencement of operating).
- Some home businesses require approval from the City's Planning Services, please phone **9186 8555**.

Details required with your application

Please include the following information:

- a floor plan showing food preparation, cooking and storage areas
- a list of all food to be prepared and the ingredients to be used
- the volume of food to be prepared and the frequency of preparation
- the place of purchase of ingredients and the method of transportation
- the storage conditions for raw ingredients and finished products
- examples of proposed labelling to be used
- details of the proposed method of sale
- any further information considered relevant
- the application fee (please contact one of the Environmental Health Officers for advice on the current fees).

Food labelling Requirements

When you prepare food in your home as with any other food business, you are responsible for ensuring that the food you prepare is safe to eat and suitably labelled. Please refer to the Food Standards Code Part 1.2: Labelling and other information requirements, which can be found on the following website:

<http://www.foodstandards.gov.au/industry/labelling/pages/default.aspx>

Your label must include a Best-Before or a Use-By date and ensure evidence is provided on shelf-life calculations – this can be a certificate of analysis from a laboratory or evidence-based research from a reputable source.

Food Hygiene Requirements

To ensure that food is appropriately handled whilst being prepared in your home, the following minimum requirements should be followed:

- The food preparation area must be kept in a clean and sanitary condition and all fixtures, fittings and equipment should be well maintained.
- The premises should be fully enclosed and be protected from entry by vermin.
- Animals must not be allowed to enter the food preparation and service area at any time.
- Adequate rubbish disposal facilities must be provided in a sanitary condition.
- The food preparation area must be provided with running hot and cold water at all times. A double bowl sink must be available for use and stocked with disposable hand towels and liquid soap at all times.
- Adequate refrigeration must be provided to ensure that all high risk foods such as eggs and dairy products are stored at or below 5°C.
- Raw and cooked food must be stored and handled separately to prevent cross contamination. All food must be completely covered at all times.
- Frozen foods must not be defrosted at room temperature. The use of the refrigerator or a microwave is recommended.
- Food preparation must only be undertaken by persons who have a basic knowledge of food safety principles. Food handlers can undertake a course in basic food safety, which can be found on the City of Karratha website at the following link (this course is free and a certificate can be printed after completion of the course):

<http://www.imalert.com.au/foodsafety/training/welcome.php?sub=roebourne>

- Food grade detergents and sanitizers should be used on all food contact surfaces and equipment to ensure that cross-contamination does not occur.

Further information

The commencement of any food handling activities cannot occur until after your application has been assessed and approved by the City of Karratha. For further information please contact the City on **9186 8555**.

