



WAIROA DISTRICT COUNCIL

REGULATORY DEPARTMENT

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GUIDE TO

BASIC REQUIREMENTS FOR REGISTERING COMMERCIAL FOOD PREMISES

Commercial food premises are now required to register under the Food Act 2014.

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 cleanable (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 °C. Hot food must be displayed so that the internal temperature of the food is above 60 °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 New Zealand Building Code and associated New Zealand 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	Waste Management
Health and Sickness	Pest and Animal Control
Cleaning and Sanitising	Complaints and Recalls
Food Allergies	Effective Cooking to Destroy Micro-Organisms
Reheating Foods	Temperature Checking
Defrosting Foods	Food Born Illnesses
Safe Food Display and Storage	Cooling Cooked Foods
Preparation Practices	

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 Wairoa District Council to request registration of the food outlet. If the premises are already existing, it may be best to arrange for a site visit to assess the suitability of the premises for the proposed purpose. You may wish to go to the Ministry of Primary Industries website (🌐 www.mpi.govt.nz) to gather further information on “food safety”. This includes the “Where Do I Fit” tool which helps a business or prospective business establish what type of risk based plan (measure) will be required.