



# WAIROA DISTRICT COUNCIL

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Website [www.wairoadc.govt.nz](http://www.wairoadc.govt.nz)

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## 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

<b>Floors</b>	Smooth and easily cleaned – preferably coved at wall/floor junctions.
<b>Walls</b>	Smooth and easily cleanable.
<b>Ceilings</b>	Dust proof and easily cleanable.
<b>Area</b>	Large enough working area for purpose.
<b>Surfaces</b>	Working surfaces – impervious, easily cleanable and in good condition.
<b>Hand Washing</b>	Washand basin with piped water, soap, nailbrush and clean (disposable) towels.
<b>Cooking Appliances</b>	Suitable for purpose and served with extraction system where necessary.
<b>Washup Facilities</b>	Sinks with hot and cold running water. Commercial premises to have suitable dishwasher.
<b>Food Storage</b>	Adequate chilled or freezer storage for perishables and dry storage for other foods not readily perishable.
<b>Food Display/Preparation</b>	All food displayed for sale requiring chilled facilities must be kept below 4 <sup>0</sup> c. Hot food must be displayed so that the internal temperature of the food is above 60 <sup>0</sup> c.
<b>Toilets &amp; Drainage</b>	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.
<b>Water Supply</b>	All water used in a commercial food enterprise must be treated so as to eliminate harmful micro organisms.
<b>Changing Areas</b>	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 assess the suitability of the premises for the proposed purpose. You may wish to go to the Ministry for Primary Industries website [www.mpi.govt.nz](http://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) that will be required.