



Offices: 102 North Road
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Synergy Reference No: NF06641

HOME PRODUCED FOOD

This info pack provides information for those people who wish to produce food from their home for sale to the public.

Do I need Council approval?

Yes. It is best to ask one of Council's Environmental Health Officers if you are unsure. However, there are some foods that may be prepared in a domestic kitchen without Council approval. These include:

- Cake decorating;
- Food prepared for a single fund raising event arranged by a community or charitable organisation. The preparation of potentially hazardous foods such as meat and dairy products is strongly discouraged.
- Food prepared for home stay accommodation e.g. Bed & Breakfast accommodation. It is highly recommended that you comply with the attached food preparation guidelines in the interests of public health.

Planning approval may also be required. Please check with City of Albany staff.

What can I make at home?

Certain foods are permitted to be prepared at home for sale to the public. These include:

- Flour products, such as bread, cake and scones. High risk foods such as cream and custard products are not permitted;
- Jams;
- Pickled onions.

How do I apply?

Should you wish to produce any of the above products, simply fill in the attached form (Form 2) and forward to the City of Albany - Environmental Health Section. Details such as a list of all the foods you wish to produce as well as a list of their ingredients is to be included.

If approval is granted, you will be required to comply fully with the attached food preparation guidelines.

What if I want to make food that is not listed above?

Should you wish to prepare foods that are not mentioned above from a residential premise, you must seek permission from both the Health Department of WA and the

City of Albany. If you believe you can produce a low risk food, which may be considered suitable for home preparation, then write a letter giving as much detail of what the process involves to:

Executive Director, Public Health
Health Department of WA
PO Box 8172
Stirling Street
PERTH WA 6849

Should you obtain Health Department of WA approval, please attach the approval to Form 2 and forward to the City of Albany - Environmental Health Section.

Will I need to take out insurance?

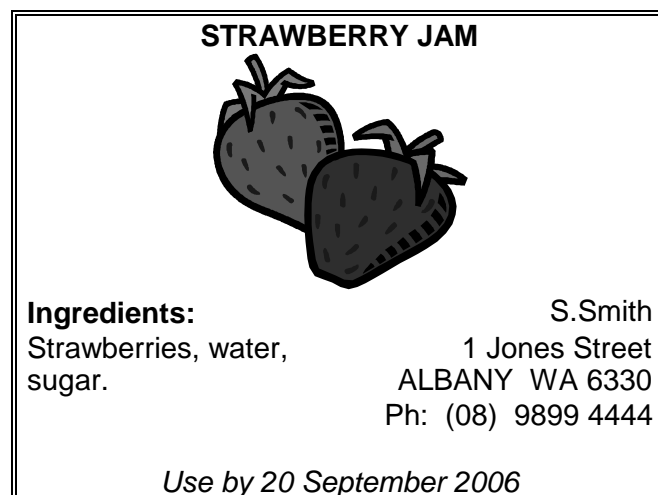
The City of Albany recommends that people producing foods arrange for public liability insurance to indemnify themselves. However, this is entirely voluntary from a Council perspective.

Do I need to label the food I prepare?

Yes. All products must be labelled correctly. The information required on the label includes:

- The name of the food;
- Name and address details (this includes either the manufacturer, packer or vendor).
- Date marking e.g. "Use by" "Best before" or "Packed on" (if packed on date is used the label must also include a statement of minimum durable life).
- A list of ingredients (additives must also be included)

The following is an example of a correctly marked label:



- A "Food Labelling Requirements" pamphlet can be obtained from Council's Environmental Health Section.

Good food hygiene practices include –

- Wash hands regularly - before, during and after food handling, going to the toilet, leaving and entering the premises.
- Use tongs (not your bare hands) when handling food.
- Wear a hat or a hair net at all times, ensuring that long hair is tied back.
- Wear appropriate protective clothing e.g. apron.
- Do not touch your nose, mouth, hair, etc prior to handling food without washing hands afterwards.
- Use separate utensils when handling raw and cooked food.
- Store food below 5°C (e.g. vanilla slices, sandwiches etc) or above 60°C (pies, chips, etc). Do not defrost food outside these temperatures.
- Ill persons shall keep out of the food preparation area.
- No smoking is allowed by any person in the food handling area.
- All food is to be protected in sealed packages or containers while in transit from the place of preparation to the premises.
- Food should have a list of ingredients included on the label.
- All cloths, tea towels, etc., should be maintained in a clean condition and used solely for the purpose for which they were intended.
- Responsible adults should supervise juvenile food handlers.
- Keep the number of food handlers to a minimum while food is being prepared or cooked.
- No animals are permitted in areas where food is being prepared or cooked.
- Keep food stalls a minimum distance of 10m from car parks, roads, toilet facilities and stalls handling products of an obnoxious nature (e.g. manure/fertiliser)
- All disposable eating utensils shall be pre-wrapped in paper napkins, cellophane bags or similar material prior to distribution to the public.
- Drinking straws, paper cups, spoons, etc., shall be enclosed in suitable dispensers or otherwise protected from contamination.
- Beverages (such as tea and coffee) are to be fully enclosed in suitable dispensers equipped with a tap or spout.
- All equipment, appliances, utensils, fittings and fixtures are to be durable, smooth, impervious, non-toxic, easily cleanable and free from cracks and crevices.
- Provide disposable paper towels and soap for hand washing and drying purposes.

Guidelines for the preparation of cottage foods approved for manufacture in residential premises:

The Health (Food Hygiene) Regulations 1993 permit the preparation of a limited range of foods from residential premises for personal gain or reward under certain conditions. The following guidelines have been adopted by Environmental Health Officers to ensure that all such activities are treated in a similar manner and to ensure that minimum standards necessary for the protection of public health are maintained.

Only those foods expressly approved by the Executive Director of Public Health can be produced. Potentially hazardous foods (meat, cream, dairy products, poultry, etc) are not permitted food categories.

The minimum conditions applicable in residential premises for the preparation of food for sale are:

- Proprietors are required to have planning approval to undertake a home occupation.
- An application is to include a detailed floor plan of the premises showing all areas to be used for food preparation, handling and storage.
- The premises must be kept in good order and repair and shall be maintained in a clean and hygienic condition at all times.
- An adequate supply of hot and cold water is to be provided.
- Adequate sinks (preferably double bowled) are required.
- Easy access to a washbasin shall be maintained during the food handling activity. Paper towels and soap to be provided at the wash hand basin.
- Adequate refrigeration to be provided and maintained in good order and repair.
- Adequate dry storage facilities to be provided.
- Fixtures, fittings and appliances shall be clean and hygienic.
- The premises must be fully sealed to exclude and be free of vermin. Vermin includes rodents.
- No domestic animals to have access into the house.
- Preparation only to take place when children under 5 years and other persons not employed in the food business must be excluded from the food preparation area.
- Adequate and hygienic rubbish disposal facilities shall be provided and maintained at all times.
- All food handling shall be in accordance with the Health (Food Hygiene) Regulations 1993.
- Full labelling provisions are required to comply with the Australian Food Standards Code 1992.
- Transport of food shall only be undertaken in vehicles that fully comply with Schedule 4 of the Health (Food Hygiene) Regulations 1993, including the identification of receptacles or cabinets.
- All packaging and wrapping materials used shall be new and comply with the requirement of the regulations.
- A basic knowledge of safe food handling principles must be demonstrated.
- Permission must be given for an Environmental Health Officer to inspect the premises used for food preparation at any reasonable time.

**** DISCLAIMER ****

This information sheet is a guide only. Verification with original Local Laws, Acts, Planning Schemes, and other relevant documents is recommended for detailed references. The City of Albany accepts no responsibility for errors or omissions.

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FORM 2

HEALTH ACT 1911

HEALTH (FOOD HYGIENE) REGULATIONS 1993

[Regulation 57 (4)]

**APPLICATION FOR APPROVAL OF CERTAIN
FOOD HANDLING ACTIVITIES IN RESIDENTIAL PREMISES**

To the Local Authority of
(insert name of local authority)

I
(full name)

apply to
.....
(describe the food handling activities)

at
(residential address where food handling activities will take place)

.....
Signature of Applicant

Dated 20.....

APPROVAL

* The above application is granted subject to the following terms and conditions
.....
.....
.....

* The above application is refused.
(strike out whichever is not applicable)

.....
**Environmental Health Officer
City of Albany**