

# Procedures for proposed food premises



**SOUTH WAIRARAPA  
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## **INTRODUCTION:**

This information brochure is intended to outline the necessary procedure and standards of construction and facilities required to be provided in a premise, which is proposed to process or handle food for sale.

## **PROCEDURE:**

1. Check with Council's District Planner for compatibility with Council's District Scheme.
2. Check with Council's Environmental Health Officer for suitability of proposed (existing) buildings, physical aspects etc.
3. The building, plumbing and dangerous goods inspectors should also be approached if structural alterations, plumbing or gasfitting (LPG) is contemplated.
4. Other agencies to consider and consult are:
  - Labour Department (for factory registration and staff amenities)
  - Power Board
  - Choice Health
  - South Wairarapa District Council
  - Fire Service (Exists, fire fighting equipment)

## **PROPOSAL OUTLINE:**

The applicant is to provide the following information:

1. Full name of applicant/s.
2. Full name of occupier.
3. Residential address and telephone number.
4. The type of business, including a full description of intended operations.
5. Maximum number of staff to be employed.
6. Name and address of proposed premises.
7. Floor plan of proposed premises drawn to scale (of 1:5) detailing all essential features (e.g. floor, wall and ceiling surfaces in each room etc), referred to in the following schedule.

## **SCHEDULE PHYSICAL REQUIREMENTS FOR FOOD PREMISES**

### **1. GENERAL**

The premises shall be well constructed and maintained in accordance with the Regulations and Bylaws of the District Council. They shall be in good repair. As far as may be practicable they shall offer no harbourage or entrance for rodents or vermin.

### **2. FLOORS**

To be impervious, easily cleaned material, resistant to wear and corrosion, adequately graded and drained. The angle between floor and walls covered (rounded) up to a height of at least 75mm.

### **3. WALLS**

2.4mm height, of dust proof materials, smooth non absorbent, ie hardboard or bison board, finished impervious (with a high gloss paint or similar). No obtrusions ie conduit, ledges, water piping or electrical wiring on the surface of the lining to gather dust and obstruct cleaning. Purpose-made low profile PVC/alloy jointers to be used between lining sheets.

### **4. CEILINGS**

Similar to "walls". (Pinex not approved).

### **5. LIGHTING**

Of sufficient intensity minimum 215 Lux x 900mm above the floor, reasonably free from glare and shadows.

### **6. VENTILATION**

Premises shall have effective and sufficient ventilation to maintain the premises in a comfortable state: prevent the air from becoming excessively heated; prevent condensation on interior surfaces, and for the removal of objectionable vapours, odours, fumes etc from the premises, without nuisance.

If the natural ventilation is inadequate, mechanical extraction systems shall be provided, complete with canopies, filters, ducts etc which are designed and constructed of materials that will facilitate cleaning, and prevent grease and condensate from dripping onto food and food preparation surfaces. All openings to the exterior to be fly screened.

### **7. FLOOR AREA**

After installation of plant and during all stages of operation, sufficient clear floor shall remain for the movement of workers without contaminating food or food contact surfaces.

### **8. CHANGING FACILITIES**

To consist of a suitable locker/s situated to prevent contamination of food by "street" clothing. Where more than four (4) persons work in the premises, a separate changing room shall be provided; and where those persons include at least 1 person of each sex, separate changing rooms shall be provided for each sex.

### **9. TOILET ACCOMMODATION**

Toilet facilities and accessible facilities to be provided in accordance with the Building Act 2004 and related documents.

### **10. WASH HAND BASINS**

In general, wash hand basins need to be installed in accessible positions, convenient to places of work and toilet facilities. These to be supplied with hot and cold running water and maintained with soap, a nail brush and hand towels that present a clean surface to each user (ie paper or roller towels).

**11. WATER SUPPLY**

The premises shall be provided with an adequate supply of clear, wholesome water.

**12. HOT WATER SUPPLY**

Adequate hot water (generally 135l capacity) to be provided to fittings at no less than 63 degrees.

**13. PLUMBING FITTINGS**

**SINK**

Sink to be provided, large enough to perform the washing of dis-assembled plant, machinery etc. and being equipped with a draining board and hot and cold running water over.

**SINK ( 2<sup>nd</sup>)**

Sink to be provided for food preparation eg washing /preparing fruit and vegetables and being equipped with a draining board and hot and cold running water over.

**EATING UTENSIL STERILISATION**

Eating houses serving food in multiple use utensils are to provide approved sterilisation by means of a commercial dishwasher.

**CLEANERS TUB**

The provision of a cleaners Tub with hot and cold running water (for use in filling and emptying buckets and cleaning mops etc) is recommended and may be required in some cases.

**CLEANERS CUPBOARD**

A suitable cupboard set aside for storage of cleaning compounds, soap, broom, mops, buckets etc to be provided.

**14. SEWAGE DISPOSAL**

Premises to be provided with sufficient and suitable drains to carry away the whole of the sewage and liquid wastes to a sewer or septic tank. A grease trap is to be provided if food processes include the significant uses of fats and oils.

**15. YARDS**

Every yard, loading area or outside working area and all paths connecting such areas to the premises shall be surfaced with an impervious, washable surface, which is adequately drained to efficient means of disposal. Adequate smooth-faced concrete pad to accommodate refuse bins and tallow (used fat) drums (if used).

**16. REFRIGERATION**

Must be adequate and efficient to store all perishable foods.

**17. LICENSING**

The appropriate licence must be obtained prior to business commencement.

**NOTE: These specifications are very general guidelines. For requirements relating to specific premises, the Food Hygiene Regulations and Environmental Health Officers should be consulted.**

Bronwyn Johnson

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