



## A Guide to The Sale of Food

### Do I need a licence to sell food?

In most cases - YES - your premises need to be registered under the Health (Registration of Premises) Regulations 1966.

### When can I sell food without registration?

- If your premises are used only occasionally e.g. a once-a-year school fair, twice-a-year sports event, a non-profit organisation's yearly fundraiser, or other special event.
- If you do not sell to the public, e.g. school or company canteen, rest home, or boarding school kitchen.

### If I don't need registration, do I still need to comply with any regulations?

Yes - If you are selling food you must comply with the safe food handling and storage requirements of the Food Hygiene Regulations 1974.

### Will my premises be inspected if I don't need registration?

Yes - If the sale of food is significant, Council's Environmental Health Officers will inspect your premises for compliance, check your food handling practices together with storage facilities and, if compliance is achieved, an inspection certificate is issued on the payment of the prescribed fee.

### What are the registration requirements?

Council can only issue registration if the premises comply with the first schedule of the Food Hygiene Regulations.

This schedule includes standards for:

- wall, ceiling and floor surfaces;
- ventilation requirements;
- provision of sanitary appliances (including hand basins);
- lighting standards;
- water supply (hot and cold);
- adequate space;
- changing facilities;
- storage of refuse;
- compliance with plumbing and drainage requirements.

### How do I know my premises will comply?

Council's Environmental Health Officers are qualified and experienced to advise you about the standards required and ways in which compliance can be achieved.

Check with Council's Environmental Health Officers prior to commencing alterations or construction to ensure compliance from the beginning of the project.

### What if I am looking to purchase an existing business?

You will need to ensure there is a current Registration Certificate issued for those premises.



There could be outstanding requisitions even though the premises are registered and you will need to check for these. It is best to obtain the owner's consent before approaching Council's Environmental Health Officers for information about the business, particularly if you wish an inspection to be undertaken on your behalf. A fee may apply for this service.

If you intend to alter or expand the business operation, check with Council's Environment Health Officers that the premises are suitable for the new activity or purpose.

### Do I need a qualification to sell food?

Not at the moment, although proposed changes to legislation may make persons carrying out some food handling tasks hold a food safety certificate.

### How do I obtain a qualification?

1. Through the Waikato Institute of Technology.
2. Through courses facilitated by Council held in Te Awamutu and Cambridge once a year.
3. Other tertiary institutions.

### How often do I need to re-register?

The registration period for food premises is from 1 July each year until 30 June the following year. You need to make application to renew your registration prior to the expiry date to avoid illegal operation and also to obtain a discount.

Should you sell your business you must inform the purchaser to notify Council so that a new certificate can be issued in the new occupier's name. A small fee is charged for the change and the registration will continue until 30 June.

### How much will registration cost?

The registration fee is based on the type of food prepared, manufactured, stored or sold. The more risk involved in the process, the greater the fee.

### Can I reduce the annual fee?

Monetary credit is given for:

- early payment;
- training of personnel;
- having an approved food safety programme in place.

### What if I wish to sell alcohol?

You will need to apply for and obtain the appropriate licence under the Sale of Liquor Act 1989 prior to commencing sale. These licences can take some time to process and it is important that you apply early to avoid delay.

Waipā District Council's Environmental Health Officers are also appointed as Liquor Licensing Inspectors and will be happy to advise you on any issues relating to the Sale of Liquor.

All On-Licences contain a condition relating to the provision of food and the premises will require both registration (or an inspection certificate) in addition to their liquor licence.

### When do I need planning approval?

Always check that your proposal complies with the District Plan and/or that an existing business does not have planning conditions which could affect the operation of that business.

### Food Control Programmes

Food Control Programmes (FCPs) also known as food safety programmes are an alternative to the regulation process.

For advice on what constitutes a Food Safety Programme and how they are written or approved, contact an Environmental Health Officer.