



## A Guide to Developing a New Food Premises

Many people contact Waipa District Council wanting to know what the requirements are for setting up a new food premises, either from scratch, or by renovating an existing food premises.

The question that is always asked is, "What are the regulations?" This information sheet is designed to answer your questions at a basic level and in a logical sequence. If you have any queries after reading this, contact an Environmental Health Officer at either of Waipa District Council's offices.

### Step One:

Ensure that the premises or building you propose to use is suitable, and is within a zone that allows a commercial use of this nature, even if it is currently been used as a food premises. Contact Planning Department staff with any queries.

As a general rule, food for sale cannot be prepared in a residential home unless there is a separate room for this activity. Such proposals should be discussed with an Environmental Health Officer.

### Step Two:

If building a premises from new, or making alterations to an existing premises, any works must comply with the Building Act 1991 and the building code, and may require a building consent.

Detailed plans should be drawn up, including one showing the proposed location of fixtures and fittings, and some detail of proposed bench surfaces etc.

The Building Control Officer for the area concerned will be able to give more advice, and can assist you through the building consent process.

### Step Three:

Building Control Staff have a good knowledge of the standards required in food premises. Once the building or alterations are complete, or once you have taken over an existing premise, they will be inspected by an Environmental Health Officer for compliance with the Food Hygiene Regulations 1974 and other relevant food related legislation. These cover the physical condition of the premises and other issues, including food storage, temperatures and other matters.

A full copy of the Food Hygiene Regulations 1974 can be obtained from any Government bookshop, including Whitcoull's and Bennett's.

### Step Four:

Once Building Control and Environmental Health Officers have approved the premises, they can then be registered in the name of the new owner. Premises must be registered in order to be able to sell food to the public. See the information sheet "A Guide to the Sale of Food".

Applications for registration can be made at either Waipa District Council offices. Registrations are renewed annually in June each year, and the fee varies depending on the premises and the type of food being prepared.

### Step Five:

Once the premises have been registered and a food registration certificate issued the premises can be opened to the public.

All food premises will be subject to regular inspections by Environmental Health Officers. If at any time you have a query Environmental Health Officers can be contacted for free advice.



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As an alternative to registration you may wish to discuss the possibility of developing a food safety programme.

## What is a food safety programme?

Also known as a food control programme, a food safety programme is defined by the Food Act 1981 as "a programme designed to identify and control safety risk factors in order to establish and maintain food safety".

Using the principal of hazard analysis and critical control points (HACCP) a food premises owner systematically identifies hazards involved in the preparation of food, and records how these hazards will be monitored and controlled. They also address issues such as staff training and premises maintenance.

A written food safety programme, approved by the New Zealand Food Safety Authority (NZFSA) is an alternative to being registered and inspected by a local authority.

Instead your food safety programme is assessed and approved by NZFSA and is regularly audited to ensure it is being complied with.

For further information, copies of the booklets "What does a food safety programme look like? – Food safety information for New Zealand business" and "An introduction to HACCP - Food safety information for New Zealand business" can be obtained from NZFSA, Waikato District Health Board Population Health, or an Environmental Health Officer at Waipa District Council.

## Sale of Liquor

If you are proposing to sell liquor as well as food, separate licenses are required. You should contact an Environmental Health Officer, who are also Liquor Licensing Inspectors, at step one. See the information sheet "A Guide to the Sale of Liquor".

## Problems down the track...

Environmental Health Officer's will be able to give you advice on most issues you will come across, including standards for equipment, training and product recalls.

## Contacts & Queries

### Waipa District Council

Phone 0800 924 723  
101 Bank Street Te Awamutu  
23 Wilson Street Cambridge  
[www.waipadc.govt.nz](http://www.waipadc.govt.nz)

### New Zealand Food Safety Authority

PO Box 2835  
Wellington  
Phone: 04 463 2500  
[www.nzfsa.govt.nz](http://www.nzfsa.govt.nz)

### Population Health Service Waikato District Health Board

PO Box 505  
Hamilton  
Phone 07 838 2569