

HOME-BASED FOOD BUSINESS GUIDELINES

These guidelines have been created for people that are considering starting a food business from home. A food business includes any making, storing, preparing or distributing of food, where the food (or service) is for sale.

What are the requirements for a home-based food business?

All food handled for sale must comply with the *Food Act 2001* and *Food Regulations 2002*, and the *Australia New Zealand Food Standards Code*.

Home-based businesses are subject to the same legislation as commercial food businesses - however, based on practicality, risk and frequency of the food handling, some exemptions may be granted. Exemptions are granted at the discretion of the assessing officer, therefore please note the following information provided is a guide only.

How do I get started?

Before starting a home food business you must:

- Contact Council's Environmental Health Team to discuss your food business idea
- Arrange a time with an Environmental Health Officer (EHO) to conduct a free preliminary inspection
- During the preliminary inspection the EHO will assess the suitability of your premises and provide information on your legal requirements and how can comply with the *Food Safety Standards*
- Complete and return a *Food Business Notification Form*.



Notification and inspection

All food businesses must notify their local authority, in this case City of Playford, before starting their business. After notifying with Council you will be given a *Food Business Notification Certificate* and put on a schedule for routine food inspections. The frequency of inspections will be determined by riskiness of the food you are handling. *NB: Fees are charged for routine food inspections in accordance with City of Playford's Food Inspection Fee Policy.*

Health and hygiene

- You must not handle food when ill, especially with gastro symptoms, after which a 48 hour exclusion period applies
- No eating, smoking, coughing or sneezing over unprotected food or surfaces that come into contact with food
- The premises must be maintained in a clean state
- Hands must be washed whenever they are likely to be contaminated and immediately before touching food

Cleaning and sanitising

All equipment, including bench tops, containers and spoons, used to handle or store food must be cleaned and sanitised before use. Sanitation can be achieved by using a food-grade chemical sanitiser or using hot water in a dishwasher.

Due to inherent risks City of Playford will not permit the manufacture of high-risk foods at a home business unless a separate room or facility has been designated for this purpose and is fit out as per the *Food Safety Standards*.

Hand-washing facilities

All food premises must have a designated hand wash basin. In a home food premises, a double bowl sink in a kitchen may comply if one bowl is used exclusively for hand washing when food is being prepared for sale. Soap and paper towel must be provided at the hand-washing facility whenever food preparation is occurring.

Labelling

Food that is made in your home premises and sold at a different location, eg, a market, will require a label. Depending on the product, a simple label may be all that is required. Speak to your EHO or contact SA Health for more information.

Recall and record keeping

If you are making food that is sold to other premises, you need to have a recall procedure in place. This needs to be followed in the instance your product becomes unsafe or unsuitable. Manufacturers must keep records of what ingredients are used in which batches and where your products have been distributed.

Temperature control

Temperature control is important for ensuring the safety of certain foods. Potentially hazardous foods (PHFs) such as milk, meat, cheese or yogurt, are required to be kept under temperature control. If you are using any of these foods, you must have a probe thermometer that can accurately measure the internal temperature of food to $\pm 1^{\circ}\text{C}$.

Storage

All food and equipment used for business purposes must be kept separate from any personal use items. This can be achieved by using a separate cupboard, shelves or room.

Any food in storage must be covered, adequately resealed or stored in sealed food-grade containers. All chemicals, medications and other non-food items must not be stored with items used for business purposes.

Skills and knowledge

All food handlers must have food-safety skills and knowledge to prepare safe food. During inspections EHOs will ask food handlers questions to gauge their level of knowledge.

The City of Playford provides [FREE online food safety training](#) for people who live or are employed in the region. City of Playford also runs FREE Food Safety Training Sessions at Council. For more information or to book, contact your EHO.

Other considerations

Other requirements may need to be considered before operating your food business:

- Contact SA Water in regards to their requirements for trade waste and whether you will need a grease arrestor
- Contact City of Playford's Planning Department to ensure your intended domestic business is compliant with the *Development Act 1993*

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