



# Summary of Requirements for New Food Businesses

## **Bakeries, Butchers, Cafes, Dairies, Fishmongers, Restaurants, Service Stations, Takeaways.**

### Kitchen Space

Floor space, of not less than: Number of workers multiplied by 3m<sup>2</sup>, or minimum of 9.5m<sup>2</sup>, whichever is the greater. This space is for food preparation, cooking and cleaning of food utensils and is to be clear of furniture fittings and stored goods.

### Floors

Durable, smooth, water-proof, easily cleaned, with a curved cove up to the wall to a minimum of 75 mm. Pencil coving is not appropriate. Floor drains are recommended in all wet areas – dish washing, fish processing.

(Tile flooring is not recommended unless proper tile coving is used and the grout is level with tile surface.)

### Walls

Internal surface light in colour (for light reflection), smooth, dustproof, non absorbent and able to be readily cleaned without damage to the surface.

- *Cooking areas* – need to be heat resistant also e.g. stainless steel or aluminium sheet between cooking equipment and vent hood.
- *Wash-up areas* – walls surrounding sinks & wash-hand basins, dishwashers & glass washers are to be plastic laminated sheeting (or alternative approved surface), 2 metres from the floor level.

Storage areas – *gloss painted or polyurethaned, stopped & finished Gib or equivalent or MDF board.*

### Ceilings

- Smooth, dust-proof, non-absorbent, light in colour, that permits thorough and efficient cleaning without damage to the surface– includes supports.

Any exposed trusses, beams or ducts need to be completely enclosed.

### Staff Numbers

The number of staff determines the size of the kitchen,

the number of toilets and if change facilities are required. Any increase in kitchen staff (beyond the numbers you have indicated) will influence these factors.

### Customer Numbers

Not able to be increased without prior Health, Building and Planning permission as this affects toilet numbers, food storage, kitchen requirements, fire reports and parking requirements.

### Ventilation

- Sufficient to maintain comfortable conditions for persons on the premises by preventing air from becoming excessively heated, by preventing condensation and excess moisture on floors, walls, and ceilings and to remove objectionable odours, fumes and impurities.
- Over all cooking equipment. Ensure adequate lighting is available, under the hood, on all work/cooking surfaces.
- The system is to comprise of, a hood enclosure, fan of sufficient capacity, grease filters, condensate channels and ducting to remove cooking vapours to the exterior of the premises. The extract system is to discharge in a manner that will not create a nuisance and is to be constructed of durable materials which will facilitate cleaning.
- No discharges to air that are noxious, dangerous, offensive or objectionable at or beyond the legal boundary of the food premises' property. These discharges include odour and dust. To avoid a nuisance situation, the ventilation system discharge point is to be situated at the buildings highest point, in an area removed from opening windows and air intake points. Neighbouring doors, windows & air intakes & the property boundary are to be clear of discharge point by at least 6 metres.

System to comply with Noise Levels set out in District Plan. (See the Customer Service Representatives in the Customer Centre in Kotuku House for further information)

### Lighting

- Sufficient intensity to enable effective inspection and cleaning of the premises, particularly in bar areas – 215lux in all preparation & wash-up areas.

- Dimmer switches may be fitted to provide subdued lighting during trading hours and increased lighting for cleaning.
  - Suitable easily cleaned covers.
- Sufficient lighting in the ventilation hoods, in the walk-in coolers and freezers.

### **Lockers & Change Rooms**

- Lockers for the storage of clothing and personal belongings of workers. Located out of preparation areas to avoid contamination, convenient to the workers.
- For more than 4 staff, changing rooms are required. If staff of each sex are employed, then separate sex changing rooms will be necessary.

### **Food Storage**

- Customer self service food is to be protected by a cabinet, display case, screen or other protective device, that has relevant temperature control and can be easily cleaned.
- Every self service opening shall be designed in such a way to protect food from unnecessary handling by customers and to prevent customers from leaning over the food. This requirement is to also include sauces or condiments.
- Where in the opinion of the Environmental Health Officer the arrangement of food and protection provided against contamination is inadequate such additional precautions as the officer may direct shall be taken to protect the food against contamination.
- All readily perishable hot food that has been cooked and to be displayed hot (e.g. pies, hot food) is to be maintained at a temperature not less than 60°C, except during necessary periods of preparation and service.
- All readily perishable foods that are to be displayed cold are to be maintained at a temperature not exceeding 4°C, except during necessary periods of preparation and service.

All benches, shelves and rails used or intended to be used for storage of food must be constructed and placed in order to be capable of being readily cleaned. They must have an impervious, smooth finish which is durable and free from imperfections.

### **Dishwasher /Glass washer**

- Required if re-usable plates, crockery and glasses are used.
- Automatic detergent dosing system, an accurate thermometer and suitable backflow prevention device. The dishwasher should also have a temperature control device so that the washer will not operate at a rinse temperature less than 83°C.
- 60°C for the wash cycle and 77°C for a minimum of 10 seconds for the rinse cycle. Temperatures are measured inside the washing cabinet.
- A commissioning report by the dishwasher installer is to be provided to the Environmental Health Officer during the opening inspection.

### **Water & Sewage**

- If either the water supply or the sewage connections are not town supply, prior approval is necessary.

- All water supplied to a food premises is to be "Wholesome". Therefore in order for premises with non town water supply\* to prove this requirement, the Drinking Water Standards for New Zealand 2000 recommend that *no E. coli are detected in any 100ml sample, and that sampling occurs on a monthly basis*. All test results are to be kept on site and ready for inspection by the Environmental Health Officer during routine inspections.

\*This usually applies to premises in the Clevedon, Maraetai, Beachlands, Whitford and Kawakawa Bay areas.

### **Back-flow prevention devices**

Back-flow prevention devices will be necessary on new or replacement fittings that connect directly with the water supply – coffee machines, dishwashers, sausage makers connected by a hose and post mixes.

See the Customer Service Representatives in the Customer Centre in Kotuku House for further information and an "Application for Building Consent to Install or Remove a Backflow Prevention Device".

### **Toilets**

- Number required detailed in Acceptable Solution G1 of Building Act 1991.
- Number of customers, including out-side seating is not able to be increased unless sufficient toilet facilities are provided.
- Conveniently located to the customers and workers for whom it is provided (i.e. within your premises or building).
- Accessible to both the customers & workers at all times the premises are in use.
- Suitable signage required indicating the availability and location of toilets. If it is your intention to use keys for these facilities, ensure that there are enough keys and that they are conveniently located.
- Toilets/urinals can not be in an area opening directly into a food/beverage/dining area. A lobby area is generally required.
- Doors on both the lobby and each toilet area/compartments need self-closers.

Each compartment, including lobby needs to be vented to the exterior.

### **Wash hand basins**

- Required in each bar & kitchen area - in the same room as the work area without accessing through a door.
- To be supplied with piped hot & cold running water at a temperature of between 38°C and 55°C.

To be installed not greater than 6m from any work station and is to be supplied with soap, nail brush and suitable hand drying facilities (e.g. disposable paper towels along with a rubbish bin for the paper towels).

## Sinks

- Preparation sink – for washing food – connected directly to waste
- Dishwash sink – for washing dishes – connected to grease trap
- Cleaner's sink – for emptying/filling buckets used to clean large appliances, floors & toilets. Also for mop rinsing if applicable.
- All sinks must have a continuous supply of piped hot water the entire time the premise is used.

The minimum water temperature is 63°C for all sink units and 83°C for dishwashing units.

## Grease Trap

- Grease trap or other suitable grease pre-treatment facility, of sufficient capacity, is required if there is a likelihood of grease from your operation entering the sewer.
- Grease Trap requirements can be found in the NZ Building Code Acceptable Solutions G13 – 3.4.
- The grease trap must be cleaned or treated on a regular basis such that no nuisances, (i.e. overflow, smells, vermin attraction) are caused.
- A hot water hose-fitting tap adjacent to the grease trap enables easy cleaning of the surroundings during emptying.
- Any grease trap installed at or below ground level must be installed such that there is no inflow of surface water to the trap.
- Dishwashers must not be installed so as to discharge through the grease trap.

Grease converters and grease removers shall be installed so that there is adequate space for removal of a lid or other parts for cleaning and maintenance operations.

## Pest Control

- Fly screening of all windows and entrances are required in Butcher Shops. Screening and self closing doors, properly directed air currents or other suitable control measures are highly recommended to keep out birds and flies out in other premises
- All joints with plumbing or other fittings must be sealed to prevent entrance/ harbourage for rodents.

A regular pest control programme with a registered pest control company is highly recommended.

## Yard

Outside yard or working areas drained and paved with an impervious and washable surface area.

## Refuse Storage

Storage for refuse both inside the kitchen and waiting collection – with lids and washable containers – sealed flooring & walls if inside.

## Cleaning Chemicals

A suitable area for the storage of cleaning chemicals and cleaning equipment to be provided at each site – to avoid contamination of food.

## Type of Business

- Any change in the type of food served or the way the business is operated will require prior Health and Planning approval.
- Any change to the use and layout of the building, particularly plumbing or partitions will require a Building Consent.
- Please note only food prepared or cooked in these premises or on an alternative registered premises may be offered for sale. All food that is made on site but sold elsewhere will require a Designated Officer Approval. The Environmental Health Officer will arrange this for you.
- To operate a food business, you are required to have a Basic Food Hygiene Certificate which is NZQA Accredited. A full list of providers for this course can be obtained at [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

For a premise to operate under a Registration Exemption, the Food Safety Programme must be approved before trading starts. If that approval has not been granted, Council registration will be required until the programme is approved. You can then apply for a fee refund after your approval comes through.

## Clearance for Opening

If you are building a new premise or altering a premise, inspections during the stages of building will be necessary for your Building Consent with the Building and Plumbing Inspectors by the chosen processor.

You must ensure that the Environmental Health Officer has completed the final inspection before or at the same time as the final building inspection.

You will also require your Building **Code Compliance Certificate** before the Environmental Health Officer can approve your registration and allow the food premise to open.

You can also visit the Council website at [www.manukau.govt.nz](http://www.manukau.govt.nz) to view any of the information sheets that have been referenced in this document.

This information sheet is about Starting New Food Business. It reflects the Food Hygiene Regulations 1974, but does not replace these.

Information Sheet No: 42  
Issue 1: August 2009