



# Food Premises- Registration and Inspection

Information Sheet No 52

## Food Premises Registration

Every food premises within Manukau City Council areas must be registered with Council, it is illegal to operate a food business without a current "Certificate of Registration" (food licence). Council's licensing year runs from 1 July to 30 June. When a business is registered with Manukau City Council a 'Certificate of Registration' will be posted to you and this must be displayed in a prominent position. The food business must be registered before you begin trading. If you are purchasing an existing business then you must transfer the licence in to your name for your registration to remain valid.

### To Register Your Food Business:

#### 1. Application form

Complete an Environmental Directorate Registration/Licence form

#### 2. Pay Your Registration Fee

- Fees are listed on the reverse of the application form and are calculated by either the number of seats for an eating-house, or the floor area of the food premises.
- Only a portion of the fee will be payable if you are registering a new premises part way through the licensing year.
- Phone licensing Officer, Karen Morgan on (09) 262 8900 ext 8126 for questions regarding your registration fee.
- Transfers of licences only pay a fee of \$80.00 for the licence transfer.

#### 3. Food Hygiene Training

At least one person who works at the food premises on a daily basis is required to have completed a training course on food hygiene in order for the premises to be registered. A copy of the food hygiene training certificate must be attached to your application form for all new and transferred licences.

A brief list of establishments that provide food hygiene courses has been compiled by Council. (Information sheet 43)

## Fee Discount/ Penalty System

Manukau City Council has developed a food premises

registration fee structure to reflect the grading history of a food business. The system is designed to reward premises that have consistently good grades with a fee discount and penalise premises with consistently poor grades with a fee increase. The fee adjustment is based on your last two grades.

Fee adjustment for food grade history is as follows:

Current Grade	Previous Grade			
	A	B	D	E
A	-20%	-10%	-5%	0
B	-10%	-5%	0	+5%
D	-5%	0	+5%	+10%
E	0	+5%	+10%	+20%

## Food Premises Registration Renewals

Towards the end of the licensing year (May) premises that are currently registered will automatically be sent an invoice for the new licensing year registration fee. You must pay your fee AND complete the Environmental Directorate Registration/Licence form enclosed with the invoice in order to remain registered.

**If you do not do this correctly your premises will no longer be registered and you will therefore be trading/operating illegally.**

## Exemption from the Food Hygiene Regulations

If you visit a food business that is not displaying a grade certificate or Certificate of Registration it may be because they are exempt from the Food Hygiene Regulations. Most of the currently exempt premises in Manukau are large chain stores and factories.

Approval of a Food Safety Programme by the New Zealand Food Safety Authority will exempt a food business from the requirements of the Food Hygiene Regulations 1974 and also Council registration and inspection.

In order to become exempt you need to:

- Have a Hazard and Critical Control Point (HACCP) based food safety programme designed and implemented for your business.
- Get an application pack from the New Zealand Food Safety Authority (NZFSA). This booklet can be downloaded from the [www.nzfsa.govt.nz](http://www.nzfsa.govt.nz).

## Food Premises Inspection

### Routine Health Inspections

Food premises registered within Manukau City Council are inspected by an Environmental Health Officer twice per year (every six months). Some premises that operate under a high level of food hygiene on a consistent basis may be inspected once per year.

Environmental Health Officers inspect to check compliance with the Food Hygiene Regulations 1974 and Councils bylaws. As a result the food premises are awarded a grade which reflects the level of compliance of the food business on the day of inspection (see Food Premises Grading Information sheet for more information).

The inspection includes, but is not limited to:

1. Structural fit out and maintenance of the premises including suitable hand washing facilities
2. Safe Food Storage and display
3. Worker conduct and food handling

4. Pest control
5. Cleaning of the premises and all fixtures, fittings and equipment
6. Presence of first aid kit, required signage, grade certificate and current Certificate of Registration.

### First Schedule Inspections

Before a new food business opens an Environmental Health Officer must do an inspection of the premises to ensure that it complies with the structural requirements of the First Schedule of the Food Hygiene Regulations 1974. Food business proprietors need to phone and arrange this with the Environmental Health Officer for the Council ward that the premises is located in at least a week prior to planned opening date.

There also bylaws enforced by Manukau City Council which control activities like signs, use of pavement to display goods etc.

**For any further advice or information you can contact Environmental Health Officer in your area. (Contact Details in the pack)**

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 Registering a Food premises and Inspection. It reflects the Food Hygiene Regulations 1974 and Manukau City council Consolidated Bylaws 2000 but does not replace these.

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