

The purpose of this Guideline is to provide information for people interested in preparing food from residential premises for sale. The City may permit '**Low Risk Foods**' to be prepared in a residential kitchen, subject to an application. An authorised Officer will assess your application to determine if your kitchen is suitable for the preparation of food for sale.

Accepted Low risk foods include:-

- Cakes (**No** fresh cream, cream cheese, custard or ganache)
- Cake Decorating (e.g. traditional wedding cakes such as rich fruit cake and traditional marzipan decoration only)
- Jams
- Biscuits
- Pickled Onions
- Muffins
- Chutneys
- Relishes and sauces that are heat treated
- Herb vinegars with a pH of less than 4.5
- Preparation of food associated with Hosted Short Term Rental Accommodation

Requirements:

Planning approval to conduct a home occupation / home business may be required, please contact the City's Planning Services, on **9528 0467** for further information.

All food businesses are required to ensure compliance with the Food Act 2008, with relation to the structural and hygiene requirements outlined in the Food Standards Code. Allowances are made within the Code for certain exemptions relating to requirements for food businesses that are principally used as a private dwelling if the proprietor has written approval from the City of Rockingham.

Provisions under the Food Act 2008 and Food Regulations 2009 have been made for charitable organisations or community groups in the event that the food business is conducted solely for purposes that are of a charitable nature and any food handled is not potentially hazardous food, such as jams and pickles or after being appropriately cooked is provided for immediate consumption, such as a sausage sizzle.

Please note that you are required to notify the City of Rockingham of your food preparation activities.

Food Labelling Requirements:

When you prepare food in your home as with any other food business, you are responsible for ensuring that the food you prepare is safe to eat and suitably labelled. Please refer to the Food Standards Code Part 1.2, Labelling and other information requirements, which can be found on the following website:- https://healthywa.wa.gov.au/Articles/F_I/Food-labelling

All packaged food sold in Australia must be labelled in accordance with the Australia New Zealand Food Standards Code. The label should include:

- A description of the food, for example 'strawberry jam' or 'chocolate cake';
- The name and address of the person or company who made the food, so that the maker can be traced if there is any problem with the food. A street address is needed, as a post office box cannot be traced;

- A list of ingredients;
- A 'best before' date to indicate how long the food will keep;
- Any special storage conditions, for example 'once open keep refrigerated'.
- A simple handwritten label is fine.
- Relevant information must be available to the public if any of the ingredients may cause allergic reactions. These ingredients include:
 - Gluten, a substance found in wheat, rye, barley, oats and spelt, and therefore present in foods made from these grains, such as flour
 - Fish, fish products, crustacean (shellfish) and products
 - Eggs and egg products, milk and milk products
 - Soya beans and products
 - Peanuts and products
 - Sesame seeds and products, and other nuts and products
 - Sulphites (a preservative)
 - Royal jelly (secretion from the salivary gland of bees)
 - Bee pollen (pollen collected from the legs of bees)
 - Propolis (a substance collected by bees)
 - If any foods contain royal jelly, a warning statement must be included on the label.

Food Hygiene Requirements:

To ensure that food is appropriately handled whilst being prepared in your home, the following minimum requirements should be followed:

- The food preparation area must be kept in a clean and sanitary condition and all fixtures, fittings and equipment should be well maintained.
- The premises should be fully enclosed and protected from the entry of vermin.
- Animals must not be allowed to enter the food preparation and service area at any time.
- Adequate rubbish disposal facilities must be provided in a sanitary condition.
- The food preparation area must be provided with hot and cold water at all times. A double bowl sink must be available for use and stocked with disposable hand towels and liquid soap at all times.
- Adequate refrigeration must be provided to ensure that all high risk foods such as eggs and dairy products are stored at or below 5°C.
- Raw and cooked food must be stored and handled separately to prevent cross contamination. Furthermore, all food must be completely covered at all times.
- Frozen foods must not be defrosted at room temperature. The use of the refrigerator or a microwave is recommended.
- Food preparation must only be undertaken by persons who have a basic knowledge of food safety principles. (Authorised Officers can be contacted for information on the FoodSafe training program.)
- Food grade detergents and sanitizers should be used on all food contact surfaces and equipment to ensure that cross-contamination does not occur.

For further information please contact -

City of Rockingham, PO Box 2142, Rockingham DC, WA 6967
Health Services
Phone: 9528 0315
Email customer@rockingham.wa.gov.au
Webpage www.rockingham.wa.gov.au

**APPLICATION FOR APPROVAL OF
FOOD HANDLING ACTIVITIES IN RESIDENTIAL PREMISES**

APPLICANTS DETAILS:

Title: _____	First Name(s) _____	Surname _____
Residential Address: _____ _____		
Postal Address: _____ _____		
ABN: _____		
Phone: _____	Mob: _____	Fax: _____
Email: _____	Primary Language spoken: _____	

The City of Rockingham is collecting your personal information to process an application for Food Business Approval under the Food Act 2009. It may also be used for secondary purposes which would be reasonably expected.

We may share this information with other government agencies in order to assess the application. If you choose to not provide your personal information, we may not be able to process the application.

To access, correct or learn more about how we handle personal information please contact privacy@rockingham.wa.gov.au or visit rockingham.wa.gov.au/privacy.

DETAILS OF HOME OCCUPATION:

Food Business Trading Name: (if appropriate) _____ _____
Describe any proposed alterations to the residence: _____ _____ _____
How often will clients or customers be visiting the site? _____
Number of staff: _____
Are any staff members not members of your household? Yes / No

WHICH CATEGORY BEST DESCRIBES YOUR PROPOSED HOME BUSINESS:

<input type="checkbox"/>	Food Manufacturer/ processing	<input type="checkbox"/>	Food Transport
<input type="checkbox"/>	Food Packaging	<input type="checkbox"/>	Charitable or community organisation
<input type="checkbox"/>	Distributor	<input type="checkbox"/>	Other (Provide details):
<input type="checkbox"/>	Storage		

DETAILS OF FOOD HANDLING ACTIVITIES (please tick all boxes that apply)	
<input type="checkbox"/>	Hosted Short Term Rental Accommodation
<input type="checkbox"/>	Food produced for community or charitable purposes
<input type="checkbox"/>	Cakes, biscuits, other flour products that do not contain potentially hazardous food such as cream
<input type="checkbox"/>	Cake decorating
<input type="checkbox"/>	Jams
<input type="checkbox"/>	Pickled Onions
<input type="checkbox"/>	Chutneys, relishes and sauces with a pH less than 4.5
<input type="checkbox"/>	Repackaging of low risk confectionary products
<input type="checkbox"/>	Other (please specify)

Your application **MUST** include the following details for all the foods to be prepared or manufactured:

DETAILS OF FOOD TO BE SOLD		
What foods are to be sold (please list all)	Please details the main ingredients	Where will the ingredients for each food be sourced? (butcher, bakery etc)
<p>Is any pre-packaged food to be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>All packaged food sold in Australia must be labelled in accordance with the Australia New Zealand Food Standards Code</p> <p><i>Food that is packaged in front of the customer at the point of sale is excluded</i></p> <p>PLEASE NOTE: It is an offence under the Food Act 2008 to sell food that is not prepared from an approved / registered food business. Marinating meat, cutting of vegetables, precooking curries etc. from a residential kitchen is not permitted. Offenders may be fined or prosecuted.</p>		

**PREPARING FOOD FOR SALE IN A RESIDENTIAL
PREMISES - FOOD ACT 2008**



DETAILS OF FOOD TO BE SOLD	
How will raw ingredients be stored?	
How will the finished product/s be stored?	
Where will the finished product be sold? (School Fete, Church, Direct to the public etc.)	
How will the product be transported?	
Manufacturing Process: (Include details of each cooking step/ method, including cooking time and temperature)	
Details of packing materials: (must be food grade - eg cake boxes, jars etc. list type & supplier)	

Application Checklist (please tick all boxes as confirmation of attached documentation)	
Application for a Registration of a food business together with \$30.00 fee and \$200.00 application fee for a low risk food premises	
Provide a written food recall plan	
Evidence of accurate shelf life calculations	
A copy of the label to be attached to the finished product if applicable (please refer to the Food Standards Code for labelling requirements)	
A plan of the residence indicating all areas that will be utilised for food preparation, production, storage, processing or other uses associated with the business. (eg office areas)	

NOTE: ALL SUPPORTING INFORMATION and PAYMENT of FEES are REQUIRED PRIOR TO ASSESSMENT OF YOUR APPLICATION

Signature of Applicant

Date