Before you start

When starting a food business, the following items need to be considered:

- Type of food business
- Planning requirements
- Plans
- Structural requirements
- Hygiene requirements
- Building requirements

TYPES OF FOOD BUSINESS

Examples:

Café, Takeaway Shop, Licensed Restaurant, Bakery, Butchery, Dairy, Manufacturing and Wholesaler.

REGISTRATION

The food premises need to be registered. An application can be made through Council. Fees are payable based on the type of activity.

BEFORE YOU OPERATE!

You cannot operate until the food premises fully comply with the planning requirements, the Food Act 2014, the Food Regulations 2015 and the Building Act 2004.

ABOUT THIS GUIDE

This brochure is intended to provide general information only. It is not intended as a legal document and may not be applicable to all circumstances. For specific details, please contact Rangitīkei District Council.

RANGITĪKEI
DISTRICT COUNCIL

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Making this place home.

Opening a Food Premises

A guide to the requirements



RANGITĪKEI
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Planning requirements

Prior to considering setting up a food premise, it is essential to check that the activity is permitted in the Zone. For example, if the zoning is residential, activity may not be permitted. Please contact the Planning team if you have questions: planning@rangitikei.govt.nz

Plans

Scale plans of the premises must be provided.

These must include:

- Layout of the kitchen, including food preparation and storage areas. For restaurants, bars and cafés include seating capacity and customer toilet facilities.
- Plumbing fixtures such as toilet sinks and hand basins.
- Yard area - storage site for refuse bins.

Food menu and proposed activities

Provide information outlining the type of food you intend to sell and any food processing to be undertaken. This is to assist Council in determining if the premises is suitable for the proposed operations.



Buying existing food premises?

Check with an Environmental Health Officer from Council for any outstanding requirements. A health inspection can be done on request prior to new ownership.



Building requirements

All new work is required to comply with the Building Act 2004. If a building is undergoing an 'alteration' or 'change of use' please discuss this with a Building Inspector.

Facilities for the Disabled

Bars and Restaurants with Liquor Licences. Whenever toilets are required for the public then provision must be made for the disabled. A toilet compartment has to enable easy access for a wheelchair, and the ability to park a wheelchair alongside the WC; it must have handrails and doors that are easy to open. Wheelchair ramps to the bar and facilities must be made available.

Hygiene requirements

Food businesses need to identify and manage hazards that may create a serious risk to food safety.

Hazard Control - examples include storage of dried food, checking for webbing, stock rotation, protection from insects and thorough defrosting of meat in a refrigerator or microwave.

Hazard identification - used to control matters such as cleanliness, tidiness, vermin control, storage temperatures, hygiene practices, cleaning utensils and separation of raw and cooked meats.

Structural requirements

A summary of the main requirements is as follows.

- **Construction** - the premises must be in good repair.
- **Surfaces** - floors, walls, ceilings, shelving and bench tops should be smooth, waterproof and easy to clean. Walls and ceilings should be light in colour. Wet processing areas such as fish and butcher shops may require floors graded to approved drains.
- **Space** - provide adequate floor space for ease of cleaning and sufficient workflow.
- **Hand Wash Basin** - the hand wash basin must be as near as practicable to the workplace.
- **Toilets** - convenient to the workplace and in accordance with the Building Act 2004.
- **Plumbing** - an adequate supply of hot water and cold water needs to be supplied. At the sink, at least 63°C is required. Sufficient and suitable drains are required in accordance with the Building Act 2004.
- **Lighting** - adequate lighting needs to be provided to prevent eyestrain and enable thorough cleaning.
- **Ventilation** - adequate ventilation needs to be provided to remove odours and condensation and enable comfortable working conditions. Cookers and fat fryers require mechanical ventilation, usually with filtration.
- **Cooking Meats, Using Fats or Oils** - a grease interceptor trap may be needed to protect the Council sewer main from blockages caused by fat accumulating in the sewer pipe.
- **Grease interceptor trap** - may be needed to protect the Council sewer main from blockages caused by fat accumulating in the sewer pipe. Greasy wastewater from woks, wash sinks and dishwashing machines should be conveyed to the grease trap.
- **Grease trap servicing** - the grease trap requires cleaning at regular intervals depending on its capacity.
- **Woks** - provide a cold-water supply for wok cleaning, a drainage channel with a removable coarse filter, a deep seal trap in the waste pipe, and connection to the grease trap.
- **Staff Changing Facilities** - adequate staff facilities need to be provided.
- **Yard** - an enclosed or separate area is required for the storage of rubbish so that it can be easily collected.