

PREMISES APPLICATION CHECKLIST

Have I checked on –

Siting for movable premises

City Plan requirements

Environmental Health requirements

Hazardous Substances requirements

Trade Waste requirements

Occupational Safety & Health requirements

Requirements re base facilities

Have I –

Made application for registration

Provided all the necessary information in my application

Checked on stall licence requirements

Paid required fees

Completed premises to required standards

Arranged final premises evaluation with EHO

Received health approval

Received Certificate of Registration

Getting Started in the Food Business

MOVEABLE FOOD PREMISES



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CHRISTCHURCH
CITY COUNCIL · ENVIRONMENT

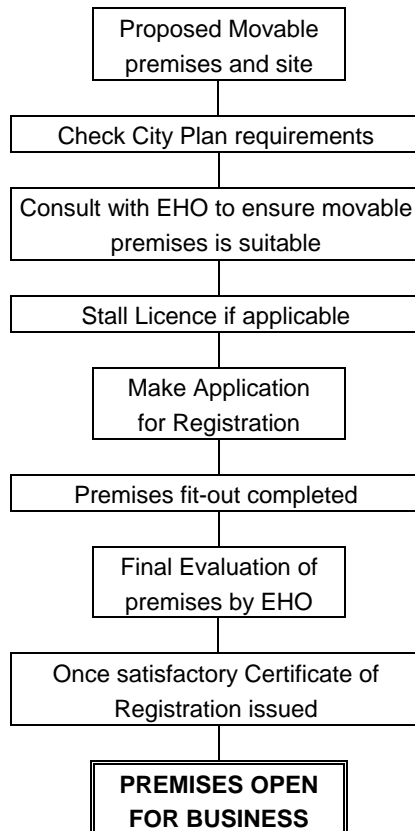
FOOD HANDLING

All those handling food must -

- Not cough or sneeze over or around food.
- Not smoke while preparing or handling food.
- Not prepare or handle any food for sale if they have suffered from diarrhoea in the last 2 to 3 days.
- **Operators must avoid unnecessarily handling food** and should use tongs, forks, scoops or disposable gloves etc where possible.
- Have no infected sores or wounds.

OPENING A NEW MOVABLE FOOD PREMISES

Then Check The Following Flow Diagram



INTRODUCTION

This brochure is designed to help you set up a new movable food operation by providing information on the relevant standards required and the application and registration procedures.

In establishing new food premises a commitment to ensuring a high standard at the development stage through selection of suitable materials and equipment combined with thoughtful design will result in greater operational efficiency and cost effectiveness.

You are urged, during the process of establishing your business or with any problem relating to the food business, to consult your **Environmental Health Officer**, who can provide expert advice and additional information to clarify any area of uncertainty.

The following section lists other Council Units/sections and outside agencies that may have an interest in, or requirements relating to your proposed business. They may also provide further technical advice or information you may need to consider before proceeding with any venture.

1. CHRISTCHURCH CITY COUNCIL – Telephone 941 8999

INSPECTIONS & ENFORCEMENT UNIT

- Resource Management**
for advice on the City Plan requirements, zoning and resource consent applications.
- Hazardous Substances Section**
if your business involves the storage and/or supply of gas for cooking or heating water.
- City Water and Waste Section**
for information regarding grease traps and the drainage of yard and rubbish storage areas.
- Enforcement Section**
for further information on food safety matters, and Bylaws regarding mobile shops and stall licences.

Property Unit

for advice on sites on streets.

Transport and Greenspace and Marketing Units

for advice regarding sites in parks or reserves and Council organised events.

2. CANTERBURY DEVELOPMENT CORPORATION – Telephone 379 5575

for advice on setting up and developing a small business.

3. COMMUNITY AND PUBLIC HEALTH - Telephone 364 1777

Public Health Unit - for advice on labelling of your products, permitted levels of additives in food etc.

4. DEPARTMENT OF LABOUR - Telephone 0800 20 90 20

Occupational Safety and Health - for advice on Health and Safety in Employment requirements.

LEGAL REQUIREMENTS

MOVABLE FOOD PREMISES (MFP) means re-locatable premises that are used for the preparation or handling of food for sale, or for the sale of food, and includes, movable stands, mobile shops, food caravans, re-constructible premises, or similar structures or vehicles.

Movable food premises must be approved and registered by the Council under the Food Hygiene Regulations 1974.

If they are to be used in, or occupy, any street, road or other public place, they must also have all other licences, registrations or permits and pay any site fees which may be required under the provisions of any relevant Act, Regulation or Bylaw.

There are many types of movable premises food service operations, ranging from the sale of pre-packaged foodstuffs to the preparation and handling of food for sale, such as take-away meals.

With this in mind, the following requirements of the Food Hygiene Regulations have been simplified and put together as a guide, with the safety of the food and the processes involved being the main concern.

MOVABLE FOOD PREMISES CONSTRUCTION

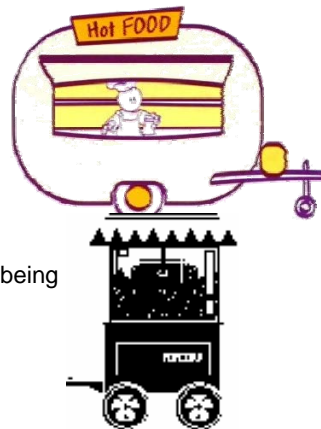
MFP must be suitably constructed for the type of food preparation, handling and sale activities that are intended to take place.

They must provide adequate protection for any food that is likely to be contaminated by adverse environmental effects such as dust, insects, birds, rain and direct sunlight. All surfaces such as floors, walls, ceiling, shelving, benches etc (where provided), must be smooth, impervious and easily cleanable.

ENVIRONMENTAL PROTECTION

Environmental protection may be provided by using:

- A suitably constructed caravan or vehicle.
- Screens, awnings, tents, ground coverings, canopies, covers or umbrellas made of canvas, plastic, or other suitable material that may be appropriate for protecting the food handling areas from environmental contamination.
- Hygienically constructed food containers capable of being totally enclosed, or by having all food for sale pre-packed.



DISPLAY and SERVICE

- **High risk foods must not be left at room temperature.**
- Serve hot food hot – **too hot to handle**. If there is a delay before serving hot foods, then they need to be kept hot - not just warm.
- Cold high risk foods must be kept below 4°C.
- All displayed food must be adequately protected from possible contamination.
- Disposable single service eating and drinking utensils should be used and along with straws, cups, spoons etc must be protected from contamination.

STORING

- Keep dry foods (flour, rice, pasta etc) in airtight containers.
- Hot food should be cooled quickly before being refrigerated.
- Food in the fridge must be kept at 4°C or below. The fridge temperature must be checked regularly.
- Keep raw meat, poultry and fish on the lowest shelf of the fridge to prevent the juices from dripping on other foods.
- Frozen foods must be kept at -18°C.

LABELLING OF FOOD

- Packaged food should be labelled with the common name or description of the food, the net weight, volume, or number of contents, the business trading name and address.
- Packaged food with a shelf life of less than 90 days should have a date mark being a 'best before', 'use by', or 'packed on' date mark.
- Take care over the wording of any claims made about the origin, type, quality or effect of the food and note that the use of the words pure, real, genuine, imitation, mock and substitute have special constraints. The word **health** cannot be used regarding any food.
- Contact the Community and Public Health Office (telephone 364 1777) for details regarding the labelling of food under the Food Regulations 1984.

PERSONAL HYGIENE

HAND WASHING

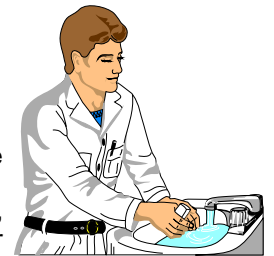
All those handling food must wash their hands -

Before handling any food or equipment.

After handling raw food especially meat and chicken and before they handle other foods.

Immediately after going to the toilet, blowing their nose, coughing, sneezing, smoking, eating, combing or touching their hair, handling waste food or rubbish and handling cleaning equipment.

Hands must be washed thoroughly, preferably using a bactericidal soap, then rinsed in clean water and dried on a disposable towel.



FOOD SAFETY

The following requirements relate to both the MFP and any base facility.

SUPPLY AND TRANSPORT

- All foodstuffs must be obtained from registered food premises.
- High risk and other readily perishable foods must either be kept below 4°C, or above 60°C - preferably 70°C.
- The food must either be kept in clean containers with lids, or be effectively wrapped to prevent contamination.
- Food containers used for transporting food must not be used for any other purpose and must be capable of being easily cleaned.
- The compartment or part of any vehicle used to transport food products must be clean and must not contain anything that may contaminate the food or its packaging.

FOOD HANDLING/PROTECTION

HIGH RISK FOODS

High risk foods are those perishable foods that can support the growth of harmful bacteria (that can cause food poisoning) and are intended to be eaten without any further treatment such as cooking, which would destroy the bacteria. They include -

- All cooked meat and poultry.
- Cooked meat products including gravy, stock, and roll/sandwich fillings.
- Milk, cream, artificial cream, custards and dairy products.
- Cooked eggs and soft products made with eggs, like mayonnaise.
- Shellfish and other seafood.
- Cooked rice.

PREPARING

- Fruit and vegetables should be washed thoroughly and all foods checked for signs of spoilage before preparation.
- Frozen food should be thawed in the fridge or microwave rather than at room temperature. It should be used immediately after thawing and must not be refrozen.
- **Raw and high risk foods must be kept separate during preparation.**
- Cutting boards and bench surfaces must be thoroughly cleaned, especially after preparing raw meats and before preparing any high risk food. Preferably separate boards should be used.

COOKING

- Preheat ovens, so food can cook or reheat as quickly as possible.
- All meat, especially poultry must be cooked thoroughly (75°C minimum internal temperature), with the juices being clear.

The type and design of the environmental screening provided, will determine the amount of food preparation and handling that can be carried out on the MFP and the weather conditions that it may operate under.

All MFP must be constructed to the satisfaction of the Council's Environmental Health Officers.

BASE FACILITIES

Household kitchens **cannot** be used as a base facility if they also continue to be used as the home kitchen.

Base facilities (if provided) used for the preparation, handling, pre-packing or storage of food for sale, or for the cleaning of equipment must comply with the First Schedule to the Food Hygiene Regulations.

This facility is covered by the MFP registration but must be approved and inspected by the Council EHO and must hold a separate Certificate of Inspection.

Should this facility be shared by two or more businesses it must be cleaned and sanitised at the end of each operations use.

FIRST SCHEDULE – FOOD HYGIENE REGULATIONS

This is a simplified summary of the First Schedule which sets out the minimum structural requirements for food premises.

Due to the variety of materials and fittings available you are advised to consult your Environmental Health Officer before making final decisions.

GENERAL ~ The premises must be well constructed, in good repair and as far as practicable offer no entrance or harbourage for rodents.

FLOORS ~ Are to be impervious and easily cleaned, with all angles between floor and walls rounded off to a height of not less than 75 mm from the floor.

Note: The material of the floor shall be suited to the work or process carried out in the premises.

WALLS ~ Internal surfaces to be smooth, dustproof, non-absorbent and easily cleaned, being painted or treated as the EHO may approve. Minimum height of walls to be 2.40 metres.

CEILINGS ~ Ceilings or undersides of roof, and supports to be smooth, dust proof, and easily cleaned.

LIGHTING ~ Sufficient for worker comfort and ease of cleaning, being free from glare or shadow with a minimum level of 215 lux, measured at bench height.

VENTILATION ~ Adequate to prevent premises becoming excessively heated, to prevent condensation, remove objectionable odours and to maintain comfortable conditions. If natural

ventilation is not satisfactory provide mechanical ventilation. Discharges from cooking equipment must not cause a nuisance.

SPACE ~ Sufficient for persons working; and for easy access for cleaning.

CHANGING FACILITIES ~ Adequate facilities for the storage of staff clothing and personal belongings.

TOILET ACCOMMODATION ~ Conveniently situated to premises site.

WASH HAND BASINS ~ To be convenient to the area where food is prepared.

WATER SUPPLY ~ Adequate supply of clear wholesome water.

HOT WATER SUPPLY ~ Sufficient hot water at 63°C at all sinks and other appliances and 38°C at wash hand basins.

PLUMBING ~ Provision of sinks, sanitary fixtures and other appliances, of sufficient size and capacity to ensure equipment can be easily cleaned.

SEWAGE DISPOSAL ~ Drained in accordance with the Building Code.

YARD ~ Yards and outside working areas to be paved with impervious washable surfaces and provided with drainage. If no yard - a separate room or enclosure is required for the storage of refuse containers.

Some or all of the above may be required for an MFP registration.

VENUES

Venues used on a regular basis should provide the following facilities:

- Toilets and wash hand basins with hot and cold water.
- Suitable refuse bins with adequate refuse removal arrangements.
- Where possible temporary connections to the water supply and from the MFP waste water tank to the sewer.

GENERAL SAFETY

- Check that the MFP has no sharp projections that could cause injury.
- All cooking and heating equipment should be adequately screened to prevent accidental burn injuries from occurring among members of the public or staff.
- All sign boards, ropes, wires etc and other equipment used in connection with the MFP should be placed so as not to cause a hazard to members of the public and in particular must not slow down egress in the case of fire or other emergency.
- Electrical appliances, outlets and wiring must comply with all electrical safety requirements.
- Gas installations must comply with the requirements of the Hazardous Substances and New Organisms Act and Regulations with all valves, hoses and safety devices being maintained in good condition.
- Cylinders of LPG are to be secured in a well ventilated area on the vehicle.

APPLICATION FOR REGISTRATION

Your application for registration as a Movable food premises should consist of:

- A completed "Application for Registration" form,
- A plan of the premises showing all appliances and equipment and detailing materials, surfaces and finishes.
- Payment of the application fee.

It is preferable to also pay the appropriate registration fee for the premises at this time. This would then avoid the need for a future invoice for the registration fee and any later confusion arising over fees already paid.

The Application Form

An application form is available from any Council office or may be downloaded from our web site: <http://www.ccc.govt.nz/health/forms/GeneralLicenceApplication.pdf>, it is a legal document, please complete it accurately.

The form should be signed, dated and then forwarded, together with payment of the application fee (and preferably the registration fee also) to the Regulatory Support Team (address on the back of this booklet).

REGISTRATION AND BEYOND

After making application for registration, and nearer to the proposed opening date, the Environmental Health Officer must be contacted to arrange a final evaluation of the premises. If work requiring a building consent was carried out, then a Code Compliance Certificate must be obtained before the Certificate of Registration can be issued.

Once the final evaluation reveals the premises has been completed in accordance with the approved plans, the Food Hygiene Regulations 1974 and all other relevant legislation, approval can be given and the certificate of registration issued upon payment of the registration fee (if not paid at the time of application).

It is an offence to operate the premises prior to the issue of a Certificate of Registration.

Once the premises are registered then periodic evaluations of the premises will be carried out to ensure safe food handling practices, conduct and structural requirements are being observed.

Your registration must be renewed every year. The registration period runs from 1 July to 30 June.

COUNCIL BYLAWS

All functions must comply with the relevant bylaws of the Christchurch City Council, particularly those concerning street trading activities and stall licence requirements.