Home-Base Food Business Premises
Registration Form

Food Act 2003 & Local Government Act 1993

About this form

Use this form to register a Home-base Food Business Premises with Bayside Council.

This form is to be completed and submitted to Council prior to operation of the Home Food Business premises. This form only relates to the proposed Home-base Food Business premises.

What you'll need

The following details must be provided with the registration:

☐ Food Safety Supervisor (FSS) Certificate (unless exempt)

☐ Menu/List of food or drinks served

☐ Waste disposal details

☐ Floor plan of proposed room or dwelling area

Premises

Business / Trading Name: .....

Business Phone No: .....Unit / Shop & Street No: .....

Street: .....

Suburb: .....Post Code:.....

Details of business owner/operator of Home-based Food Business

Title: Mr Mrs Ms Other: .....

Name: .....

Company Name:..... ABN: .....

Postal Address: .....

Suburb: ..... Post Code:.....

Email:.....

Phone No(s):..... Mobile:.....

Signature: ..... Date:.....

Postal address
PO Box 21, Rockdale NSW 2216
ABN 80 690 785 443

Bayside Customer Service Centres
Rockdale Library, 444-446 Princes Highway, Rockdale
Westfield Eastgardens, 152 Bunnerong Road, Eastgardens

E **council@bayside.nsw.gov.au**
W **www.bayside.nsw.gov.au**
T **1300 581 299** | **02 9562 1666**

Telephone Interpreter Services: 131 450 Τηλεφωνικές Υπηρεσίες Διερμηνέων بخدمة الترجمة الهاتفية 電話傳譯服務處 Служба за преведување по телефон

Type of food or drinks

- ☐ Coffee / Tea
- ☐ Pre-packaged food / drinks
- ☐ Ice cream / Snow cones
- ☐ Confectionery / Nuts
- ☐ Fresh fruit juices
- ☐ Food sampling only
- ☐ Baked goods / Cakes
- ☐ Barbeque / Sausage sizzle
- ☐ Food caterer
- ☐ Take away food
- ☐ Other type of food or drinks (please specify): .....

Notes

Food Safety Requirements: The design, construction and operation of all permanent and home-base food premises, vendors and stalls must comply with the relevant requirements of the Food Act 2003, Food Regulation 2015, the Australia New Zealand Food Authority (ANZFA) Food Standards Code. These provisions include requirements relating to:

- The safe handling of food – skills, knowledge and controls
- Health and hygiene requirements
- Requirements for food handlers and businesses
- Cleaning, sanitising and maintenance
- Design and construction of food premises, fixtures, fitting and equipment

Inspections

Council's Environmental Health Officers may also carry out inspections of Home-base Food Premises to check compliance with relevant food safety requirements and standards. The relevant fee is required to be paid to Council for any inspections carried out by Council's Environmental Health Officers, in accordance with Council's Fees & Charges.

All operators are advised that any breaches of the Food Act 2003, the Food Regulation 2015, or Food Safety Standards may be liable to a Penalty Infringement Notice (PIN) provided under the relevant legislation. Council's Environmental Health Officers may issue Notices and Orders under the relevant legislation to ensure compliance with the Food Act 2003, the Food Regulation 2015 and Food Safety Standards.

Further information

For further information contact Council's Environmental Health Team on 1300 581 299 Monday to Friday between 8.30am and 5pm; or visit one of Council's Customer Service Centres at Eastgardens and Rockdale; or visit Council's website at **www.bayside.nsw.gov.au**

Further information on food safety requirements and standards can also be obtained from the following websites: **www.foodstandards.gov.au** and **www.foodauthority.nsw.gov.au**

How to lodge this registration

- Over the counter at one of Council's Customer Service Centre with payment **($57)** made via cash, cheque, credit card or EFTPOS.
- By post together with payment (Cheque / Money order) to: PO Box 21, Rockdale NSW 2216.

Fees

Registration fees are in accordance with Council's Fees and Charges Policy. Fees may be paid by cash, cheque, MasterCard, Visa, American Express & EFTPOS. Do not send cash in the mail. Make cheques payable to Bayside Council. If lodging multiple Registrations, a separate payment must be made for each registration form.

For Official Use Only – Account Number: RC 15050 Risk Assessment H M L

OFFICE USE ONLY – # APPLICABLE REGISTRATION FEE MUST BE ACCOMPANIED WITH THIS FORM #

Registration received by:..... Date: .....

Referred to:..... Date:.....

Receipt No:..... Date:.....

Fee: $ .....

Information sheet for Home-base food Premises – Minimum requirements

Design and construction requirements

Home Food Business must comply 4674 -2004 Design, construction and fit-out of food premises and Food Safety Standards.

- the employment of more than 2 persons other than those residents, or
- interference with the amenity of the neighbourhood by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil, traffic generation or otherwise, or
- the exposure to view, from any adjacent premises or from any public place, of any unsightly matter, or
- the exhibition of any signage (other than a business identification sign), or
- the sale of items (whether goods or materials), or the exposure or offer for sale of items, by retail, except for goods produced at the dwelling or building,
- but does not include bed and breakfast accommodation, home occupation (sex services) or sex services premises.
- the business must not involve the use of more than 60 square metres of floor area.

Food transportation and storage

Food items will be stored at least 150mm off the floor within the food stall.

Food items will be transported and stored in enclosed smooth and impervious containers (i.e. plastic food grade containers).

Perishable food (i.e. meat products, dairy products, milk, seafood, poultry etc.) will be transported and stored in refrigerated containers, coolers or appliances.

Cleaning

All surfaces, equipment, appliances, containers, crockery, utensils, food preparation, storage and cooking areas will be kept in a clean condition at all times. All food contact surfaces has to be kept in a clean and sanitary condition.

Cooking and preparation areas are to be kept free from potential contamination i.e. wind-blown dust, dirt and by the public or customers touching, coughing and sneezing on or near the food or equipment.

The area will be kept in a clean condition, free from dirt, grease, dust, insects, vermin and cockroaches etc. at all times.

A sealed container of potable water (minimum capacity of 20/25 litres) with a tap and suitable bowl (waste container) for waste water should be provided for washing and rinsing utensils/equipment on-site. Equipment used with potentially hazardous foods must be cleaned frequently.

Prevention from contamination

Raw food items to be cooked (i.e. meat, poultry and seafood) will be kept in sealed food grade containers until being prepared and cooked.

Food items which are ready for consumption (i.e. cold meats, dairy products etc.) will be kept in sealed food grade containers until being prepared and served to customers.

Raw food items to be cooked (i.e. meat, poultry and seafood) will be kept clear and separate from food items which are ready for consumption (i.e. cooked food, cold meats, dairy products, sandwiches, bread, fruit and vegetables etc.), to prevent potential ‘cross-contamination’ of food.

All food items will be prepared on the day, within the Home Food Business, for consumption on the same day.

Food temperature control

Food that is to be served cold (i.e. dairy products, milk, eggs, cold meats, cold seafood, cold poultry and cooked food ready for consumption will be maintained at or below 5o C (i.e. in refrigerated containers, coolers or appliances).

Food that is to be served hot (i.e. cooked meat/seafood/poultry etc., pies, sausage rolls and other heated food ready for consumption) will be maintained at or above 60o C (i.e. in heated food display appliances)

Digital probe thermometer which must be accurate +/- 1 degree & alcohol wipes within stall

Note: After cooking food, it must be maintained at or above 60o C (if it is to be kept hot or warm) or, after cooling the cooked food (and within 2 hours) the food must be maintained at or below 5o C.

Food display

All foods on display must be either whole fruits, vegetables, wrapped or packaged, or completely enclosed in a suitable display cabinet, or protected by a physical barrier such as (bain-marie, sneeze guard, perspex, glass etc. to the stall) or located so as not to be openly accessible to the public.

Drinking straws, paper cups, disposable cutlery etc. will be provided in suitable dispensers.

Condiments such as sauce, mustard etc. will be provided in squeeze-type dispensers or individual sealed packs.

Council may exempt pre-packaged and low-risk foods from certain construction requirements due to a reduced risk in food safety. Open food stalls consisting of tables only or tables and trestles, shall be used only for the sale of pre-packaged and low-risk foods for example: pre-bottled or sealed jams, honey, pickles and drinks; pre-wrapped and sealed cakes, toffees and biscuits; whole fruit, vegetables and nuts intended to be washed or peeled before eating. Contact Council to enquire about exemptions.

Hand washing facilities

A sealed container of potable water (minimum capacity of 20 Litres) with a tap and suitable bowl of containers should be provided for hand washing. Clean towels and detergent must also be provided. For pre-packaged and low-risk foods, there may be exemptions from certain facility requirements due to the reduced food safety risk. Contact the Council for details.

Waste disposal

All waste materials will be kept in suitable waste receptacles provided in or near the stall.

Arrangements have been made for the collection and disposal of waste materials (i.e. a trade waste contractor or Council's trade waste service).

Waste receptacles and bins will be kept covered with lids and be emptied regularly so as not to overflow.

SIGNATURE: I confirm I have read, understood and will fully comply with the abovementioned requirements and the NSW Food Authority Guidelines for food businesses at Home Food Business events and must be satisfied at all times:

Signature: ..... Date: .....

Postal address
PO Box 21, Rockdale NSW 2216
ABN 80 690 785 443

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