

GUIDELINES FOR THE PREPARATION AT HOME OF FOOD FOR SALE

INTRODUCTION

These Guidelines establish Bathurst Regional Council's procedure and food hygiene standards for the preparation at home of food for sale.

SECTION 1 - APPLICATION OF GUIDELINES

These Guidelines shall apply to the preparation of food for sale in residential dwellings within Council's area. Operators should also comply with the relevant State Legislation regarding hygiene, safety and all Town Planning requirements.

A Notification of Exempt Development Under Development Control Plan – Exempt Development Home Occupation application is required to be submitted to Council if no other development applications are required to be submitted.

SECTION 2 – WHAT CAN BE PREPARED AT HOME?

Food for sale can be prepared at home provided that no more than 10kg of food is prepared each week and a Food Safety Plan is submitted and approved by Council. A logbook of the total amount of food sold each week is to be maintained and can be requested by Council to review and assess.. If a business prepares more than 10kg of food each week it must be prepared within an approved commercial kitchen and potentially obtain a food license with the NSW Food Authority.

Note: High risk food items/ procedures such as raw eggs, sous vide and preparing food for vulnerable persons will not be approved as a home-based food business within the Bathurst Local Government Area.

SECTION 3 – THE FOOD SAFETY PLAN

The Food Safety Plan must be submitted to indicate the procedure to be followed in the preparation and storage process of food items. The Plan must include details of every ingredient contained in the product from when the ingredient is received through to the sale of the food. The method of storage, personal hygiene techniques, food hygiene precautions, preparation of the food, cooking process and delivery to point of sale are aspects to be included in the Food Safety Plan. Attached is a pro-forma table that may be used to assist with the preparation of the Food Safety Plan. Council's Environmental Health Officers are also able to provide assistance with the intent of the Food Safety Plan.

It would be expected that the Plan would be more detailed the larger the volume and the greater variety of food produced.

SECTION 4 – LABELLING

In the case where food for sale is packaged eg jars, bottles or paper packaging, the packaging must be labelled in accordance with the Food Standards Code. Generally, the labelling must include a list of all the ingredients in the product, the date of production, or 'Use by' or 'Best before date' and contact details of the person producing the food. More information is available on the Food Standards Australia and New Zealand (FSANZ) website or from Council's Environmental Health Officers.

SECTION 5 – INSPECTIONS BY COUNCIL’S ENVIRONMENTAL HEALTH OFFICERS AND COSTS OF INSPECTIONS

Council’s Environmental Health Officers are required under the Food Act 2003 and the Food Standards to inspect all food premises on a regular basis. A fee in accordance with Council’s Revenue Policy applies to these inspections.

Please Note: An initial fee including the application and inspection will be charged in accordance with Council’s Revenue Policy also.

SECTION 6 – YOUR APPROVAL

Once your application to prepare food at home has been approved by Council the following procedures will be put into place:

1. Council will issue the applicant a letter indicating Council has approved the premises for the preparation of food in the home. The letter will indicate generally the type of food the premises have been approved to prepare. A copy of this approval should be given to any person or business who may further on sell the food produced at home.

Please Note: If you wish to operate a temporary/ mobile food premises, you must obtain prior approval with Council **before** commencement.

Food Safety Plan – Preparation at Home of Food for Sale

Categories: Storage, Preparation, Delivery

Step	Hazard	Control	Monitoring
<i>Eg: Purchase of raw materials (eg flour)</i>	<i>Presence on contaminants (eg weevils)</i>	<i>Inspect packaging for damage and use reputable suppliers</i>	<i>Inspection raw materials during storage</i>
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