



Business Class:

Food businesses are classed into four categories depending on the level of risk. Different business categories must fulfill different requirements to ensure food sold is safe and suitable. To determine what class your proposed food business activities will fall into, visit the following web site and complete the questionnaire:
<http://www.health.vic.gov.au/foodsafety/foodclass/index.htm>.

Food Safety Supervisor:

Proprietors of food businesses falling into a Class 2 category must undertake formal training called Food Safety Supervisor training. Information of the food safety supervisor training can be found at the following web site:
www.health.vic.gov.au/foodsafety/skills_knowledge/fss.htm

Food Safety Program or Minimum Records:

Class 2 businesses are required to keep a Food Safety Program. A food safety program is simply a written plan that shows what a business does to ensure that the food it sells is safe for human consumption. It is an important tool for helping businesses that handle, process or sell potentially hazardous foods to maintain safe food handling practices and protect public health. Information of the food Safety Program can be found on the following web site:
www.health.vic.gov.au/foodsafety/bus/programs.htm

Class 3 businesses must maintain minimum records of either temperatures or cleaning and sanitizing processes. Information on the minimum record requirements for class three businesses can be found on the following web site: www.health.vic.gov.au/foodsafety/bus/class.htm

Temporary or Mobile Premises:

If you are planning on selling your produce at a temporary or mobile premises you must also be registered with Streatrader. Streatrader is a state-wide registration database and this registration will be in addition to your registration of your home based business. You can access the system using the following web address: <https://streatrader.health.vic.gov.au>



Animals and Pets:

Animals and pets including birds, cats and dogs, should NEVER be allowed in the room where food is prepared or stored or into a vehicle where food would be transported.

Further Information:

For further information or to submit plans and a proposal of your premises please contact an Environmental Health Officer (EHO) below:



City of Greater Bendigo
Environmental Health &
Local Laws Unit
'Hopetoun Mill'
15 Hopetoun Street, Bendigo
PO Box 733
Bendigo Victoria 3552
Phone: (03) 5434 6075
E: health@bendigo.vic.gov.au



Home Based Food Businesses

Thinking of starting a home based food business?

Before you get started here is some important information you will need to know.

In Victoria, all food businesses must be registered with the local council under the Food Act 1984. Home based kitchens that are used for the storage, preparation and/or sale of food to the public are considered food businesses and must be registered. This may include storing foods, making jams and preservatives, biscuits and cakes, repackaging lollies, cooking foods, or selling fresh produce or eggs.

Prior to being granted a Food Act registration, there are a number of steps that must be followed to ensure your food business is permitted.

Planning and Building Regulations:

Firstly, you are advised to contact City of Greater Bendigo's Building Department and Statutory Planning Department to ensure you can set up a business from a residential property. There may be restrictions on what business activities you can undertake from your premises as the amenity of the area could be affected.



Business Proposal and Plans Assessment:

Residential kitchens are generally designed for domestic use and may not meet the structural requirements expected of a commercial kitchen. As such, domestic kitchens may not always be suitable for large scale or high risk food activities.

If you are confident your home based food business can meet the requirements on the following pages, it is highly recommended you submit plans of your premises and proposal of the food activities you wish to undertake at the premises to the Environmental Health Department for assessment.

An Environmental Health Officer will assess the proposal and plans and provide comments as to whether the premises is suitable for the food activities and if further works or alterations are required.



Premises Construction, Fit Out and Set Up:

Like commercial kitchens, your home based food premises must reasonably meet structural requirements of the Food Standards Code-

www.foodstandards.gov.au/foodstandards/foodsafetystandardsaustraliaonly/standard323.cfm



A basic overview of the Food Standards Code requirements are listed below:

- There needs to be adequate workspace for the satisfactory performance of food handling and preparation.
- The design and layout of the premises and equipment should facilitate safe and hygienic food processing.
- Food that is prepared for sale in the home must only be prepared or stored in an area designed and set aside for such a purpose. They must not be prepared or stored in any other room. Food and equipment for personal use must be stored separate to food and equipment for the food business.
- There must be an adequate supply of potable hot and cold running water to meet both the demands of the business and domestic use.
- Suitable washing facilities (double bowl sink or sink and dishwasher to accommodate all food utensils) must be provided for cleaning, rinsing and sanitising of utensils and equipment and must be provided with hot and cold water. Note: some domestic dishwashers may not meet heat requirements for adequately sanitising equipment and utensils. Check with manufacturer Instructions.
- The premises requires the provision of a designated hand basin with a continuous supply of hot and cold water, through a single outlet in the food handling area. Depending on the food activities, additional sinks may be required to satisfy this requirement.
- All surfaces throughout the premises such as walls, benches, ceilings and floor must be smooth, durable, impervious and able to be easily and effectively cleaned.
- Construction should be designed to exclude the entry of and prevent the harborage of pests and animals and environmental contaminants.
- Sufficient and effective natural or mechanical ventilation must be provided to remove fumes, smoke, steam and vapours.



Water Supply:

Food premises must have an adequate supply of potable water for washing food ingredients, cooking, cleaning, sanitising and personal hygiene. If your premises is on a private water supply you will need to ensure your water supply meets the potable water standards.

Guidance material on achieving these standards can be found at:

www.health.vic.gov.au/foodsafety/bus/safe.htm



Waste Water:

Some premises may require the provision of a grease trap and Coliban Water can advise if you will require one at your premises. They can be contacted on 1300 363 200.

All waste must be disposed of through a disposal system that completely removes waste without endangering food safety. If your premises is serviced with a septic tank system or other onsite waste water treatment system you will need to ensure it is able to cope with the additional wastewater generated from the business activities. You can contact City of Greater Bendigo's Environmental Health team for advice on 5434 6333.

Food Storage and Transportation:

All food products and equipment for personal use must be stored separately from the food and equipment used for the business and must be labelled accordingly.

The food to be transported must be packaged, wrapped or enclosed in containers, sealed bags or the like so that the food is protected from any contamination during transportation. Food requiring temperature control must be transported under temperature control. For example food needing refrigeration must be kept below 5°C.



Labelling:

All packaged food prepared and offered for sale must be labelled. The following information is required on the label to ensure customers can make informed choices when purchasing food:

- Name and/or description of the food;
- Identification of the 'lot' number (Food Recall information);
- Name and Australian street address of the supplier of food (Food Recall Information);
- List of ingredients;
- Date mark;
- Nutrition information panel (NIP);
- Country of origin of the food; and
- Warning and advisory statements
- Declared allergens.



Foods that can cause allergies include (but are not limited to) peanuts, tree nuts, milk, eggs, sesame seeds, fish and shellfish, soy and wheat. These foods must be declared, however small the amount.

For detailed information on food labelling including access to the FSANZ's Nutrition Panel Calculator (NPC), which helps food manufacturers calculate the average nutrient content of their food products, visit the following web site www.foodstandards.gov.au

