



# Getting Started in the Food Business?

Opening a RESTAURANT, BAR, CAFÉ or TAKEAWAY OUTLET?

# Information



This information is designed to help you set up a new restaurant/bar, café operation or takeaway outlet by providing information on the building consent and food hygiene standards required. Please note that the information provided in this document is intended for informational purposes only. It is recommended to consult with the appropriate experts or authorities for specific guidance tailored to your unique situation.

**This is all about the legal requirements and not about the fun design!**

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 for your business operation.

While establishing your business or facing any problem relating to it, you should consult with an experienced designer or the local authority (your local council), who can provide expert advice and additional information to clarify any area of uncertainty regarding your food and hygiene.

# Legal Requirements



## What you need to do before you open:

There are exemptions available under the Food Hygiene Regulations 1974. For up to date information go to [www.mpi.govt.nz/food-business](http://www.mpi.govt.nz/food-business).

The Food Hygiene Regulations 1974 require occupiers of food premises to obtain a Certificate of Registration **before** food can be manufactured, prepared, packed, stored or sold. **It is an offence** to operate a food premises without a current registration certificate.

The Certificate of Registration will only be approved and issued when the premises comply with the standards and requirements

set down in the Food Hygiene Regulations and all other relevant legislation. This approval will be determined after evaluation by one of the Council's EHO.

Any new premises **must have a Code Compliance Certificate or a Certificate of Public Use** as required under the Building Act before opening your doors for public use. That means you need to have a building consent approved and that process will require a design, a set of plans, a scope of works and specification. Your designer may also provide further technical advice or information you may need to consider before proceeding with any venture.

# Standards for Registration

*This is really all about your kitchen, prep and food storage area. Not the fun front of house stuff.*

**Due to the variety of materials and fittings available you are advised to consult with your designer to understand and select what will be compliant.**

## Kitchen Space

Sufficient for persons working and for easy access for cleaning. Floor space clear of appliances, fittings and stored goods shall be not less than 3m<sup>2</sup> per worker in that area or 9.5m<sup>2</sup>, whichever is the greater.

## Floors

Floors are to be durable, smooth, impervious and easily cleaned, with all angles between floor and walls rounded off to a height of not less than 75mm from the floor. The material of the floor surface must be suited to the work or process carried out in the premises.

Floor drains are recommended in all wet areas.

## Walls

Internal surfaces to be smooth, dustproof, non-absorbent and easily cleaned without damage to the surface, being painted or treated. Minimum height of walls to be 2.40 metres.

**Cooking areas** - Also needs to be heat resistant, and stainless steel sheeting between the cooking equipment and ventilation canopy is recommended.

**Wash-up areas** - Walls surrounding sinks, wash hand basins, dishwashers and glass washers also need extra protection and providing high bench up-stands or impervious sheeting is recommended.

## Ceilings

Ceilings or undersides of roof and supports to be smooth, dust proof, easily cleaned and light in colour.

## Lighting

Sufficient to enable effective inspection and cleaning, with a minimum level of 215 lux measured at bench height. It should be reasonably free from glare or shadow. Sufficient lights provided in ventilation canopies and walk-in coolers and freezers.

Easily removed and cleaned covers are recommended for fluorescent light fittings.

# Ventilation

Sufficient to maintain comfortable conditions for persons on the premises by preventing air from becoming excessively heated, by preventing condensation and excess moisture on floors, walls, and ceilings, and to remove objectionable odours, fumes and impurities. Mechanical ventilation must be provided for fresh air to the premises and mechanical extract ventilation to cover all cooking equipment. Mechanical extract ventilation is to cover all cooking equipment. The system (depending on the cooking process) may comprise a canopy enclosure, fan of sufficient capacity, grease filters, condensate channels and ducting to remove cooking vapours to the exterior of the premises. It is to discharge in a manner that will not create a nuisance.

To avoid a nuisance situation, the discharge point is to be situated at the buildings highest point, in an area removed from opening windows and air intake points by at least 6 metres.

The system may need to comply with noise levels set out with in the local zone you are in.

Sufficient, continuous piped supply at 63°C at all sinks, 38°C at wash hand basins and 83°C at dishwashers.

# Hot Water Supply

# Waste Water

**Grease traps** - what are they and why do I need one? Grease traps intercept and collect fats, oils and grease (FOG) discharged from kitchen wastes. They can protect the wastewater system from blockages by eliminating or reducing FOG discharged into pipework and the downstream systems. A backflow preventer is also required which is a device that's installed on your water pipes to stop the undesirable reversal flow of a liquid, or suspended solid into the potable (drinking) water supply.

# Sinks

Provision of sinks of sufficient size and capacity to ensure equipment can be easily cleaned.

It is required that you provide a sink for washing and preparing food, a sink for plate, crockery and cutlery pre-rinse/wash, and a cleaner's sink for emptying/filling buckets used to clean large appliances, floors, toilets and for mop rinsing if applicable.

# Wash Hand Basins

Required in each area where food is prepared and handled and in bar and toilet areas.

They are to be supplied with soap, nail brush and single use hand drying facilities (eg disposable paper towels along with a rubbish bin for the paper towels).

## Dishwashers & Glass Washers

Commercial models are required where re-usable plates, crockery, cutlery and glasses are used.

They are to have an automatic detergent dosing system, an accurate thermometer, a suitable backflow prevention device and a temperature control device so they will not operate at a rinse temperature less than 83°C.

They are to operate at 60°C for the wash cycle and 77°C for a minimum of 10 seconds for the rinse cycle. Temperatures are measured inside the washing cabinet.

## Food Display & Storage

Customer self service food is to be protected by a cabinet, display case, screen or other protective device, that has relevant temperature control and can be easily cleaned.

Every self service opening shall be designed in such a way to protect food from unnecessary handling by customers and to prevent customers from leaning over the food (including sauces and/or condiments). Adequate and effective sneeze guards for smorgasbord style food displays are required.

Where in the opinion of the EHO the arrangement of food and protection provided is inadequate, such additional precautions as the officer may direct, shall be taken to protect the food against contamination.

All high risk food that has been cooked and is to be displayed hot is to be maintained at a temperature not less than 60°C.

All high risk foods that are to be displayed cold are to be maintained at a temperature not exceeding 4°C.

There is to be suitable and adequate refrigeration space to store high risk and perishable foods at 4 °C or below and freezer space to store food at -18 °C.

There is to be suitable and adequate storage space for food products and appliances. All storage benches, shelves and rails must have an impervious, smooth and durable finish which is capable of being easily cleaned.

## Changing Facilities

Lockers or other facilities for the storage of staff clothing and personal belongings are required. They are to be located out of preparation areas to avoid contamination but are to be convenient to the workers.

Where there are more than 4 workers, changing rooms are required and if both sexes are employed, then separate changing rooms will be necessary.

# Toilet Accommodation

Sufficient numbers for staff and customers in accordance with the Building Code, conveniently located and accessible at all times the premises are in use. Disabled persons access facilities may be required.

Suitable signage required indicating the availability and location of toilets.

Access to customer toilets must not be through food preparation or service areas.

Toilet accommodation cannot open directly into a food/beverage/dining area. A lobby area is required.

Self-closing devices should be installed on each toilet room and lobby door.

Toilet rooms are required to be vented to the exterior.

Customer numbers, including outside seating, is not able to be increased unless sufficient toilet facilities are provided.

A suitable area for the storage of cleaning chemicals and cleaning equipment is to be provided and is to be sited to avoid possible contamination of food products.

# Cleaning Equipment

# Water Supply & Sewage Disposal

**Water** - An adequate supply of potable water (town supply or water complying with NZ Drinking Water Standard 2000) is required.

Water supplied from any other source will require prior Council approval.

**Sewage** - Any discharge to the sewer from commercial activities will normally have a trade waste discharge. The discharge of trade waste is only permitted under issue of a Trade Waste Consent issued by the Council's City Environment Technical Services Team.

Any sewer discharge not draining to a Council sewer will require prior approval.

# Sale of Liquor



If you intend to sell liquor on your premises or have patrons bring liquor for consumption on the premises while dining, you will need to apply for the appropriate licence as a requirement of the Sale of Liquor Act 1989. The method of application is outlined in the **Sale of Liquor Regulations 1990**.

For further information contact the Liquor Licensing Team or go to **your local authority**.

# Application for Registration



Once the premise is completed and the EHOs final evaluation reveals it has been constructed in accordance with the approved plans, the Food Hygiene Regulations 1974 and all other relevant legislation, an Application for Registration can be made.

**Well done, you are ready to open!**



# Opening A Restaurant, Bar, Café Or Takeaway Outlet

Address of proposed premises: \_\_\_\_\_

**01** .....

**Check City Plan/zoning requirements with Planning staff from your local authority**

- Zoning
- Resource Consent
- Parking
- Liquor sale compliance

**02** .....

**Consult with Element 17 to ensure premises are suitable**

**03**

**Check Building Act requirements with Element 17**

- Complete design
- Plans
- Scope of works
- Specification

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**06** .....

**Premises fitout completed**

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**05** .....

**Submit Building Consent and/or Resource Consent as required**

**04**

**Check with Liquor Licensing Team and apply for Sale of Liquor Licence (if applicable)**

**07** .....

**Building Code Compliance Certificate received**

**08** .....

**Final evaluation of premises by Local Authority for Food Hygiene Registration**

**09**

**If satisfactory, Certificate of Registration issued**

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**10** .....

**Liquor Licence issued (if required)**