BLUE MOUNTAINS CITY COUNCIL

STARTING A FOOD BUSINESS

Potential operators of a new or existing food business should ensure that they have a good understanding of the relevant health, safety, planning and environmental issues associated with the business.

This fact sheet has been prepared for your information and assistance.

A new business

Do I need to submit plans to Council?

Yes.

Plans for the proposed layout of the interior of premises should be submitted to Council. The plans should show the layout of fixtures particularity within the food preparation area/s.

Are there any guides I can use?

Yes.

- Food Safety Standard 3.2.3, which can be downloaded from Council's website, contains useful information in regard to the requirements for new and existing food premises.

- Australian Standard AS 4674-2004 *Design Construction and Fit-out of Food Premises,* which contains five separate sections:
  - Scope and General,
  - Design and construction requirements for food premises,
  - Floor, wall and ceilings,
  - Fixtures, fittings and equipment, and
  - Toilet facilities

Council will use AS 4674 –2004 to assess plans submitted for approval to install any new or upgraded food business. Copies of the Standard can be obtained from Sai Global on 131 242 or http://infostore.saiglobal.com/store/. For copyright reasons Council is unable to provide copies of the document.

An existing business

If you are contemplating purchasing an existing food business, it is recommended that either you or your solicitor write to Council seeking clarification of any issues associated with the business. Alternatively the current proprietor can provide you with copies of Council's previous inspection report sheet /s.

Note that an administration fee applies to written information sought from Council.

BLUE MOUNTAINS CITY COUNCIL

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Phone: (02) 4780 5000
Fax: (02) 4780 5555
E-mail: council@bmcc.nsw.gov.au

Council's Environmental Health Officers can be contacted between the hours of 8.30am and 5.00pm Monday to Friday.

Food Regulation Partnership™

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Are there other Standards I need to be aware of?

Yes.
The National Food Standards, which are included on Council's web site under Food Safety Standard Part 3 cover most issues associated with food businesses for both the operators and staff.

In addition, if your business involves the **manufacture** and sale of a food item you need to be aware of comprehensive labeling requirements. For further information on labeling please contact http://www.foodauthority.nsw.gov.au/industry/news-publications-and-help/factsheets-and-brochures/

What about health & hygiene matters?

Standard 3.2.2 contains important information concerning personal hygiene, cleaning / sanitizing, temperature controls, food handling controls, and pest controls.

If you are the operator of a business *it is a requirement* that you advise all food handlers of designated health and hygiene responsibilities under the Food Standards.

Do I need to complete any food safety courses?

If your business is a restaurant, café, takeaway shop, caterer, bakery, market stall or mobile food vendor you must have at least one Food Safety Supervisor, who has been trained by a Registered Training Organisation that is approved by the NSW Food Authority.

For further information on the requirements please see the Food Safety Supervisor fact sheet on Council's website.

Will Council inspect my business?

Yes.
Under partnership with the NSW Food Authority Council operates a food premises surveillance program. It is a requirement that each food premises is inspected at least once a year and without prior warning. An annual administration fee is payable and a fee is charged for each inspection. A list of the current fees and charges can be obtained from Council's website.

What about business notification?

Every food business operator is required to register the business with the NSW Food Authority. Further information can be obtained from www.foodnotify.nsw.gov.au