

# GUIDELINES FOR SETTING UP A PROPOSED COMMERCIAL KITCHEN (INFORMATION SHEET)



SOUTH WAIRARAPA  
DISTRICT COUNCIL  
*Kia Reretahi Tātau*

## INTRODUCTION

This document is designed by South Wairarapa District Council in its role as a Registration Authority to provide a quick and easy guide for potential applicants and proposed food premises with regards to the design and construction of the food business.

The design and construction of the facilities used in the food business must meet the requirements of the Food Regulations 2015 and meet requirements of the New Zealand Building Code. The Regulations require that the design, construction, and location of the place of food business enable food to be safe and suitable.

## BEFORE YOU APPLY

If you're setting up a new food business and submitting the design of your proposal, you should speak to the following teams at Council for advice: (Refer to Schedule 2 below)

### Resource Consent

Check with Council's District Planner for compatibility with the Wairarapa Combined District Plan. There may be District Plan requirements like operating hours or car parking provisions.

### Building Consent

The Council's Building Team should also be approached if structural alterations, grease traps, plumbing, or gas fitting (LPG) is contemplated. There may be building requirements you need to meet depending on the type of food you are preparing.

### Environmental Services

Check with Council's Environmental Health Officer for suitability of proposed buildings (if existing), physical aspects, trade wastes, and for information on legal requirements of food.

### Alcohol Licence

If you are planning to sell alcohol, check with the Alcohol Licensing Inspector for information on legal requirements for the sale and supply of alcohol.

### Other Agencies to Consider and Consult:

- **Ministry for Primary Industries** – For information on Food Safety, Regulators, and Verifiers
- **Greater Wellington Council** – For information regarding consents on discharge to land or air
- **Wellington Water** – For information regarding drinking water and wastewater
- **Fire Services** – For information regarding Fire Exits, Fire-fighting Equipment

## FOOD ACT AND FOOD REGULATIONS REQUIREMENTS

It is recommended and good practice for at least one person (preferably the manager) to have completed a basic food safety course.

Identifying and managing risks posed to the safety or suitability of food.

Providing adequate space for:

- producing, handling, and processing food
- fixtures, fittings, and equipment

Ensuring that the design of the premises enables staff and visitors to move, and food to flow in a way that prevents and manages risk.

Providing easy access for cleaning and maintenance.

Ensuring the design, construction, and location of the premises:

- excludes dirt, dust, fumes, smoke, and other contaminants
- stops pests entering and staying.

Making sure materials used in the construction of the premises aren't capable of contaminating food.

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## FOOD ACT AND FOOD REGULATIONS REQUIREMENTS

You need to ensure that the design, construction and location of your facilities, equipment and essential services enable food to be safe and suitable. This includes: (Refer to Schedule 1 below)

- Ensuring facilities, equipment, and essential services aren't operated beyond their capacity or capability.
- Water used for producing, processing, handling food, and for personal hygiene and cleaning:
  - is suitable for purpose;
  - doesn't adversely affect the safety and suitability of food; and
  - that there's an adequate supply of cold and hot water for your food business.

## TRAINING REQUIREMENTS

You need to ensure that the design, construction and location of your facilities, equipment and essential services enable food to be safe and suitable. This includes: (Refer to Schedule 1 below)

If you're operating under a Template Food Control Plan (FCP), the day-to-day operator or manager of the food business needs to understand and implement all FCP procedures relating to the food business. They need to complete a staff training record for themselves as well as any staff members.

## COMMERCIAL HOME KITCHEN REQUIREMENTS

Every home kitchen is different. It's important that you give us as much information on what you are planning to do so we can give you appropriate advice. If you are renting the property, do you have permission from your landlord to operate from the site?

Domestic kitchens are not designed for commercial use and so might need some alteration to comply with the Food Act 2014, Food Regulations 2015, and other Council legislation such as the Building Act, District Plan and Trade Wastes Bylaw, as well as very careful planning in regard to how to use the shared space for both domestic (home) and commercial activities. Refer to Schedule 1 below.

There are key questions to consider when deciding whether or not to operate a commercial food business from a home kitchen: Refer to Schedule 2 below

1. *Can commercial food be produced safely?*
2. *What type of food will be produced?*
3. *What does the business need to consider/put in place to achieve this?*

## WHAT HAPPENS ONCE YOU'VE APPLIED

We will process your application once you have contacted the relevant teams, and you have sent us:

- Your Food Registration Application
- The Site Plan(s)
- Your Proposal(s)
- Your Completed Checklist(s)

**For new businesses**, once your application and design are approved, the Environmental Services Team would prefer to have your site and commercial kitchen visually pre-inspected and visited before the intended opening of the new business.

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## SCHEDULE 1

### DESIGN AND CONSTRUCTION OF A PROPOSED FOOD PREMISES

(Note-this is intended as a general guide only and is not to be considered a prescriptive requirement)

#### 1. LAYOUT AND SPACING

All areas in a food premises are required to have enough space to allow movement of workers and customers without contaminating food or food contact surfaces by clothing or personal contact.

#### 2. FLOORS

Flooring needs to be easy to clean and maintain. It should be smooth, impervious, and free from cracks and defects which may harbour bacteria.

#### 3. WALLS AND CEILINGS

Walls and ceilings need to be designed and constructed in a way that they are easy to clean and maintain plus there can be nothing that could flake off and contaminate food like old paint. In cooking areas, the walls need to be heat resistant.

#### 4. LIGHTING

Adequate lighting is necessary to create a better working environment and improve housekeeping. It is recommended that light fittings are provided with protective covers to prevent contamination of food with glass.

#### 5. WATER SUPPLY

Food premises must have an adequate supply of portable water.

Any water used must:

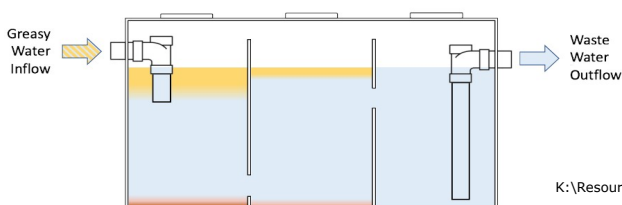
- be suitable for the purpose for which it is used
- not adversely affect the safety or suitability of food
- be the appropriate temperature for its use.

#### 6. GREASE TRAP

Any food operation which involves the use of fat will require a grease trap.

The capacity of the unit required for different food businesses is outlined in the Acceptable Solution G13/AS2 of the Building Code.

It is recommended that the units are emptied every three to six months by a contractor (depending on grease throughput). Keep your receipt from the contractor as your Environmental Health Officer may wish to see it.



#### 7. VENTILATION

Adequate ventilation should be provided in order to reduce condensation, remove odour, and create a comfortable working environment.

- If natural ventilation is not satisfactory, mechanical ventilation must be provided.
- An easily cleaned extraction canopy with removable filters is required over all cooking units. The canopy is to be constructed of stainless steel or alloy and meet AS 1668.2 Section 5 of the Building Code.
- A producer statement may be required.
- Discharges from cooking appliances must not cause a nuisance i.e.: objectionable odour.

#### 8. FACILITIES, FITTINGS AND EQUIPMENT

You must ensure that your facilities equipment and essential services are designed, constructed, and located in a way that enables food to be safe and suitable.

These surfaces must be:

- Smooth, impervious, and free from cracks and crevices.
- Easily cleanable and sanitised.
- Prevent pests from entering and remaining on premises.
- Made of material that will not contaminate food and not able to absorb and accumulate grease from food.
- If equipment is permanently fixed there should be adequate access provided to clean the surrounding area, underneath fixtures and fittings.

All temperature control equipment should be kept and maintained to operate at the following temperatures:

- Hot holding equipment should be maintained at a temperature of not less than 60 °C.
- Refrigerator and cool rooms should be maintained at a temperature of less than 5 °C.
- Freezers should be maintained at a temperature of less than -18 °C.

#### 9. STAFF LOCKERS AND CHANGING ROOMS

Food premises should provide a separate storage facility for staff personal items.

Lockers or cupboards for the storage of clothing and personal belongings of workers should be provided. They should be located out of preparation areas to avoid contamination of food and be convenient to the workers.

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## 10. CLEANING AND CHEMICALS

Chemicals and cleaning equipment must be stored in a location that ensures that these will not affect the safety and suitability of food.

It is recommended that these are kept in a separate designated area or an enclosed cupboard located away from food preparation, food storage and display areas to avoid contamination of food.

## 11. TOILETS

You must provide toilet facilities for staff and customers, to comply with the Building Act 2004. The number of toilet facilities required is detailed in the Acceptable Solution G1/AS1 of the Building Code.

Toilet facilities must meet the following requirements:

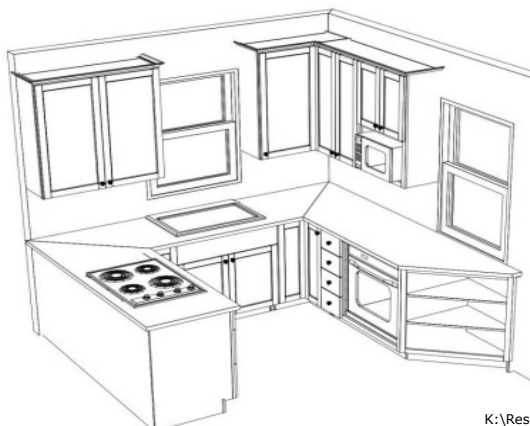
- Conveniently located to the customers and workers for whom it is provided (i.e.: within your premises or building) but not through any kitchen/bar areas.
- Toilets/urinals cannot be in an area opening directly into a food/beverage/dining area. A lobby area is generally required.
- Each compartment, including lobby, needs to be vented to the exterior.
- There must be hand washing facilities with hot and cold running water.

## 12. HAND-WASH BASIN

You must have an adequate number of hand wash basins on the food business premise.

Hand wash basins must meet the following requirements:

- One in each kitchen area and bar, in the same room as the work area without accessing through a door.
- To be supplied with piped hot and cold running water or tempered running water at a minimum temperature of 38°C.
- To be supplied with soap (preferably liquid), clean nail brush and suitable hand-drying facilities (e.g.: disposable towels)



## 13. SINKS

It is recommended to provide the following sinks:

- **Preparation sink** – for washing food, connected directly to waste.
- **Dish wash sink** – for washing dishes, connected to the grease trap.
- **Cleaner's sink** – for emptying and filling buckets used to clean floors and toilets.

All sinks must have a continuous supply of piped hot water whilst the premises is in use.

The minimum water temperature is 63°C for all sink units. In most cases a standard cylinder with a 180-litre capacity is acceptable.

## 14. DISHWASHERS

Dishwashers must be operated and serviced according to the manufacturer's instructions. It is highly recommended where re-usable crockery, cutlery and glasses are used.

## 15. PEST CONTROL

Pest control procedures must be implemented to ensure that there is no adverse effect on safety and suitability of food.

We recommend the following pest prevention methods:

- Avoid clutter which makes inspection difficult. Rodents and cockroaches may use this material as harbourage.
- Thorough cleaning of the premises ensures no food debris is available which may attract pests.
- Fly screening of all windows and entrances will help deter flies and birds.
- All plumbing joints or other fittings must be sealed to prevent entrance or harbourage for rodents or insects.
- Undertake a regular pest check of your premises

## 16. RUBBISH STORAGE

You must have adequate facilities for the storage and disposal of rubbish. Requirements include:

- All rubbish, both in the kitchen and awaiting collection, is to be stored in easy to clean containers with a secure lid
- Perishable rubbish such as waste meat trimmings in a butcher's shop, are required to be stored under refrigeration

If operating a mobile food vehicle, provide a rubbish container outside the vehicle for use of customers.

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## SCHEDULE 2 COMMERCIAL HOME KITCHEN CHECKLIST

	YES	NO	N/A
• Can commercial activities be kept separate from domestic/household activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Can access to kitchen by others, including pet(s), be controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Can food for sale be physically separated from domestic food and other activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Can allergen free food be kept separate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Will facilities, equipment, and essential services be operated within their capacity and capability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the design, construction, and location enable safe and suitable food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there adequate space that enables the movement of staff and food to flow in a way that prevents and manages risk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the design of the place provide easy access for cleaning and maintenance with adequate provisions in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is your home design, constructed, and located as to exclude dust, dirt, fumes, smoke, odour, and other contaminants, as well as pests from entering and remaining?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the capacity of the water supply adequate for the food business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a sickness procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there suitable and sufficient storage space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have suitable ventilation and odour control whilst cooking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the home you propose to use for commercial food rented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there landlord consent, if renting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a cross-lease in place for the home you propose to use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If there is a cross-lease, is there consent from all parties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Can food be transported safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Will food for sale be safe and suitable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Understand that food for retail sale must be provided with a label?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the business fit under a Template Food Control Programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the business fit under a National Programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you attached a business proposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you attached a site plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you attached (or electronically sent) a photograph of your kitchen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	Name of the person you've spoken to
• Have you consulted with the Planning (Resource Consent) Team?	<input type="checkbox"/>	<input type="checkbox"/>	
• Have you consulted with the Building Team?	<input type="checkbox"/>	<input type="checkbox"/>	
• Have you consulted with the Environmental Service Team?	<input type="checkbox"/>	<input type="checkbox"/>	