



CITY OF
MONASH

SETTING UP A HOME-BASED FOOD BUSINESS





TABLE OF CONTENTS

SETTING UP A HOME-BASED FOOD BUSINESS	4
CAN I OPERATE A FOOD BUSINESS USING MY DOMESTIC KITCHEN?	5
THE APPLICATION PROCESS – FOOD ACT REGISTRATION.....	6
STRUCTURAL REQUIREMENTS.....	7
OPERATIONAL REQUIREMENTS	8
FOOD LABELLING REQUIREMENTS	9
FOOD TRACEABILITY	10
FOOD BUSINESS CLASSIFICATION	10
FOOD SAFETY PROGRAMS.....	10
FOOD SAFETY SUPERVISOR.....	11
TRAINING AND RESOURCES.....	11

Acknowledgement of Country

Monash Council acknowledges the Traditional Owners of the land that makes up Monash, the Wurundjeri Woi Wurrung and Bunurong People, and recognises their continuing connection to the land and waterways. We pay our respects to their Elders past, present and emerging and extend this to all Aboriginal and Torres Strait Islander People.

For further information, please contact:

Public Health Unit,
293 Springvale Road
Glen Waverley 3150
 9518 3555
 mail@monash.vic.gov.au
 www.monash.vic.gov.au

SETTING UP A HOME-BASED FOOD BUSINESS

If you want to make food from home to sell to others or even store food at home to sell to others, you are considered a food business and require registration under the Food Act 1984.

A home-based food business must comply with the requirements of the 'Australia New Zealand Food Standards Code.'

It is important to note that residential kitchens are designed for domestic use, not for being a place from which to operate a food business. As such, domestic kitchens are typically only suitable for small scale, low to medium risk food activities. Large scale and/or high-risk food activities should be conducted from a commercial kitchen.

Examples of low/medium risk food activities	Examples of high-risk food activities
Making jam and marmalade to sell at a market stall	Catering
Making shelf stable baked goods (e.g. cakes and biscuits that can be stored at room temperature)	Manufacturing/preparing foods that must be stored under temperature control e.g. soups, some sandwiches, meat dishes, cream filled baked products etc.
Cake decoration	

NOTE:

The manufacturing of allergen free products is not suitable to be conducted in a domestic kitchen.

For an easy-to-follow guide to starting a home-based food business, please visit the following link to the Victorian Health website: www.health.vic.gov.au/videos/animation-about-how-to-start-a-food-business-home-based-kitchen





CAN I OPERATE A FOOD BUSINESS USING MY DOMESTIC KITCHEN?

To work out whether you can operate a food business from your domestic kitchen, you need to have a clear idea about what type of food business it is that you want to run.

You then need to contact the following authorities to find out about all the different laws and requirements that may apply:

Monash Council's City Planning Department:
☎ 9518 3555

The planning department will provide you with information regarding the requirements relating to permissible home-based business activities

Monash Council's Building Department:
☎ 9518 3555

The Building Department will provide you with information regarding the requirements (including the need for building permits) for any proposed fit-out/structural changes to your home.

Monash Council's Public Health Unit:
☎ 9518 3555

The Public Health Unit can provide you with information regarding food business registration requirements including compliance with the requirements set out in the 'Australia New Zealand Food Standards Code.'

South East Water
☎ 13 16 94 or 🌐 <https://southeastwater.com.au>

Yarra Valley Water
☎ 1300 853 811 or 🌐 <https://www.yvw.com.au/>

Your water authority will advise and guide you with directions on your trade waste requirements.

THE APPLICATION PROCESS – FOOD ACT REGISTRATION

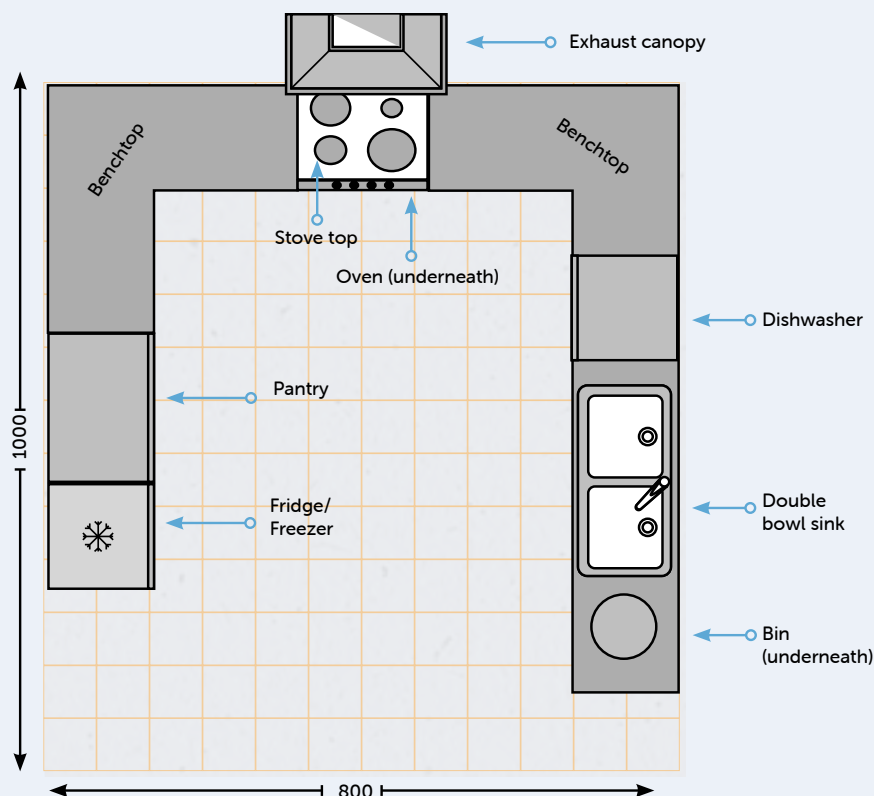
1. Prepare a detailed floor plan showing the layout of your kitchen and any other areas of your home that you intend to use for business purposes. Please ensure that you include the dimensions of both the space and all fixtures contained within, and a schedule of finishes – this is a written document that describes the finishes of all surfaces including the floor, ceiling, walls, benches, cabinetry etc.
2. Complete and submit your application via the following link, where you can upload your business proposal and floor plan and any other relevant documents. Apply for Business Permits www.monash.vic.gov.au/Business/Starting-or-Buying-a-Business/Apply-for-Business-Permits
3. Ensure you include the following in your application.
 - » Details of the nature of your business, including the type of business (e.g., making cupcakes to sell at a farmers' market), frequency of operation and a description of how the food is to be transported.
 - » An ingredients list and details regarding the method of preparation for each of the food items you intend to make.
4. An Environmental Health Officer will contact you to discuss your application.
5. Once all works are completed, you will need to contact Council's Public Health Unit to arrange an appointment with an Environmental Health Officer for a final inspection.
6. Upon completion of your final inspection, an invoice will be emailed to you for payment. When registration has been granted, the business can commence operation.

To prevent costly mistakes, works should not start until all necessary permits and approvals have been given.

NOTE:
If you wish to sell the food you make in your kitchen at a market or event, you will also need to register your stall/food vehicle under the Foodtrader system. For more information <https://foodtrader.vic.gov.au/>

Example of floor plan

- » **FLOOR**
Ceramic tiles
- » **BENCHTOP & CUPBOARDS**
Laminate
- » **RANGEHOOD**
Stainless steel
- » **SPLASHBACK**
Ceramic tiles
- » **SINK**
Stainless steel, to be provided with liquid soap and paper towel for handwashing
- » **FOOD & EQUIPMENT**
Storage on a designated shelf in the pantry in a food grade container with tight fitting lids



STRUCTURAL REQUIREMENTS



The design and construction of your domestic kitchen must be appropriate for the activities of the proposed food business. Specifically:

- » There must be adequate space for all activities conducted. For example, if you intend to make cupcakes using your home kitchen, you will require separate storage to your domestic space to: (1) store ingredients and equipment such as mixing bowls and baking trays, (2) preparation space in which to make the cupcakes (3) separate fridge or freezer to store ingredients and (4) storage space for the finished product.
- » There must be an adequate supply of potable (safe drinking) water.
- » The premises must have adequate waste disposal measures in place. Bins must be suitable for the volume of garbage and recyclable matter accumulated by the food business.
- » The oil and grease interceptor (if required by your water authority) must not be in areas where food is handled and prepared or areas where food, equipment and packaging materials are stored.
- » Adequate ventilation is to be provided over all cooking appliances and food heating equipment.
- » Sufficient lighting must be provided to facilitate effective cleaning of food storage and work areas and not pose a risk to safety.
- » All walls, floors, ceilings, benches, and cupboards must be in good condition and finished with a smooth, durable, impervious material capable of being readily and easily cleaned.

- » For the purposes of the cleaning and sanitising of equipment, a double bowl sink with hot and cold water supplied through a single outlet is required. The sink must be of a size such that the largest piece of equipment that requires cleaning can be fully immersed in the bowl.

NOTE:

In kitchens where there is a double bowl sink and a functional dishwasher, one half of the double bowl sink may be designated for the purposes of hand washing.

- » Hand washing facilities are required. The sink must be supplied with hot and cold water delivered through a single outlet. Liquid soap and paper towel in dispensers must also be provided.
- » Separate and clearly designated storage facilities must be provided for all cold, frozen and dry ingredients, finished food products, utensils, equipment, and food packaging associated with the food business.

NOTE:

Fridges must be able to maintain a temperature of 5°C or below.

- » Chemicals and cleaning equipment must be stored in an area separate to where food and food related equipment is handled or stored.
- » The premises must be pest proof to prevent the entry of rodents, birds, animals, and insects.
- » The premises must be protected from environmental contaminants such as dirt, dust, fumes and smoke.

OPERATIONAL REQUIREMENTS

In addition to structural requirements listed on page 7, the following operational requirements also apply:

- » When food intended for sale is being prepared in your kitchen, no other activity is to take place in the kitchen. For example, if you are baking cupcakes for sale in your oven, you cannot roast a chicken for dinner at the same time.
- » Smoking is not permitted in any food preparation and storage areas.
- » Pets of any kind are not to have access to or be in any food preparation or storage areas at any time.
- » Ingredients and the finished food product must be stored in food grade containers with tight fitting lids.
- » Ingredients for business purposes must be separate and clearly identifiable from those for domestic use.
- » You must ensure business operations do not cause any odour, noise, or other nuisance issues for neighbouring properties.
- » Items of a personal nature (e.g., decorations, pin boards etc.) which may pose a physical contamination risk must not be kept in food preparation or storage areas.
- » Prescribed accommodation or Share Houses are not suitable to set up a home business.



FOOD LABELLING REQUIREMENTS

All packaged foods must be labelled in accordance with the Food Standards Code. For example, if you are making cupcakes to be sold in a retail outlet or not directly to the customer you will need to comply with the label requirements. In general, a label may include the following information:

Typical Food Label

Dark Chocolate (225g) ← Name/description of food

Best Before 11/6/12 ← Date marking

113801/12:25 ← Batch/lot number

NUTRITION INFORMATION

Servings per package: 9
Serving size: 25g

	Quantity per serving	Quantity per 100g
Energy	550 kJ	2200 kJ
Protein	1.5 g	5.9 g
Fat, total	7.3 g	29.1 g
- saturated	4.5 g	18.2 g
Carbohydrate, total	14.8 g	59.0 g
Sugars	14.2 g	56.6 g
Sodium	2 mg	8 mg

← Nutrition Information Panel

INGREDIENTS: Sugar, cocoa mass, cocoa butter, **milk** solids, emulsifiers (**soya** lecithin, 476), flavour. ← Ingredients, including additives

ALLERGEN STATEMENT:
CONTAINS: Milk and Soy ← Allergen information
MAY CONTAIN: Almonds and wheat

Cup Cakes R Us
100 Smith Street ← Manufacturer/importer's name and business address
JONESVILLE VIC 3333
03 9955 7777

Store in a dry, cool place ← Storage instructions

Made in Australia from local and imported ingredients. ← Country of origin

Any information that you have on a label must be correct and must not mislead the customer, including making health and allergen claims.

Food Standards Australia and New Zealand have useful tools to assist you with your labelling requirements, including the Nutrition Panel Calculator, which can be used to assist in the preparation of a nutrition panel.

If you are exempt from the labelling requirements, information on ingredients must be available to the customer on request.

For further information on labelling, please visit:
www.foodstandards.gov.au/industry/labelling/pages/default.aspx

FOOD TRACEABILITY

Home based manufacturers and wholesale suppliers will require a written recall plan. Information on developing a food recall plan can be obtained from Food Standards Australia New Zealand (FSANZ) by visiting the following link to their website: www.foodstandards.gov.au/industry/foodrecalls/firp/Pages/default.aspx

If you make a food product that is not going to be immediately consumed, for example, you supply your product to other food businesses or you make a type of food that is likely to be consumed over a period, such as jam, you should have a food recall system in place with a history of the suppliers and consumers.

NOTE:

It's best practice for all home-based businesses to have a system in place to capture the details of the customers you are providing food to.

The ingredients you use to make your food could also be subject to a food recall. You can keep informed of food recalls by subscribing to FSANZ's free Food Recall Alerts email service. Further information about subscribing to this service can be obtained by visiting:

www.foodstandards.gov.au/media/Pages/subscriptionservice.aspx



FOOD BUSINESS CLASSIFICATION – WHAT CLASS WOULD MY BUSINESS FALL INTO?

Classification of your food business is based on the level of food safety risk posed by the food handling that occurs at the business.

The following is considered when classifying your food premises:

- » Who is the food being served to?
- » Is the food packaged or unpackaged?
- » Is the food potentially hazardous?
- » Is the food for a community-run event?

For examples of activities that fall under each classification, as well as State Government requirements for each class, visit

www.health.vic.gov.au/food-safety/food-business-classification

More information

For enquiries about the risk classification of a business or to **classify your new business**, please contact Council's Public Health Unit on **9518 3555**.

FOOD SAFETY PROGRAMS

A food safety program is a written plan that shows what a business does to ensure that the food it sells is safe for people to eat. It is an important tool to help businesses handle, process or sell potentially hazardous foods. This is necessary to maintain safe food handling practices and protect public health.

For more information www.monash.vic.gov.au/Business/Food-Premises/Food-Safety-Programs-and-Minimum-Records

FOOD SAFETY SUPERVISOR

Class 1, 2 & 3A Food Businesses are required to have a Food Safety Supervisor and must inform Council of their name and qualifications.

A Food Safety Supervisor is a person who has met the appropriate food safety competency standard for the type of business conducted.

For more information on the Food Safety Supervisor requirements, visit www.health.vic.gov.au/food-safety/food-safety-supervisors

NOTE:

Class 3 & Class 4 food premises

do not need a Food Safety Supervisor. They must, however, ensure that staff members have the skills and knowledge they need to safely handle food in their work roles.

A free online course for food handlers is available at the following link:

<https://dofoodsafely.health.vic.gov.au/index.php/en>

Exceptions from the requirement to have a Food Safety Supervisor apply to:

- » Food premises that use a Quality Assurance (QA) Food Safety Program prepared under a declared QA code, if the program includes competency based or accredited training for its staff, or
- » Food events of one to two days duration run by Class 2 community groups where the majority of the workforce are volunteers.

TRAINING AND RESOURCES

'DoFoodSafely' is a free, non-accredited, online learning program provided by the Department of Health Victoria, available at <https://dofoodsafely.health.vic.gov.au/index.php/en>

'All about allergens' training for food service is a free online course designed to assist food businesses familiarise themselves with allergen issues that may arise and better understand the risks associated with allergens, available at <https://foodallergytraining.org.au>

The Department of Health 'Food Safety Library' provides a list of current food safety publications, guides, and resources, available at www.health.vic.gov.au/food-safety/food-safety-library



CITY OF
MONASH

Monash Civic Centre | 293 Springvale Road, Glen Waverley, 3150 | 8.30am to 5pm | Monday to Friday
Oakleigh Service Centre | 3 Atherton Road, Oakleigh, 3166 | 8.30am to 5pm | Monday to Friday
9518 3555 | www.monash.vic.gov.au | mail@monash.vic.gov.au | NRS 1800 555 660

Monash Interpreter Service

普通话	4713 5001	Việt Ngữ	4713 5003	हिंदी	4713 5005	한국어	4713 5010	தமிழ்	4713 5021
廣東話	4713 5002	Ελληνικά	4713 5004	Italiano	4713 5008	සිංහල	4713 5020	Other languages	4713 5000

