

# HOME BASED FOOD BUSINESSES

## FACTSHEET

### Approval

Home based food business is preparation of any food for sale, this includes at the markets, online, in bed and breakfast accommodation and home-based catering. Home food businesses require a formal approval via a development consent, this may be in the form of a **Complying Development Certificate** (if applicable) or a **Development Application**. To obtain development consent, you must comply with the relevant requirements of AS4674 - Design, Construction and Fit-out of food premises. This requires detailed plans of the kitchen to be drawn and details of the food preparation you plan to do to be submitted for approval. For further information on the process of obtaining approval please make an appointment with Council's **Duty Town Planner**. To do this you can book online [here](#) or contact Council on 4677 1100.

### Registration

All food businesses in Wollondilly Shire must be registered in Council's food surveillance program and will have an annual food safety inspection. To register a completed copy of Council's 'Food Business Notification Form' is required to be submitted to Council. These inspections are to make sure that food prepared and sold is safe and businesses are complying with the Food Standards Code.

### Design and Construction

Your kitchen will need to meet certain requirements to make food to sell:

- **Hand wash basins** – A designated basin for hand washing must be located in the food preparation area. This basin must have a supply of warm potable water, liquid soap and paper towel.
- **Storage Facilities** - A dedicated storage area, specific for the storage of food and cooking utensils relating to the business must be provided. This area must be separate from domestic supplies.
- **Surfaces** - All surfaces including benches, cupboards, floors, walls and ceilings in the kitchen and associated storerooms must be smooth, impervious and able to be effectively cleaned.

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- **Exclusion measures** – The kitchen must exclude insects where practical, there must be screens on all doors and windows with no cracks or crevices, gaps or inaccessible spaces. Pets are not permitted in any food preparation or storage area.

## Labelling

All packaged food must have a label affixed with -

1. Manufacturer address details
2. List of ingredients
3. Details of the shelf life ('Use by' or 'Best Before')
4. Any other requirements of the Food Standards Code

For further information, to arrange a meeting or organise a pre-inspection please contact Environmental Health on **(02) 4677 1100**

Note: This information is a general summary and cannot cover all situations. Food businesses are required to comply with all of the provisions of the Food Standards Code and the Food Act 2003 (NSW)