



PO Box 614 Kununurra 6743
20 Coolibah Drive KUNUNURRA

Koolama Street WYNDHAM

T | 9168 4100

F | 9168 1798

E | mail@swek.wa.gov.au

W | www.swek.wa.gov.au

8.00am - 4.00pm MON - FRI

Food Preparation in Residential Premises

The purpose of these guidelines is to provide information for people who are interested in preparing food from within their residential premises for sale to the public.

Where food is provided for sale, the food business is required to comply with the Food Act 2008, Food Regulations 2009 and the Australia New Zealand Food Standards Code.

Some low risk food preparation activities (low risk foods) that may be permitted in residential kitchens include:

Low Risk Foods

- Jams
- Cakes, biscuits, muffins and flour products which do not contain potentially hazardous food such as cream and/or cheese
- Cake decorating (e.g. traditional wedding cakes using marzipan decoration only)
- Chutneys, relishes and sauces that are heat treated by boiling or cooking
- Herb vinegars with a pH of less than 4.5
- Repackaging of bulk packaged low risk food products
- Pickled onions
- Food prepared as part of a Bed & Breakfast (B&B) or similar operation (N.B: approval to conduct a B&B is a separate requirement)
- Food prepared for a single fund raising event arranged by a community or charitable organisation

Other Food preparation Activities

- Other food processing activities may be approved but only where these are assessed and the residential kitchen is of a suitable standard
- More complex food processing activities will be required to be undertaken in an approved purpose built commercial kitchen

Minimum conditions applicable in residential premises for the preparation of food for sale are:

- Food preparation, handling and storage shall only be carried out in the areas approved by the Shire as shown on the approved plan
- The premises shall be kept in good order and repair and shall be maintained in a clean and hygienic condition at all times.
- An adequate supply of hot and cold water shall be provided
- Adequate sinks (preferably double bowl) shall be provided**
- Easy access to a hand wash basin shall be maintained during the food handling activity. Paper towels and soap must be provided at the hand basin
- Adequate refrigeration (below 5°C) to be provided and maintained in good order and repair
- Provision of a temperature measuring device that is readily accessible and can accurately measure temperature of food to +/- 1°C**
- Adequate dry storage shall be provided
- Fixtures, fittings and appliances shall be kept clean and hygienic
- The premises must be fully sealed to control vermin, and free of vermin. Vermin includes rodents
- No domestic animals to have access into the food preparation areas
- Children under 5 years and those persons not employed in the food business must be excluded from the preparation areas during food preparation
- Adequate and hygienic rubbish disposal facilities shall be provided and maintained at all times
- Full labelling provisions are required to comply with the Food Standards Code
- Vehicles used to transport food must be designed and constructed to protect food. Parts of vehicles used to transport food and food contact surfaces must be designed and constructed so that they are able to be effectively cleaned
- A basic knowledge of safe food handling principles must be demonstrated
- Permission must be given to an Environmental Health Officer to inspect the premises used for food handling preparation at any reasonable time

** Applicable for medium to high risk food processing activities

Approval Procedure

An application should contain the following”

1. Completed “Application to prepare and Sell Food from a Residential Premises” form
2. Completed and signed “Checklist for Approval” with associated documents
3. Completed “Food Act 2008 Notification/registration Form
4. Completed “Account Application” Form

An Environmental Health Officer will contact you to discuss your application and arrange an inspection of your premises. If the Environmental Health Officer is satisfied with your premises, an approval will be granted subject to conditions.

Note: after approval, but prior to commencement of any food preparation and production, it is strongly recommended you obtain public liability insurance to cover the legal fees and any damages that may be incurred if something goes wrong with your food products.

Note: any activities undertaken from a residential premises may be additional requirements and approvals. If your proposed residential food premises:

- Requires deliveries or customers visiting your house to purchased products;
- Employs people that are not members of the occupier’s family; and/or
- This is not the first business enterprise that is currently being undertaken from the property

Then you may need either Planning or Building approval from the Shire. Therefore, please contact the Shires Planning and Building Services on 9167 4100 to discuss these approval processes.