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NGĀ ARATOHU MŌ TE
PAKIHI KAI I TE KĀINGA
HOME-KITCHEN
BUSINESS GUIDE



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HOME-KITCHEN BUSINESS GUIDE

There are a few rules you'll need to consider when you're thinking about whether you can make your homemade cupcakes turn a profit.

The term "commercial food business" covers many activities, including using your home kitchen to make food products for sale.

If you're planning on selling or supplying food, you need to register a food control plan or national programme with Palmerston North City Council or New Zealand Food Safety.

This is about understanding the potential risks involved with what you're doing, and what you can do to mitigate them to ensure your food is safe for people to eat and that you have a safe work environment. Hazards could be associated with people, pets, place, facilities, appliances and more.

The rules are set by Government, and enforcement of the rules is carried out by local councils.

New Zealand Food Safety has an online tool called My Food Rules that helps you work out what you'll need to do to meet the Food Act 2014. We recommend using it before getting registered. Visit mpi.govt.nz/myfoodrules

NOTE: If you're making food to sell for fundraising fewer than 20 times a year, you won't need to register a food control plan or national programme.

What the Food Act says

If you're making food in shared commercial places, such as your home, you'll need:

- To demonstrate your food business is designed, constructed, and located in a way that enables food to be safe and suitable for your customers to enjoy.

- A Food Control Plan that describes what else is going on in the premises that is not part of the food business, how these activities affect food safety and suitability, and how you'll manage these risks.
- To ensure your food is produced or processed and handled in a way that minimises the contamination or deterioration of food.

These rules are to lower the risk of food contamination by activities in the home that are not part of the food business. This could include such things as dust contamination, unsuitable food handlers, and coming into contact with other foods such as home kill or recreational catch.



Is your production venue suitable?

As the operator, you'll need to clearly identify areas in your home that will be needed for food production. Think about how you will keep food stored or refrigerated, what facilities in your home you will use (kitchen, bathrooms, workspaces), the equipment you will use, and procedures you will follow to ensure food is safe. To get you started, consider these questions:

- Can you store business and home food separately, including having separate refrigeration?
- Is there an area where you can easily wash hands without cross-contamination (not using a sink used for food preparation)?
- How easy will it be to clean your food preparation area and the wider kitchen? For example, do you have high ceilings, decorative finishes, or timber surfaces that could be difficult to keep clean?
- Will you be pushing the facilities, equipment and essential services beyond their capacity?
- Will you have enough hot water for a food business?

- Is there adequate ventilation to deal with any smells?
- Can you keep dirt, dust, fumes, smoke and pests from coming into your home?
- Is there enough room in the kitchen for people to safely work around each other?
- Do you have a plan to restrict access to the kitchen by pets, children and visitors?

You might decide your home business would be better suited to a commercial setting, using a commercial kitchen where you can make a range of products in large volumes. Safety hazards related to high-risk foods might be better mitigated in a commercial setting.

NOTE: If you are renting your home, check with your landlord that they are happy for you to run a food production business from the premises. If there is a cross lease in place for your home, please ask the other owners on the cross lease for their consent to you setting up your home business.

You can't mix business and domestic

You will not be able to make food for sale at the same time you're using your kitchen to make your family meal or other domestic food preparation. Under your Food Control Plan, business and domestic food activities must be kept separate.

You might even need to use dedicated equipment and utensils.

You'll need to ensure the food for sale is stored separately from other food, and that you clean and sanitise surfaces, equipment and utensils before using them for the food business.

Prioritising food safety through training

We recommend that a basic food safety course be completed, preferably by the business owner or manager. While we don't offer courses, they are available through private training providers and as online courses.

You might need to make some alterations

Kitchens in homes aren't usually designed for commercial use. To comply with your Food Control Plan, alterations might be needed. Remember to check if any changes you plan require a Building Consent or are subject to provisions in our District Plan.

You will need a grease trap

A grease trap is a plumbing device that is connected to a drain or sewer pipe to stop fat, oil and grease from going into the sewer system. Under Council's Trade Waste Bylaw 2015, all food premises must have a grease trap.

This includes small businesses working from home. The size of the grease trap you'll need will differ depending

on the type of food being prepared (heavy/light oil), and the volume of food preparation.

We keep information on all food premises with grease traps and their cleaning frequencies. They are inspected yearly and attract an annual fee of \$120.

Contact us

If you require more food safety rules information, please contact our Environmental Health team: email eps@pncc.govt.nz or **06 356 8199**.

For grease traps help, including about the size of the trap you will need for your home food business, please email info@pncc.govt, with a reference to the Three Waters team: Grease traps.



