

# Domestic Kitchen Guidelines

2022/23

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## Welcome to the City of Boroondara

Welcome and thank you for your interest in starting a food business in the City of Boroondara.

The preparation of food for sale to public in domestic / home kitchens may be permitted; however, preparing food for sale differs greatly from cooking for the family. There are a number of things that you must do before you begin operating a food business from home.

It is important that you understand the requirements and do your research before beginning the endeavour into a home food business. The requirements for the sale of food are stringent and setting up a food business from home can cost a considerable amount of money.

The *Food Act 1984* requires that food premises are classified into 4 classes based on the risk category associated with the type of foods served / sold. Other factors may influence the type of classification of your premises.

The classifications are:

- **Class 1** - Food businesses that predominately handle ready-to-eat potentially hazardous food to vulnerable persons as indicated by Food Standards Australia and New Zealand Standards 3.31
- **Class 2** - Food premises handling any potentially hazardous unpackaged food
- **Class 3A** - Food premises preparing food for immediate consumption at accommodation getaways, or domestic food premises preparing hot-fill products such as chutney, relish or similar food
- **Class 3** - Food premises handling unpackaged low risk foods or selling potentially hazardous pre-packaged food, or a warehouse / distributor handling pre-packaged foods
- **Class 4** - Retail food premises and other specific food businesses selling pre-packaged low risk foods.

During the registration process you will be required to provide us with;

- A copy of your menu
- A copy of your proposed floorplan (optional)
- A copy of your nominated Food Safety Supervisor training certificate

Once you are ready, you can submit the "Apply to establish a food business" online form at [www.boroondara.vic.gov.au/business/start-and-run-business/food-businesses](http://www.boroondara.vic.gov.au/business/start-and-run-business/food-businesses), where you can also attach your plans and menu for assessment, this begins the registration process.

If you have any further questions, please contact City of Boroondara on 9278 4444 or email [boroondara@boroondara.vic.gov.au](mailto:boroondara@boroondara.vic.gov.au)

Kind regards,



Robert Weis  
Team Leader Health Services

## **1 Registration**

### **1.1 Initial Discussions / Approval**

Prior to making an application to Councils Health Services unit, speak with councils building and planning departments to ensure you meet their requirements. If planning and / or building permits are required, do not commence any works on the food premises until you have received the permits.

- Boroondara Health Services 9278 4710
- Boroondara Building Department 9278 4999
- Boroondara Planning Department 9278 4888

### **1.2 Compliance with other utilities**

We recommend you contact Yarra Valley Water (ph. 9874 2122) in relation to waste water and sewerage requirements to determine whether a grease trap is required. Grease traps are to be located externally unless otherwise approved by Health Services.

Ensure that other utilities (eg. Electricity, water, sewerage and gas) are contacted to ensure that you comply with their particular standards / codes.

### **1.3 Plans Submission and Approval**

When you are ready, you will need to apply to establish a food business and although submitting plans is not a mandatory requirement, we recommend that you do.

With your application, you can submit:

- A floor plan showing the layout of all fittings, hand basins, sinks, fridges and freezers, food storage areas and equipment.
- Details of floors, walls, ceilings, equipment, benches and shelving and their finishes
- Details and location of floor waste drains, cleaners sink and grease trap if required.
- Details of food menu items to be prepared or stored in the premises
- Specifications of the Mechanical Exhaust System
- Details and location of floor waste drains, cleaners sink and grease trap if required.

[Apply to establish a food business online](#)

## **1.4 Plans Review**

An Environmental Health Officer will check that the plans meet the relevant standards, eg. Food Standards Australia New Zealand (FSANZ), Food premises equipment food safety standards, etc. A letter will be sent advising of any additional requirements which will need to be met that have not been clearly shown on the plans.

## **1.5 Food Safety Program**

Premises in classes 1 & 2 are required to have a food safety program. A copy of the program (or the relevant pages) is required to be available for inspection by an Environmental Health Officer at all times. (Refer to 'Food Safety Program' fact sheet). Class 3 businesses will be required to undertake new, simplified record taking. Food Safety Programs can be downloaded from

[health.vic.gov.au/food-safety/food-safety-program-templates](http://health.vic.gov.au/food-safety/food-safety-program-templates)

## **1.6 Food Safety Supervisor (FSS)**

Proprietors of class 1 & 2 food premises, as part of the requirements outline in your food safety program, must nominate a food safety supervisor who has undertaken approved food safety training to meet the competency standard of the business. These details should be filled out correctly in your food safety program and a copy of the relevant qualifications are to be provided to Council.

Free online training is available for other staff and proprietors of class 3 & 4 food businesses. This can be found at [health.vic.gov.au/food-safety/do-food-safely](http://health.vic.gov.au/food-safety/do-food-safely)

## **1.7 Interim Inspections**

Contact the Environmental Health Officer for interim inspections of works as they are progressing. This will assist you in meeting all the requirements and help you prevent any costly mistakes if works have commenced without the plans being reviewed.

## **1.8 Final Inspection**

A final inspection is to be organised with the Environmental Health Officer once all works have been completed. This inspection should be arranged at least one week prior to the proposed opening date.

## 1.9 Application for registration form

Once we have conducted the final inspection and you have met all the requirements, you will receive an email from us to complete your Application for Registration online.

With your application, you must include:

- your Food Safety Program (if applicable)
- details of a food safety supervisor and proof of competency (class 1 and 2 only - if applicable)
- payment of the prescribed fee

## 1.10 Registration Granted

We will assess your application and let you know if it is successful. If your application is successful, you will receive a Certificate of Registration by email. An inspection will then occur within 1 month of being approved to operate.

Your premises must not open to the public until approval is given by Health Services. Under the Food Act it is an offence to operate a food business without being registered and can lead to Council taking legal action. Some registrations will be conditional on the basis that the food safety program is implemented and registration may be suspended or revoked at any time if certain conditions are not met.

Registrations are renewed annually and must be paid by 31 December each year. These are emailed to the email address supplied in your Application for Registration. If we do not receive your payment by 31 December each year, you may incur additional costs, such as an infringement notice for trading unregistered, and legal proceedings may be brought against you.

### Fees and Charges 2022-2023

*\*Fees subject to change without notice*

Food Premises Classification		Initial Registration Fee (incl. GST)	Renewal of Registration (incl. GST)
Class 1	Food Premises	\$694.00	\$497.00
Class 2	Large Supermarket, 3+ Departments - Standard Food Safety Program	\$2,315.00	\$2,150.00
Class 2	Large Supermarket, 3+ Departments - Non-standard Food Safety Program	\$2,685.00	\$2,510.00
Class 2	Non-standard Food Safety Program	\$1,070.00	\$910.00
Class 2	Standard	\$1,030.00	\$863.00
Class 3A	Standard	\$1,030.00	\$863.00
Class 3	Food Premises	\$577.00	\$492.00
Class 4	Food Premises	No fee	No fee

## **2 Food Premises requirements**

It is important to ensure that domestic premises, fixtures, fittings, equipment and transport vehicles are designed and constructed so that they can be easily and effectively cleaned and where necessary sanitised. The premises must also exclude the entry of animals, pests, dirt and other contaminants.

Home based food businesses must also ensure the premise is provided with the necessary services of water, waste disposal, light and ventilation. The design and construction of the food premises must be appropriate for the activities for which the premises are used and provide adequate space for the activities to be conducted on the food premises.

### **2.1 Water supply, Sewage and Waste Water Disposal**

There must be an adequate supply of potable water for all activities conducted on the food premises. There must also be sufficient hot and cold water capacity to enable a food business to carry out all operations even during peak operating times.

Food premises must have a sewage and waste water disposal system that will effectively dispose of all sewage and waste water and be constructed and located so that there is no likelihood of the sewage and waste water polluting the water supply or contaminating food. The Laundry sink may be used for the filling and disposal of mop bucket water. All dishwashers, sinks and floor waste must be connected to the sewer.

### **2.2 Storage of Garbage and Recycled Material.**

There should be a suitable storage area which contains the volume and type of garbage and recyclable material.

This should be:

- Of sufficient size to accommodate the number of receptacles to be stored there.
- Suitably enclosed if necessary to keep pests and animals away.
- Are designed and constructed so they can be easily and effectively cleaned.

### **2.3 Lighting**

Adequate lighting by natural or artificial means is essential. This is to allow food handlers to ensure food handlers are able to see whether equipment or surfaces are clean and able to notice signs of pests.



## **2.4 Ventilation**

Food premises must have sufficient natural or mechanical ventilation to effectively remove fumes, smoke steam and vapours from the food premises. Mechanical ventilation is recommended above all cooking equipment such as stoves, ovens, hotplates, grills, deep fryers etc.

Natural ventilation is only suitable in premises where there is little or no cooking. Equipment such as microwaves, sandwich press and toasters generally don't require mechanical ventilation.

## **3 Floors, walls and ceilings**

### **3.1 Floors**

The floor surface of each room in an establishment must be able to be effectively cleaned, unable to absorb grease, food particles or water and be laid so that there is no ponding of water and unable to provide harbourage for pests.

Examples of impervious materials include:

- Quarry tiles
- Ceramic Tiles
- Epoxy Finishes
- Poly vinyl sheeting

(This list is not exhaustive and other materials may also be suitable)

### **3.2 Walls**

The surface of internal walls must be capable of being readily cleansed. Walls in areas where food is manufactured or handled should be smooth, easy to clean and impervious. Wall surfaces should also be light colour to assist cleaning.

- Examples of suitable materials include
- Stainless steel
- Ceramic Tile
- Vinyl Tiles
- Painted plaster

(This is not exhaustive and other materials may also be suitable)

Walls behind cooking equipment should be faced with a smooth and impervious material from floor level to the underside of the mechanical exhaust canopy. It is recommended that walls behind cooking equipment should be finished with a smooth and durable splash back such as stainless steel, glass or tiles.

### **3.3 Ceiling**

The ceiling in areas where food is manufactured, prepared, packed or stored other than unopened packages, should be of a rigid, dustproof, non-absorbent material and free from cracks, crevices or openings.

The use of flush jointed plasterboard painted with washable gloss paint is recommended however other materials may also be suitable. This should be discussed with your Environmental Health Officer.

## **4 Fixtures, Fittings and Equipment**

Fixtures, fittings and equipment must be designed, constructed, located and installed so that there is no likelihood that they will cause food contamination, they are able to be easily and effectively cleaned and they do not provide harbourage for pests.

### **4.1 Cleaning of equipment and utensil's**

An adequate number of sinks are to be provided for food preparation and the cleaning and sanitising of utensils. A double bowl sinks with hot and cold running water supplied through a single outlet is required. The sink must be able to fully immerse the largest piece of equipment in the bowl.

In kitchens where there is a double bowl sink and a dishwasher one of the sinks may be used for hand washing. The dishwasher must be capable of effectively sanitising equipment at 82°C. It is recommended the domestic dishwasher is set to the 'heavy duty' or 'pots and pans' cycle for sanitising equipment.

### **4.2 Hand washing facilities**

Domestic premises are required to either have a dedicated permanent hand washing facility in the immediate food preparation area. A double bowl sink may comply if one bowl is used exclusively for hand washing when food is being prepared.

Council will conduct a risk assessment of available facilities on a case by case basis. It is important to ensure that liquid hand soap and paper towel are provided at the hand washing facility during food preparation at all times.

### **4.3 Cleaning and sanitising**

It is important that equipment and surfaces in your premises are cleaned and sanitised correctly to minimise the transmission of infectious diseases and to protect food from contamination. A food grade sanitiser must be used in all commercial and home based food premises. This can be made up using household bleach (4% available chlorine) by mixing ½ teaspoon of bleach to 1 litre of water in a spray bottle. Please note this needs to be made fresh each day of operation.

## 5 Labelling

When you prepare food in your home you are responsible for ensuring that the food you prepare is safe to eat and suitably labelled.

There are various labelling requirements for all foods, but there are also some exemptions. All packaged food prepared and sold must be labelled correctly to ensure customers can make informed choices when purchasing food including persons with allergies. Requirements include:

- Name and/or description of food
- List of ingredients
- Date mark as "best before" or "use-by" as appropriate to the product
- Nutrition information panel (NIP)
- Country of origin of food
- Warning & advisory statements e.g. contains nuts
- Batch numbering (Food Recall information)
- Name and street address of the supplier of food (Food Recall information)

Unless exempt, all packaged food for retail sale are required to display a Nutritional Information Panel (NIP).

There is an online calculator to help generate complying NIPs

<http://www.foodstandards.gov.au/industry/npc/Pages/default.aspx>

For further details of the requirements visit the National Food Standards website

<http://www.foodstandards.gov.au> or contact Health Services on 9278 4710.

**Meat Pies**

**BEST BEFORE** 12 JUL 14  
STORE AT OR BELOW -18°C

**SERVING SUGGESTION**

**NUTRITION INFORMATION**  
SERVINGS PER PACKAGE – 4  
SERVING SIZE - 175g

	QUANTITY PER 175g SERVING	QUANTITY PER 100g
ENERGY	1615kJ	923kJ
PROTEIN	25.9g	14.8g
FAT - Total	20.6g	11.8g
- Saturated	10.0g	5.76g
CARBOHYDRATE	23.6g	13.5g
- Sugars	1.2g	0.7g
SODIUM	471mg	269mg

All values are average quantities

**INGREDIENTS**  
WHEAT FLOUR, MEAT (MINIMUM 25%), WATER, ANIMAL AND VEGETABLE FAT, ONION POWDER, HYDROLYSED VEGETABLE PROTEIN, EGG, THICKENER (410), SUGAR, MINERAL SALT (450), SALT, COLOUR (150a), HERBS, PRESERVATIVE (223).

FINEFOOD CO,  
20 MAIN ST,  
ADELAIDE,  
SOUTH AUSTRALIA.

PRODUCT OF AUSTRALIA **700g**

**Date Mark and storage conditions**

**Name of the food**

Where a food is packed using variable weights or volumes the number of servings per package can be replaced with servings per kilogram or other appropriate unit

The word serving may be replaced with the word *slice*, *pack*, or *package* or other common unit of measure including *metric cup* or *metric tablespoon*

A statement of ingredients in descending order of ingoing weight showing the percentage of the characterising ingredient

Weights and measures

The nutrition information panel information must clearly indicate that the values are average quantities or if some are minimum or maximum quantities indicate those values that are minimum or maximum quantities

Name and business address in Australia or New Zealand and a separate *Country of Origin* statement

## 6 Storage and food transport vehicles.

### 6.1 Food Storage Requirements

It is important that there is adequate space for the storage of food items used by the business including cold and dry storage. Storing food at home must meet the following requirements:

All food items used for the business are stored separately from personal food items.

Must be stored in food grade containers with tight fitting lids and date labelled.

Kept up off the floor on shelving or in a cupboard.

In an area that is protected from the entry and harbourage of pests.

If the food you prepare is required to be stored under temperature control a separate fridge may be required or demonstrate you have adequate storage in your domestic fridge.

## **6.2 Food Transport Vehicles**

Vehicles used to transport food must be designed and constructed to protect food during transport. Potentially hazardous foods are required to be transported under temperature control either at or below 5°C or at or above 60°C The food to be transported must be packaged, wrapped or enclosed in food grade containers or sealed bags so that the food is protected from any contamination during transportation.

## **6.3 Chemical and personal storage**

All chemicals and personal belongings must be stored in a location where there is no likelihood of contaminating food items or food processing surfaces and equipment. Chemicals and cleaning equipment should be stored in a separate, secure location.

# **7 Miscellaneous**

## **7.1 Food handling and Hygiene**

Anyone in charge of a food business should be able to identify all relevant food safety issues and control them. There are a number of aspects to safe and hygienic food handling that need to be considered in a home-based food business.

- Avoid cross contamination between ready-to-eat food and raw food or ingredients – including from food contact surfaces, utensils, sinks, taps, splash areas, tea towels and so on.
- Cook food thoroughly without overloading the oven.
- Monitor temperatures with a digital probe thermometer and ensure fridges operate at 5°C or less and all freezers operate at -15°C or less at all times
- Control temperatures during transport
- Some food containers are not intended for re-use and can transfer harmful chemicals to food if not used properly. Food containers and other materials should not be re-used if they are not rated for multiple uses by the manufacturer.
- Maintain Hygiene with frequent, adequate hand washing, use liquid soap and paper towel when washing hands.
- Put in place an adequate cleaning regime before and after preparing food in a domestic kitchen.
- Young children and pets should not have access to food preparation or storage areas of the business.
- Home-based businesses should consider how they will keep the operation running if the usual food handlers are sick. People who sick must not prepare or handle food for sale.

## 7.2 Pets

Animals and pets including dogs, cats and birds are not permitted where food is prepared and stored, or into a vehicle where food is transported. It is important to prevent their access as they can spread bacteria onto food and food contact surfaces.

## 7.3 Pests

It is recommended a professional pest controller is consulted to eradicate insects and pests, such as flies, cockroaches, rats and mice and investigate problems every 6 months. The pest controller will be able to provide advice and assistance to protect the premises from the entry and harbourage of pests.

## 7.4 Toilets

Toilets that are located near a food preparation or food storage area should be separated with an air lock or be fitted with a self-closing door and a mechanical exhaust fan which operates when the toilet is in use.

## 8 Trading at Temporary Events

If you are planning on selling your produce at a market stall or temporary or mobile premises you must also be registered on the state-wide registration system Streatrader. Go to <https://streatrader.health.vic.gov.au> for more information and to register. Once you are registered with Streatrader, you are required to lodge a statement of trade (SOT) each time you operate your business at an event or market.

## 9 Useful Resources

Type of Inquiry	Authority	Contact Details
Waste water and sewage requirements	Yarra Valley Water	Ph. 13 17 21
Liquor Licensing	Liquor Licensing Commission	<a href="http://www.vcglr.vic.gov.au">www.vcglr.vic.gov.au</a>
Planning Permits; 'Change of use' for the premises, seating capacity, parking requirements, liquor licencing, etc.	Boroondara City Council, Statutory Planning Department	Boroondara City Council, Statutory Planning Department  8 Inglesby Road Camberwell VIC 3124 Ph. 9278 4888

Type of Inquiry	Authority	Contact Details
Building and occupancy permits; number of toilets required. Disabled access requirements, mechanical exhaust system requirements, etc.	Boroondara City Council, Building Department	8 Inglesby Road Camberwell VIC 3124 Ph. 9278 4999
Kerbside signage and street furniture	Boroondara City Council, Civic Services Permits and Appeals	Road and Footpath Maintenance Team: Ph. 9278 4444
Registration of dairy food businesses	Dairy Food Safety Victoria	Ph. 9810 5900
Registration of meat, fish or seafood businesses	Prime Safe	Ph. 9685 7333
Gas appliances/connections	Energy Safe Victoria	Ph. 9203 9700
Food Safety Programs and Food Safety Training	Department of Health (Vic)	<a href="http://www.health.vic.gov.au/public-health/food-safety">www.health.vic.gov.au/public-health/food-safety</a>

### Food Safety Victoria

For more information regarding food safety program templates, food safety supervisors and other food handling details.

Department of Health  
 Food safety Hotline 1300 364 352  
[www.health.vic.gov.au/public-health/food-safety](http://www.health.vic.gov.au/public-health/food-safety)  
 email: [foodsafety@health.vic.gov.au](mailto:foodsafety@health.vic.gov.au)

### Food Standard Australia and New Zealand (FSANZ)

For information regarding the food standards code, fact sheets and labelling information.

[www.foodstandards.gov.au](http://www.foodstandards.gov.au)

### **National Training Information Centre**

To obtain a list of Registered Training Organisations who provide food safety supervisor training, please contact:

[training.gov.au](http://training.gov.au) - Home page

### **National Association of Testing Authorities (NATA)**

Food product testing, to determine the products' microbiological quality.

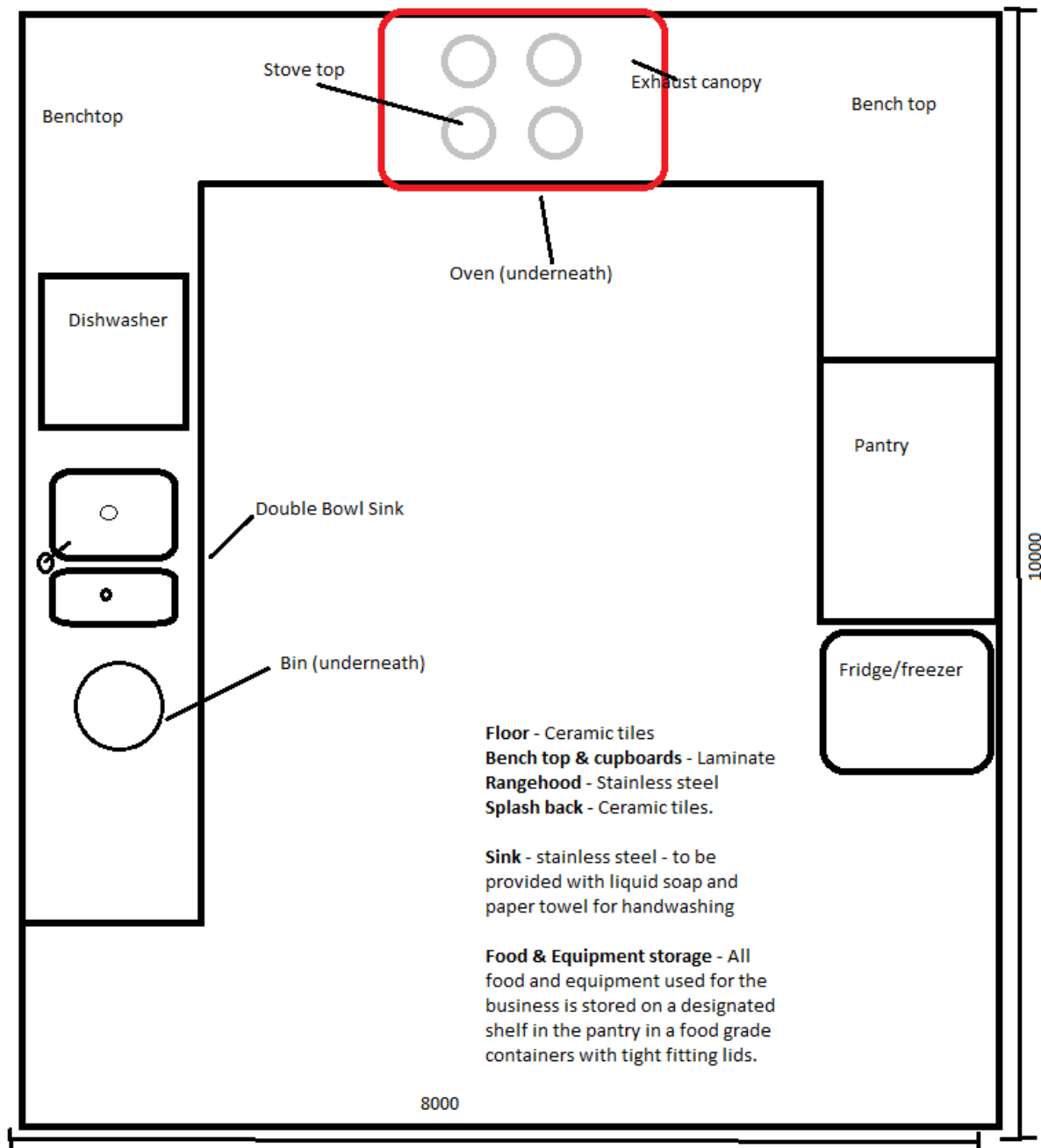
[National Association of Testing Authorities \(NATA\) - ANZPAA Website](http://www.nata.gov.au)

### **National Food Recalls**

[Current food recalls \(foodstandards.gov.au\)](http://www.foodstandards.gov.au)



## APPENDIX 1 - Example of floor plan



## APPENDIX 2 - Risk Classification

The table below demonstrates the requirements for each of the four (4) food premises classes with the changes to the Food Act 1984 effective as of 1 July 2010.

- ✓ The tick denotes you must comply with the specified requirement  
 ✗ The cross denotes you are not required to comply with the specified requirement

Risk Classification	Annual Registration	#Food Safety Supervisor (FSS)	Food Safety Program (FSP)	Compliance Assessment
<b>Class 1</b>	✓	✓	✓ You can select to implement either a Non Standard FSP or Standard FSP	✓ Council will assess and Third Party Auditor will assess
<b>Class 2</b>	✓	✓	✓ You can select to implement either a Non Standard FSP or Standard FSP	✓ Depending on type of FSP; <b>Standard FSP</b> - Council will assess only <b>Non Standard FSP</b> - Third Party Auditor will assess
<b>Class 3A</b>	✓	✓	✗ No FSP required. However, must maintain simple food safety records	✓ Assessment conducted by Council only
<b>Class 3</b>	✓	✗ No FSS required (Recommend free online training for staff)	✗ No FSP required. However, must maintain simple food safety records	✓ Assessment conducted by Council only
<b>Class 4</b>	✗ No Annual Registration required. Only Notification and	✗ No FSS required (Recommend free online training for staff)	✗ No FSP required	✗ No assessment required

<b>Risk Classification</b>	<b>Annual Registration</b>	<b>#Food Safety Supervisor (FSS)</b>	<b>Food Safety Program (FSP)</b>	<b>Compliance Assessment</b>
	Statement of Trade form			