



Banyule City Council

Guidelines for Home-based Food Businesses

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Purpose of this Guide

These guidelines outline the Health requirements and are designed to provide a guide for anyone wanting to set up a home-based food business. It is important to be aware that the **handling** of food intended for sale must be done in a registered **food premises**.

These guidelines are based on the requirements of the Australian New Zealand Food Standards Code. These Standards set out operational and structural requirements for food businesses. By satisfying the structural requirements, the operational outcomes will be easier to achieve and therefore aid you in preparing food that is both safe and suitable.

Running a **food business** and preparing food for sale is different from cooking food for the family. You will need to think about the suitability of your home and whether you can prepare food safely at home, with consideration for the type(s) of food, variety and quantity you are planning to make and whether it will practically fit in with your lifestyle.

It is also important to consider your options should your business grow to an extent that your home is no longer sufficient to prepare food for the business. In this event, the safety and/or suitability of the food may be compromised and you will need to look into commercial facilities.

When starting a business from home you need to consider other local restrictions, including planning regulations, legal, tax and insurance obligations and associated costs. It is important to note that it is your responsibility to determine and meet or obtain all the necessary permits/requirements. Banyule Council has a dedicated Economic Development Team that provide a range of small business support services to assist your business to establish and grow in our municipality. For further information on this support visit www.banyulebusiness.com.au.

At the end of this guide there is further information about other Council requirements and matters that should be considered prior to setting up a home-based **food business**. A good beginning for anyone wanting to set up a small business can be found through the Business Victoria website www.business.vic.gov.au.

Definitions

Food business means a business, enterprise or activity (other than a business, enterprise or activity that is primary food production) that involves—

- (a) the **handling** of food intended for sale; or
- (b) the sale of food, regardless of whether the business, enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves the **handling** or sale of food on one occasion only. (*Reference: Food Act 1984*)

Food premises - means any premises including land, vehicles, parts of structures, tents, stalls and other temporary structures, boats, pontoons and any other place declared by the relevant authority to be premises under the Food Act kept or used for the **handling** of food for sale, regardless of whether those premises are owned by the proprietor, including premises used principally as a private dwelling, but does not mean food vending machines or vehicles used only to transport food. (*Reference: Standard 3.2.2 Australia New Zealand Food Standards Code*).

The Food Safety Guide for Food Businesses – Class 3 – Is a written guide developed by the Department of Health and Human Services to ensure the safety of the food you produce. It requires keeping relevant written records

Food Safety Program - Is a written document that outlines the food safety risks of your business and how they will be controlled and managed to ensure the food being produced for sale is safe. It involves keeping records to verify the safety of the food.

Handling - in relation to food, includes the making, manufacturing, producing, collecting, extracting, processing, storing, transporting, delivering, preparing, treating, preserving, packing, cooking, thawing, serving or displaying of food; (*Reference: Food Act 1984*)

Low risk food - means food that is unlikely to contain pathogenic micro-organisms and will not normally support their growth due to food characteristics; examples include:

- grains,
- cereals,
- carbonated beverages,
- jams,
- dried fruits,
- packaged pasteurised milk (both UHT & non- UHT milk),
- pasteurised or heat treated soy milk,
- ice-cream manufactured from pasteurised or heat-treated milk,
- cut fruit or vegetables which are not subject to any further processing (does not include fruit salad etc.) (*Reference: Victoria Government Gazette No. S232 Tuesday 22 June 2010*).

Manufacturer – Food manufacturers are businesses that produce food for distribution beyond the local area – this may include online, regional, national or international markets. The food is manufactured from raw ingredients, then typically sold to wholesalers or retailers for distribution to the public.

Potentially hazardous food – means food that has to be kept at certain temperatures to minimise the growth of any pathogenic micro-organisms that may be present in the food or to prevent the formation of toxins in the food (as per Standard 3.2.2 Australia New Zealand Food Standards Code). The following foods are examples of foods that are normally potentially hazardous:

- raw and cooked meat or foods containing raw or cooked meat, for example casseroles, curries, lasagne and meat pies;
- smallgoods such as Strasbourg, ham and chicken loaf;
- dairy products and foods containing dairy products, for example milk, custard, and dairy-based desserts;
- seafood (excluding live seafood) and foods containing seafood;
- processed fruits and vegetables, for example salads and unpasteurised juices;
- cooked rice and pasta;
- foods containing eggs, beans, nuts or other protein-rich food, for example quiche and soya bean products; and
- foods that contain any of the above foods, for example sandwiches and quiches.

Pre-packaged food is food that has been sealed within a package prior to entering the business and remains in that package until after it is sold; (*Reference: Victoria Government Gazette No. S232 Tuesday 22 June 2010*).

Selling food - under the Food Act, is a broad definition and includes a number of exchanges, including but not limited to the following:

- receive for sale; or
- display for sale; or
- send, forward or deliver for sale; or
- cause or permit to be sold or offered for sale; or
- offer as a prize or reward; or
- give away for the purpose of advertisement or in furtherance of trade or business; or
- sell for the purpose of resale;

Statement of Trade (SOT) – a statement that advises councils when you will be operating your **temporary food premises** in their municipal district and where. A SOT is made using the online system **Stretrader**.

Stretrader – is an online system that allows businesses and community groups that sell food from a **temporary food premises** to make a registration application, lodge a notification or **Statement of Trade (SOT)** in Victoria.

Temporary Food Premises – are **food premises** that are not permanently fixed to a site i.e. temporary in nature and includes food stalls, tents, marquees etc.

Do I need to notify Council?

Under the Food Act 1984, all food businesses **handling** food for sale must register their **food premises** with Council. Registration must be obtained from Council's Public Health Protection Unit prior to commencing operation of your **food business**. Operating a **food business** without the required Council registration is an offence and penalties may be applied. Before registering a business, Council must be satisfied that all the requirements for registration have been met.

What are the requirements for food businesses?

A **food premises** where food is made or handled for sale, must be constructed to a necessary standard and the food **handling** operations conducted at the premises must comply with various requirements. In addition, there are also laws regarding the packaging and labelling of food products. It is important to note that the facilities found in a residential setting will generally not meet the required food standards without undertaking some structural alterations.

Below are references to documents that contain various standards and requirements relevant to running a **food business**:

- Food Act 1984
- Australia New Zealand Food Standards Code, including (*but not limited to*):
 - Chapter 1 – Introduction and standards that apply to all food (including labelling)
 - Chapter 2 – Specific food standards
 - Chapter 3 – Standard 3.2.2 Food Safety Practices and General Requirements
 - Standard 3.2.3 Food Premises and Equipment
- Australian Standard AS 4674 - 2004 Construction and fit-out of food premises
- Australian Standard AS 1668.2 – 2012 The use of ventilation and air conditioning in buildings. Part 2: Mechanical ventilation in buildings
- Food Safety Program – for *class 2 premises*
- Food Safety Guide – for *class 3 premises*

Risk Classification of your proposed Food Business

The requirements for your proposed **food premises** (e.g. structural and operational) depends upon the risk classification of your proposed business; the processes to be undertaken; the quantity of food you intend to produce and who you intend to sell to.

The *Food Act 1984* groups' **food premises** into separate 'classes'. The classification system is risk based and sets out food safety requirements for each class depending on the food safety risks. Based on the information received, Council Environmental Health Officers will determine the Risk Classification that applies to your proposed business.

The risk classification system contains 4 risk classes. The 4 classes are summarised below to provide some guidance in the setup stages.

Class 1 – include food businesses that serve ready-to-eat **potentially hazardous food** to vulnerable people in hospital, child care and listed facilities for the aged.

Class 2 – include food businesses that handle potentially hazardous unpackaged foods (*irrespective of volume*).

Class 3 – include food businesses that handle unpackaged **low risk food**, pre-packaged **potentially hazardous food**, or the warehousing or distribution of **pre-packaged foods**.

Class 4 – include retail premises that only sell pre-packaged **low risk food**, and premises at which certain other low risk or occasional activities occur.

Further information on the classification system and classes can be found in the [Government Gazette No S232 -22 June 2010](#) or at Department of Health and Human Services [Food Business Classifications](#)

Can I use my domestic kitchen for a Home-based Food Business?

In many circumstances a separate kitchen will be necessary to comply with legislative requirements. However, in some instances a domestic kitchen of a residence can be used subject to Council approval and specific conditions being met. Based on Council's Environmental Health Officers' experiences generally Class 2 food businesses cannot meet the requirements in a domestic kitchen setup and Class 3 food businesses generally require some structural alterations to meet the requirements.

As a guide the following requirements need to be met in order for the proposed **food business** to operate from a domestic kitchen:-

- The domestic kitchen is 'fit for its purpose' i.e. adequate (good condition, of sufficient size, enables one-way process flow, able to cope with the scale of products being made etc.) for the production of safe and suitable food; and
- Fixtures, fittings and equipment are adequate and fit for their intended use (this includes a separate dedicated hand washing facility, food preparation sink and dishwashing sinks, and separate storage areas), and
- The domestic kitchen can be used at times, with no or limited access by other family members, to prevent possible risk of contamination of food and surfaces etc.; and
- Animals, ill family members and visitors can be effectively excluded from the domestic kitchen whilst it is being used for the **food business**.

For information on structural requirements for food businesses refer to [Guidelines for Food Premises Design and Equipment](#) and the [Food Standards Code](#).

What requirements do I need to consider for my domestic kitchen?

Proposed premises that are likely to meet the necessary food safety requirements (most likely also determined to be a Class 3 **food business**), also need to consider whether the following requirements can be met:-

- **Food Handling**
 - A dedicated and permanent **hand wash basin** must be provided in the kitchen area (i.e. in the immediate area of food preparation), not in a laundry, toilet or hallway. It must be provided with warm running potable water from a single outlet and provided for the sole purpose of washing hands and not used for any other purpose e.g. separate to dishwashing sinks. Soap and single use towels must be provided at this hand wash basin. Note: All waste water must be directed to sewer.
 - A dedicated food preparation sink separate to sinks used for other purposes eg. hand wash basin or dishwashing sinks, depending upon the types of foods being handled.
 - Separation of ready to eat food from raw food.
 - The ability to exclude children, pets and family members or visitors, from food preparation areas whilst the area is being used for the business.
 - Eating or smoking is not permitted in the kitchen whilst it is being used for the business.
- **Storage of Food and Equipment**
 - Separation between food items intended for domestic use and commercial use, i.e. separate dry storage areas or containers for ingredients and final products, and separate refrigeration units/freezers for storage of food for the business.
 - Separation of other items from food preparation and food storage areas that may pose a potential risk of contamination e.g. personal effects, chemicals including household insecticides and medication must be kept separate to the food preparation or storage area.
 - Adequate storage capacity (volume, variety and risk).
 - Separate equipment & utensils solely used for the business.
- **Temperature Control**
 - Refrigerated and frozen storage needs to be adequate for use (domestic refrigerators are not designed for commercial purposes and may struggle if overloaded or continually opened).
 - Separate refrigerators for commercial use to that used for domestic use (as mentioned above).
- **Cleaning**
 - All food contact surfaces need to be effectively cleaned and sanitised.
 - A double bowl sink will usually be required to effectively wash and sanitise* equipment and utensils.
 - Cleaning products and cloths that are used solely for the food business.
 - Decorations, pot plants, 'knick-knacks' and curtains, which render various surfaces incapable of being adequately cleaned, must be avoided.
 - A clear, uncluttered work area/bench needs to be provided at all times when **handling** food for the business.

- **Other**
 - Labelling requirements for packaged foods
 - Documented recall procedures
 - Appropriate transportation/delivery facilities
 - Potential **Streitrader** registration for markets, marquees, food stalls etc.
 - Food Safety Training
 - Food Safety Program or Food Safety Guide

**Note: Many domestic dishwashers are not capable of running a final rinse cycle hot enough for the required time for it to effectively sanitise.*

What happens if I can't meet the requirements for a Home-based Food Business?

Proposed premises that are determined to be a Class 2 **food business** are unlikely to meet the necessary food safety requirements of the Food Standards Code in a domestic kitchen.

Other suitable options that could be considered include:-

- A separate dedicated kitchen set up at home in a garage or separate room within the home;
- Hiring an existing commercial **food premises**
- Hiring a community venue with a commercial kitchen setup

Do I need to label the food I make?

All packaged food for retail sale is required to be labelled in accordance with the *Food Act 1984* and the Food Standards Code. This includes, but is not limited to, nutritional panels, ingredient lists, date markings, declaration of any prescribed allergens and supplier details.

Accurate labelling of food products is critical to the safety and suitability of the product. For example, food with an incorrect use by date may cause illness and food that does not identify an allergen can be lethal.

The labelling requirements are complex and Council recommends that you seek independent advice from a Public Food Analyst or Food Technologist to assist you in complying with the legislative requirements associated with labelling. This is particularly important if you are going to make any claims eg. allergens (gluten free, nut free, low fat etc.) They can also assist in determining an accurate product shelf-life. Please note food analysis is at a cost and should be factored in to your proposed business plan.

Further information about labelling and calculating nutritional panel information is available on Food Standards Australia New Zealand website at:

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

When submitting your proposal form, Council requests that a sample of the label you intend to use is also submitted.

Please note, significant penalties apply where food for sale does not comply with the relevant labelling requirements.

Do I need a food recall procedure?

Food businesses involved in the manufacturing, wholesale supply or importation of food needs to have a recall procedure in place. This includes selling your product(s) to retail businesses. A recall procedure involves having a written system in place to remove recalled product from sale. This document must be available to an Environmental Health Officer upon request.

For more information on designing a food recall plan is available through Food Standards Australia New Zealand website at:

<http://www.foodstandards.gov.au/publications/Documents/FSANZFoodRecallProtocol2014.pdf>

Can I transport food?

Yes, however when transporting food you must ensure that you meet all of the relevant requirements. The Australia New Zealand Food Standards Code sets out relevant requirements relating to the transport of food including the temperature control requirements, protecting food from contamination etc.

For more information on transporting food is available through Food Standards Australia New Zealand website at: <http://www.foodstandards.gov.au/code/Pages/default.aspx>

Do I need Food Safety Training

Everyone who works in a **food business** is responsible for ensuring that the food they sell or prepare for sale is safe to eat.

Class 2 food businesses must have a qualified Food Safety Supervisor. This person must have undertaken the required training to be recognised as a Food Safety Supervisor and must also have the ability and authority to supervise food **handling** activities at the **food business** and make sure it is done safely. Before registering a business, you will need to provide Council with evidence of your Food Safety Supervisor's qualification i.e. Certificate or Statement of Attainment from a Registered Training Organisation (RTO).

For information about this training and where to go to obtain training refer to the Food Safety section of the Department of Health & Human Services website at:

<https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-safety-training-skills-knowledge/food-safety-supervisors>

Class 3 businesses are not required to have a Food Safety Supervisor. However, you still need to ensure that all staff are trained in the relevant food safety risks for that business.

Free online training regarding food safety is available at the Department of Health and Human Services website at: <http://dofoodsafely.health.vic.gov.au/>

Do I need a Template Food Safety Program, Non-Standard Food Safety Program or a Food Safety Guide?

Anyone who operates a **Class 2 food business**, is required to have a **Food Safety Program**. A **Food Safety Program** is a written document that outlines the food safety risks of your business and how they will be controlled and managed to ensure the food being produced for sale is safe. It involves keeping records to verify the safety of the food.

You can use a suitable **Template food safety program** registered with the department (with the exception of manufacturing as outlined below) or write your own **Non-Standard Food Safety Program** (which will be required to be independently audited).

The Department of Health and Human Services produces a free online template available at: <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-safety-program>

If you operate a **Class 2 food business** and manufacture food and distribute it to wholesalers or retailers (beyond the local area) or sell it online, you are *required* to have a **Non-Standard Food Safety Program** to address the risks associated with your business ie. write your own **food safety program**. The template **Food Safety Program** is unsuitable for manufacturers.

Anyone who operates a **Class 3 food business** is required to have a **Food Safety Guide for Food Businesses – Class 3**.

The Food Safety Guide for Food Businesses - Class 3, is a written guide developed by the Department of Health and Human Services to ensure the safety of the food you produce. It requires keeping relevant written records. A free copy of the Food Safety Guide for Food Businesses – Class 3 is available for download at:

<https://www2.health.vic.gov.au/about/publications/policiesandguidelines/Food%20safety%20guide%20for%20food%20businesses%20-%20Class%203>

Marquees, Food Stalls and Mobile Food Vehicles – Streatrader

If you plan to sell your food items at a market or festival stall etc. you will also need to setup a **temporary food premises**. This requires a separate registration to that of your home-based **food business** (which is known as a *fixed premises*). To register your **temporary food premises**, you will need to use the online system called **Streatrader**.

Streatrader is an online registration tool for businesses (and community groups) to register and notify their temporary and mobile **food premises** with their registering council. **Streatrader** allows businesses to:

- Apply for a Food Act registration with their local Council,
- Manage their registration, and
- Lodge **Statements of Trade (SOT)** for each of their events across different Councils.

For more information or to apply for a **temporary food premises** registration go to:

https://streatrader.health.vic.gov.au/public_site

What other factors do I need to consider?

Food businesses may be required to apply and meet other permits or regulations prior to operating. Below are examples of local support available, Council requirements and other statutory obligations that you may need to consider when setting up a home-based **food business**.

Local Support Available:

Banyule Business Support - Banyule Council has a dedicated Economic Development Team that provide a range of small business support services to assist your business to establish and grow in our municipality. Further information can be found at the www.banyulebusiness.com.au or to be kept up to date with future opportunities 'like' the Banyule Business Facebook page at www.facebook.com/banyulebusiness or subscribe to receive our e-newsletters.

Council Requirements:

Planning – Businesses operated from residential homes are known as home occupations. The operation of a home occupation in Banyule may require a planning permit. This process ensures that the amenity of the neighbourhood is not adversely affected by an occupation conducted in or from a dwelling. Home occupations are required to meet specified requirements. Further information regarding planning requirements can be found at <http://www.banyule.vic.gov.au/Services/Planning>

Building – The Building Act 1993 & Building Regulations 2006 legislate that building work must be subject to the issue of a building permit prior to that work commencing. The building permit is the key part of that process. For further information regarding building requirements and to find out whether you require a permit regarding your proposal refer to <http://www.banyule.vic.gov.au/Services/Building-Permits-and-Inspection>

Municipal Laws - If you propose to place anything on the footpath such as signage, or if you propose to sell from the street or roadway, you will require a permit from Municipal Laws.

Other Requirements:

Yarra Valley Water - requires all food businesses to have a trade waste agreement before discharging to our sewerage system. Most **food premises** are required to install and maintain a grease interceptor to prevent fats and grease from entering the sewerage system and therefore to protect the system from blockages. For further information visit <http://www.yvw.com.au/home>

Insurance – The Insurance Council of Australia estimates that 70 percent of underinsured and uninsured small businesses affected by a major event such as a legal claim, earthquakes, fire or storm never recover. Assessing and managing your risks as well as taking out the appropriate insurance will allow you to continue to trade despite interruptions and minimise liabilities. Some insurances to consider include Professional Indemnity, Public liability and Product liability insurance. For further information refer to www.business.vic.gov.au

National Trade Measurement Regulations - If you are **selling food** items by weight or volume e.g. cheese by weight or a drink by volume, it is important as a business to know your trade measurement obligations. When selling goods by measurement (e.g. weight, length or volume) you will need to have a measuring instrument such as a weighing instrument (scale) that is of an approved design or pattern and is marked with an NMI (or NSC) approval number, e.g. NMI 6/4D/355 or NSC 6/4D/220. Measuring instruments must also be verified by a servicing licensee or an inspector before they can be used for trade. All goods prepacked for sale must be marked with the net measurement (that is the weight or number without the packaging). You are responsible for the measurement statement on goods that you have packed yourself. For further information visit: <http://measurement.gov.au/Industry/business/Pages/MarketStallholdersandRoadsideTraders.aspx>

Rental Properties – If you live in a rental property you will need to speak with your landlord prior to undertaking any structural changes to the property eg. installing a hand wash basin etc.

Where can I find further information?

Additional information about running a **food business** can be located on Councils website, Department of Health and Human Services website and Business Victoria's website. Further information on legislative requirements and safe food **handling** practices can also be found on the Australia New Zealand Food Standards website.

Councils Environmental Health Officers also can be contacted on 9457 9965 and are able to provide food safety information and to discuss your proposal.

Banyule Council: <http://www.banyule.vic.gov.au/Services/Public-Health-for-Businesses>

Banyule Business: www.banyulebusiness.com.au

Department of Health and Human Services: <http://www.health.vic.gov.au/foodsafety/bus/index.htm>

Business Victoria: <http://www.business.vic.gov.au/>

Food Standards: <http://www.foodstandards.gov.au/code/Pages/default.aspx>

How do I apply to register my Home-Based Food Business?

Prior to applying for registration under the Food Act 1984, it is recommended to submit in your proposal (on the attached form) to assist Council in determining the risk classification of your proposed **food business**. The following is a step by step guide to registration.

Step 1

Complete and submit the Proposal Submission Form (*attached form*). An Environmental Health Officer will assess the information and determine the risk classification that applies to the business and whether it is possible to use your domestic kitchen. Further information is sometimes required, therefore it is recommended not to proceed to Step 2 until you have received the confirmation.

Step 2

Complete and submit an application form for 'Plan Submission/Inspection of Unregistered food premises' together with the specified fee and plans/relevant information. Application forms are available on Council's website at <http://www.banyule.vic.gov.au/Services/Public-Health-for-Businesses/Food-Businesses>. At this stage either an inspection will be arranged to verify an existing set up, or you will be asked to submit floor plans and specifications of your proposed **food premises**. *Please note, the submission of plans is optional, but is recommended to ensure the business complies with requirements and should be done prior to conducting any works.*

Step 3

Upon receipt of all required information and possible inspection, you will be advised whether your proposal complies with all of the requirements. If it does not comply, you may submit plans for re-assessment, taking into consideration the areas that previously did not comply.

Step 4

A final inspection will be arranged and conducted by an Environmental Health Officer prior to Council providing you an application form to register your business.

Step 5

Prior to operating you are required to complete and submit the **Application for Registration form** to Council with the relevant **fee** and also a copy of your **Food Safety Supervisor Certificate**. Upon receipt and approval you will be granted a Certificate of Registration allowing you to commence trading.

Once registered, your premises will be subject to routine inspections by Council's Environmental Health Officers. These inspections may be undertaken at any reasonable time at the discretion of the Environmental Health Officer.

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Proposal for a Home Based Food Business

The purpose of this submission form is to gather information to identify the risk classification of your business and the relevant requirements that apply including the set-up requirements.

This submission form is not an application for registration of a food premises.

To proceed with the registration of your business an application form/s and fees will apply.

Public Health Protection wants to make sure you are ready for what is involved with starting up a home-based food business and assess the suitability of your domestic kitchen for the food premises.

Are you food business ready?

Have you:

- Decided what food you want to make/sell?
- Created a business plan
- Obtained Council's planning and building permissions prior to contacting Public Health Protection
- Completed any food safety training

Do you have:

- Dedicated hand wash basin within your domestic kitchen
* Additional to your dish washing sinks
- Dedicated food preparation sink if you are washing ingredients
* Additional to your dish washing sinks
- Dedicated storage and equipment for the business
- Digital probe thermometer
- Food grade sanitizer
- Food recall plan/process
- Compliant labels for any packaged food

Please ensure that you provide as much information as possible by addressing all the questions below. If you require additional space, please attach extra pages.

Proposal for a Home Based Food Business - Submission Form

Applicant Name:

Applicant Address:

Contact Phone Number:

Email Address:

Business name:

Business Location:

Type of Business: *(please tick)*

- Retail
- Manufacturing (sell to distributors and/retailers/cafes)
- Storage or Distribution
- Other.....

Description of proposed food business and food preparation:

1. Name of product(s):

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2. Type of food(s):

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3. List ingredients to be used:

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4. At full production what is the estimated quantity of food:

- Ingredients (specify daily/weekly/monthly basis)
- Final product and at full capacity (specify daily/weekly/monthly basis)

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5. Detailed steps of manufacturing process (e.g. preparation, cooking, cooling, reheating, dehydrating, soaking etc.):

- Details of the methods used for preparation of the proposed food

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6. Where will food be stored (incl. ingredients and finished product storage)?:

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7. Where will the food be sold?:

- Markets/Festival/Events
- Retail businesses eg, café, restaurant, supermarket
 - Within Banyule City Council
 - Beyond Banyule City Council
- Online store

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8. How will the final product be sold ie. packaged or unpackaged?:

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9. Do you intend to make any allergen claims? Please specify below which claims and how do you intend to address/verify the specific claims on your labelling?

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.....

10. How do you intend to distribute the final product to your customers ie. will you deliver it or will it be picked up from your home?

a. If delivering it, describe this process and how you will ensure the food is stored under temperature control (if the product should be kept refrigerated)?:

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.....

11. Deliveries to site:

YES / NO (*please circle*)

If YES, number of deliveries per week/fortnight etc.:

Type of deliveries:

.....

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12. Deliveries from site:

YES / NO (*please circle*)

If YES, number of deliveries per week/fortnight etc.:

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13. Do you intend to store or process food at any other premises than indicated above?

YES/ NO (*please circle*)

If YES, address of other premises:

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14. Do you propose to increase variety of food in future:

YES / NO (*please circle*)

If YES, include details:

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15. Operating Frequency Details:

Days per Week:

Operating Times (when you propose to manufacture your product):

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16. During operating times, can you guarantee the kitchen will not be accessed by other family members, pets etc.? How do you intend to control this?

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17. Proposed number of employees:

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Signature:

Date: