

Application Procedures Proposed Food Premises

The Health (Registration of Premises) Regulations 1966,
Food Hygiene Regulations 1974



APPLICATION GUIDE

GENERAL INFORMATION

This guide is designed to explain how to apply for Certificate of Registration as a food premise, the detail expected in respect of the application and to assist applicants in promoting a satisfactory standard of food hygiene.

The Queenstown Lakes District Council has contracted Lakes Environmental Limited to carry out its functions in respect of Resource Management and Regulatory Services (including food premises).

Most premises which sell food to the public are required to comply with one of the following:

- (i) Annual registration by the Territorial Authority under the Food Hygiene Regulations 1974, or
- (ii) Have in place an approved Food Safety Programme (FSP) or Risk Management Programme (RMP) based on the principles of Hazard Analysis Critical Control Point (HACCP), or
- (iii) Participate in the Voluntary Implementation Programme (VIP) and have a documented Off The Peg Food Control Plan (OTP - FCP).

Food Hygiene Regulations:

The licence period for registration of a premise is from the 1st of October until the 30th of September the following year.

The new premises set up fee covers the time associated with the establishment of the premise, including up to two onsite assessments and registration of the business up to 30th September in the current year.

Food Safety Programme/ Risk Management Programme:

Where a premises operates under an FSP or RMP, the Territorial Authority has no involvement. Instead an independent auditor is used. Further information can be found at www.nzfsa.co.nz or contact Public Health South on 03 4509154.

Food Control Plans

The licence period for premises that operate under an OTP – FCP is 12 months from the date the exemption certificate is issued.

If you wish to participate under the Voluntary Implementation Programme, please contact an Environmental Health Officer at Lakes Environmental on 03 450 0300

N.B. We advise you to seek a Land Information Memorandum (LIM) from the District Council's Regulatory Services Contractors, Lakes Environmental Limited, if you are intending to purchase any premises.

SUMMARY OF THE PROCESS

Food Premises Registration

The following is a brief outline of the process involved in obtaining a 'Certificate of Registration of Food Premises' to permit the sale of food to the public:

1. Apply for Resource Consent / Building Consent / Liquor Licence if required.
2. Submit your food premises proposal along with a layout plan and fee to the Environmental Health Section of Lakes Environmental Limited at the same time as 1 above.
3. The proposal and plan will be assessed in terms of compliance with the Food Hygiene Regulations 1974 and you will be notified of the outcome.
4. Once written approval has been received you can proceed with the work to be carried out on the premises.
5. Book a site assessment time with an Environmental Health Officer (EHO). A site assessment of the completed premises must be carried out by an EHO prior to opening to the public.
6. A Certificate of Registration of Food Premises will be issued once the Officer is satisfied that the premises comply with both the *Food Hygiene Regulations, 1974* and the *Building Act 1991*, and the fees have been paid.

Food Control Plans

The following is a brief outline of the process involved in obtaining a 'Certificate of Exemption' from the Food Hygiene Regulations as a result of operating a Food Control Plan:

1. Discuss your proposal with an Environmental Health Officer who will give you an initial introduction to the FCP requirements and fees.
2. Apply for Resource Consent / Building Consent / Liquor Licence if required.
3. Submit your food premises proposal along with a layout plan to the Environmental Health Section of Lakes Environmental Limited at the same time as No. 2.
4. The proposal and plan will be assessed and you will be notified of the outcome.
5. Once written approval has been received you can proceed with the work to be carried out on the premises.
6. Submit your completed FCP and application form at least 5 working days prior to your expected opening date to the Environmental Health Section of Lakes Environmental Limited for a pre-audit assessment.
7. Book a site assessment time with an Environmental Health Officer prior to opening to the public.
8. A full audit will be carried out within 3 months of your business opening, to assess the implementation of the FCP.
9. A Certificate of Exemption will be issued once the officer is satisfied that the premises comply with the requirements of the FCP *and* the fees have been paid.

WHAT DO YOU NEED TO DO?

Planning Consent:

Please check with Lakes Environmental Limited's Planning Section (Duty Planner) that the premises, which you wish to operate from, is located in an area permitting this activity. If not, you will need to obtain resource consent to operate. Please contact a Planning Officer to discuss your proposal.

Note: If you intend to also sell alcohol or your proposal includes hazardous substances such as LPG, diesel etc, please advise the Planning Officer as these matters are also controlled by the District Plan and may need to be included in your resource consent application.

Also if the premises are not connected to the Council's water and sewerage systems, then a water right and/or discharge resource consent may need to be obtained from the **Otago Regional Council**. The ORC can be contacted by Free phone 0800 474082.

Licence for the Sale of Liquor:

If you intend to sell alcohol you will require a liquor licence. Your application for a liquor licence is to be lodged with Lakes Environmental Limited, who are contracted to carry out these functions on behalf of Queenstown Lakes District Licensing Agency. Please contact a Liquor Licensing Inspector to discuss your proposal.

Note: If a resource consent is required to sell liquor then your Liquor Licence application can not be processed until such time as the resource consent decision has been issued.

Building Consent:

Generally speaking a building consent is required if the building is:

- Not currently registered with the Council as a food premises, or
- If the type of operation is to change, or
- If internal/structural/plumbing and drainage alterations are proposed.

Please check with Lakes Environmental Limited's Building Section to confirm whether or not a building consent is required.

Food Premises Registration:

Please complete and return the attached 'Proposed Food Premises Application Form' together with the scale layout plan and fee of \$787.00 (including GST). Your proposal and plans will then be assessed in terms of the requirements of the Food Hygiene Regulations 1974. A letter of approval in principle will be forwarded to you. Once this is received, and you have replied to any requests for further information, works can commence. Prior to opening to the public, a site assessment shall be carried out by an Environmental Health Officer.

A Registration of Premises certificate is required before you commence selling to the public. This will be issued to you once the Environmental Health Officer is satisfied that the premises comply with both the *Food Hygiene Regulations, 1974* and the *Building Act, 2004*, and the fees have been paid.

It is recommended you retain copies of your submitted application and associated layout plan for your reference.

Food Control Plan:

Please complete and return the attached 'Proposed Food Premises Application Form' together with the scale layout plan and fee of \$787.00 (including GST). Your proposal and plans will then be assessed and a letter of approval in principle will be forwarded to you. Once this is received, and you have replied to any

Contact Details:

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requests for further information, works can commence. Prior to opening to the public, a site assessment shall be carried out by an Environmental Health Officer.

An exemption certificate will be issued to you once the Environmental Health Officer is satisfied that you have met the requirements of the Voluntary Implementation Programme and completed the Food Control Plan documentation.

It is recommended you retain copies of your submitted application and associated layout plan for your reference.

Any queries regarding completing your application or the Food Control Plans can be directed to Lakes Environmental Limited's Environmental Health Officers.

WHAT HAPPENS NEXT?

Once the above consents have been approved and granted, work may then proceed in accordance with the information submitted with your proposal. Any variation from the details submitted, to ensure your premises comply, shall be notified to the Environmental Health Officer.

Depending upon your proposed business you may also need to see:

Public Health South – To seek 'Medical Officer of Health Approval' under the Food Hygiene Regulations, for supplying food to other registered food premises. The Medical Officer of Health is also involved in such items as labelling of packages, additives and food standards in respect to food manufacture and packaging in terms of the **Food Act 1981**. Public Health South can be contacted on 03 450 9156.

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