

Proposed Food Premises - Written Proposal Form



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

Please provide the following information, in writing, for assessment by the Environmental Health Officer. Please bear in mind that what we are trying to define is the scale and scope of your operation. A Food Operator's proposal is to cover (but not be limited to) the following points:

1. Please outline the food to be supplied / sold from the premises. Please note that your registration will be for the operation you have outlined:

2. Describe the level of preparation, if any, of the food items that will take place at the premises (eg. Pre-prepared foods bought in and reheated on demand, or meals made from raw ingredients for buffet service, etc):

(Please note that if pre-prepared foods are being sold these are to be obtained from REGISTERED FOOD PREMISES which have received approval from the Medical Officer of Health for the supply of such goods)

3. How will food be stored and displayed, so as to be protected from contamination:

4. Number of staff (maximum at any one time – chefs, kitchen hands, waiting staff):

Kitchen:

Dining Area:

5. Outline the food handling provisions that will be put in place. (eg. staff training, qualifications, policies, gloves, identification of temperature abuse for incoming goods policy etc)

6. Water supply details. Including whether it is from Queenstown, Wanaka, Hawea town reticulation or private supply (water quality details are required for private supply water sources – quality, volume, treatment, monitoring):

7. Outline the provisions that have been made for the disposal of wastes, including wastewater (Grease traps), non-putrescible waste (paper, plastic etc), food waste and the cleaning of waste receptacles:
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8. LAYOUT PLAN

The applicant is to forward two copies of layout plan (to scale) of the proposed premises which shows the following (we return one copy of the approved plan with the Food Premises Registration Certificate):

- 1) A complete and accurate plan to scale (e.g., 1:50, 1:100) of the whole premises. We need to ascertain the areas and distances meet the requirements of the Regulations.
- 2) All rooms and their designation. This includes rooms directly associated with food manufacture, preparation and storage; also show and designate rooms/area to be used for:
 - (a) Customers
 - (b) Staff changing facilities (male and female)
 - (c) Toilet accommodation (staff and customer facilities)
 - (d) Yard area
 - (e) Any room/area used specifically for refuse storage
 - (f) Any room/area used for cleaning equipment, appliances and preparations.
- 3) For each of these rooms/areas detail proposed finishes, ventilation (windows and mechanical), hot water, and appliances with respect to the First Schedule of the Food Hygiene Regulations. That is, supply a detailed specification that outlines construction materials, finishes and fittings (Samples of the materials to be used may be required in some instances). Under ventilation include fly screening method/s, position of the ventilation exhaust discharge point/s and location of source of replacement air (window, roof etc).
- 4) Layout of all fixed appliances (e.g. benches, tables, shelves, cupboards, sinks, hand basins, washing machines, cooking and heating equipment, refrigerators, freezers, lockers, ventilation, etc.), and their capacity. It may be helpful to indicate where motors are to be sited and the method of disposal for condensation where relevant.
- 5) Layout of artificial lighting
- 6) Designate specific areas outlining functions (e.g., vegetable and fruit storage/preparation, dry goods storage, baking area, servery, cooking area, cutlery and other utensil storage, washing area, waste receptacle cleaning areas etc).
- 7) Detail waste removal such as grease trap and food scraps, as well as drainage to sewer and stormwater. This includes method of storage and removal, capacity, and frequency of removal.
- 8) The design information further along in this information pack may help you with ideas on any further information you should supply with this layout plan.

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