

Home-based Food Businesses

What is a home-based food business?

A home-based food business is any business associated with food for sale that is either stored, prepared, cooked or repackaged from home. There are many benefits of operating a home-based food business, however they are generally only suitable for small scale businesses, as residential kitchens are intended for domestic use and are not suitable for running large commercial businesses in.

Do I need to register a home-based food business?

If you are intending to operate a home-based food business, you must register with the Environmental Health Department at Council prior to operating. You may also need permits from [Town Planning](#) and [Building](#) in addition to your registration with Environmental Health. You must check with these departments before operating.

A good place to start is by speaking to our Small Business Support Officer, they can assist you in finding out what permits from which departments you may need. You can submit a *Food Business Application form* on our website, or in person at the Civic Centre.

What class is my food business?

Your food safety classification will depend on the type of food you are intending to produce and sell, businesses are categorised into Classes based on the food safety risk of the food you are making. It is important to consider all the products you will be looking to sell prior to lodging your application to Environmental Health as this information is required to make a proper assessment of your Class.

Some common examples of home-based food businesses and their classifications can be found in the table below:

Class	Examples of food
<u>Class 2:</u> Preparation or handling of unpackaged potentially hazardous food	<ul style="list-style-type: none">• Catering/take-away business – ready-to-eat meals of rice, curries, meat dishes, noodles, vegetable dishes, dumplings, soups, pastas.• Cake or baked goods businesses containing fresh custard, fresh cream, cut fruit toppings or fresh ganache etc. and need to be stored under refrigeration after preparation to be safe for consumption.• Fresh fruit smoothies or juices, soft serve ice-cream.

<p><u>Class 3:</u> Preparation or handling of packaged potentially hazardous food OR sale of pre-packaged potentially hazardous food</p>	<ul style="list-style-type: none"> • Shelf stable baked goods like bread, biscuits, cupcakes, cakes, donuts, chocolate etc. that can be stored at room temperature. • Repackaging of dry goods – purchasing large quantities of dry goods such as lentils, flour, tea, lollies, chocolates, and spices and repackaging them into smaller quantities. • Packaged foods that are not opened or handled and require temperature control like frozen vegetable packets. • Coffee roasting, breweries. • Storage of packaged potentially hazardous or preparing low-risk foods, intended to be sold from a mobile food vehicle or temporary food stall.
<p><u>Class 3A:</u> Producing packaged foods that use a cook-fill process such as chutney, salsa, relish, and tomato sauce.</p>	<ul style="list-style-type: none"> • Food made using a hot-fill process resulting in a product such as chutney, relish, salsa, tomato sauce or any other similar food, that: <ul style="list-style-type: none"> (i) has been heat treated to a temperature of not less than 85°C and then filled and sealed hot into its packaging; and (ii) is acidic (pH of less than 4.6); and (iii) has salt or sugar or any other preservative added.
<p><u>Class 4:</u> Pre-packaged low risk food or low-risk practices</p>	<ul style="list-style-type: none"> • Packaged shelf stable foods that are not opened or handled before being sold such as lollies, spices, lentils and teas. • The sale to the public, or wholesale, of whole (uncut) fruit or vegetables. • The serving of coffee, tea (with or without milk, soy, almond or any other liquid), alcohol (including the addition of sliced fruit, pasteurised dairy products), water, soft drink (except fermented soft drinks containing a live culture) intended for immediate consumption but does not include unpasteurised processed fruit or vegetables or potentially hazardous food (for example, fresh juice).

Do I need food safety training?

A Class 3 or 4 business is not required to have any formal food safety training, although free online training can be found at DoFoodSafely. A Class 2 or 3A business is required to have formal food safety training. Any new applications for a home-based food business must have a formal Food Safety Supervisor certificate that has been completed within the last 5 years.

The table below can assist you in determining which course you will need to complete:

Food Sector	Minimum Competency
<p><u>Food Processing</u></p> <p>Businesses such as food product manufacturers, including flour mills, canneries, packers, bakers, breweries and wineries</p>	<p>FBPFSY2002 'Apply food safety procedures'</p>
<p><u>Hospitality</u></p> <p>Businesses such as restaurants, cafes, hotels, home-based businesses.</p>	<p>SITXFSA005 'Use hygienic practices for food safety' AND SITXFSA006 'Participate in safe food handling practices' OR Use unit from the 'Retail' section.</p>

<u>Retail</u>	SIRRSFA001 'Handle food safety in a retail environment' OR Use both units from the 'Hospitality' sector
Businesses such as supermarkets, convenience stores, grocers and delicatessens.	

What are the fit-out requirements?

The requirements depend on what you are making and what Class you fall into, it is important that you let us know what you are planning on selling and making before making any changes to your kitchen. All food businesses must have somewhere to wash their hands, wash their equipment, and sanitise their equipment. Discuss your options with an Environmental Health Officer (EHO) who will determine which layout is most appropriate based on your operation.

Class 2:

Layout 1:	Layout 2:	Layout 3:
Double bowl sink (one side for washing equipment and one side for sanitising equipment) AND A separate hand washing sink.	Single bowl sink for washing equipment AND a dishwasher for sanitising AND a separate hand washing sink* *hand washing sink cannot be attached to the equipment washing sink.	<i>This option is only available if making potentially hazardous cakes and no other products.</i> Double bowl sink with 2 taps (one side for washing equipment and one side for hand washing) AND a dishwasher for sanitising

Class 3 and 3A:

Layout 1:	Layout 2:	Layout 3:
Double bowl sink (one side for washing equipment and one side for hand washing) AND a dishwasher for sanitising	Double bowl sink (one side for washing equipment and one side for sanitising equipment) AND A separate hand washing sink	Single bowl sink for washing equipment AND a dishwasher for sanitising AND a separate hand washing sink

Important considerations for your fit-out

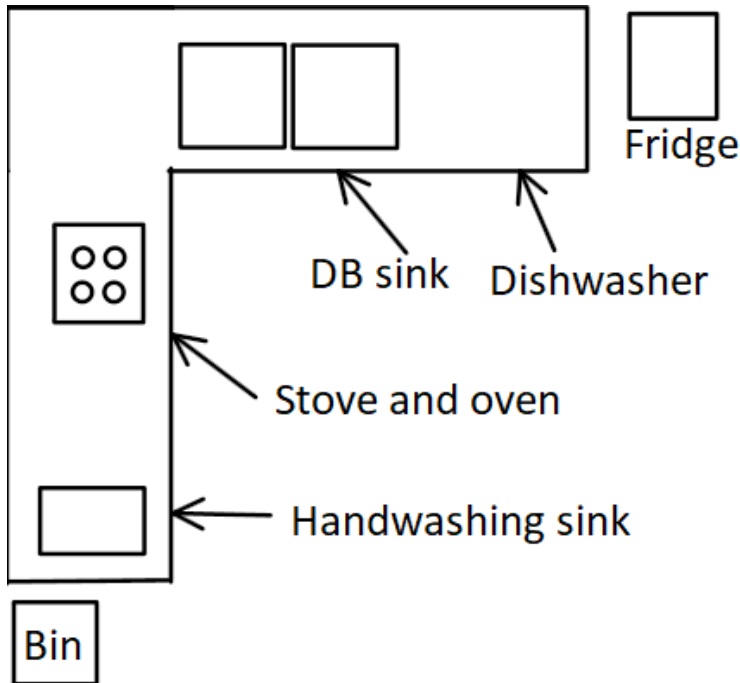
- Hand washing sinks must be permanently plumbed in and be within the immediate food handling area. This cannot be a bathroom, ensuite, or laundry sink in a nearby room, and cannot be obstructed by walls or doors. The basin should be a minimum of 11L in capacity and be able to provide warm running water from a single spout.
- Domestic dishwashers must be able to reach 80C for 2 mins, 75C for 10 mins, or 70C for 15 mins and all equipment must be able to be cleaned and sanitised effectively.
- If your kitchen sinks are not large enough to submerge equipment or effectively sanitise, these layouts may not be appropriate or compliant. An EHO may ask you to install additional sinks or an alternative dishwasher.

Do I need to submit plans?

As part of your application, you will be required to submit plans of your proposal. These do not need to be drawn by a draftsman or an architect, however they will need to clearly demonstrate the proposed locations of all your fixtures and fittings and specify the materials/finishes used.

If you are planning on registering your existing domestic kitchen, it is helpful to provide photographs so that the Environmental Health Officer can determine if it is suitable and provide suggestions for where new fittings should be installed.

An example of a hand drawn plan using 'Paint' can be found below:



Finishes and materials:

- Benchtop material = Laminate
- Flooring = Tiles
- Walls = Painted with waterproof paint with glass splash back behind cooking equipment.
- Equipment washing sinks = Stainless steel double-bowl sink with 1 mixer tap (depth 480mm, height 156mm, width 1135mm)
- Handwash basin = stainless steel 12.5L basin (depth 300mm, height 255, width 200mm)
- Dishwasher = rinse temperature specifications attached via email

What if I want to sell my food within a stall or marquee?

If you intend on selling any food from a temporary stall like a marquee or tent at an event, you will need a separate registration through Foodtrader. Visit the [Foodtrader website](#) for further information or contact the Public and Environmental Health Unit for further guidance.

Contact us

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