

STARTING OUT IN THE FOOD BUSINESS

A guide to the procedures for establishing a new food premises

CONSENTS REQUIRED

TYPE OF CONSENT	CONTACT	WHEN NEEDED
Food Premises Registration	Environmental Health Officer	For the retail sale of food.
Resource Consent	Resource Management Planner	The District Plan requires certain activities to obtain resource consent. Issues involved with a resource consent include car parking, noise, and hours of operation.
Building Consent	Building Control Officer	Generally for construction, change of use of building, or alteration of building. Also can advise on building Warrant of Fitness.
Liquor Licence	Licensing Inspector	For the sale of liquor, or consumption (BYO) of liquor on the premises.
Hazardous Substances Test Certificate	Hazardous Substances Officer	The storage and use of hazardous substances over certain quantities, for example diesel or LPG.

ABOUT REGISTRATION

Retail food premises are required to be registered by the Council under the Food Hygiene Regulations 1974 (to view go to: www.legislation.govt.nz). To be registered the premises must comply with the requirements of these Regulations.

Environmental Health Officers determine compliance with the Regulations. It is recommended that applicants obtain a written report from an Environmental Health Officer listing the specific requirements for registration as they relate to the particular premises.

BEYOND REGISTRATION

Once the premises is registered, Environmental Health Officers will inspect your premises at least once a year to ensure that the Food Hygiene Regulations 1974 are being complied with. Your registration must be renewed every year.

REGISTRATION FEES AND CHARGES

Annual Registration Fee	\$247.50
Change of Ownership of Premises Fee	\$50.00
Special inspection and report requested by the owner or intended purchaser at any premises subject to registration	\$99.00 /hour and \$0.52c /km

EXEMPTION FROM REGISTRATION

Takeaways, cafes, restaurants and catering establishments have an opportunity to take part in the new food control plan regime voluntarily, before the new regime becomes mandatory. If so the premises would be exempt from registration. Please see the information sheet *"Food Control Plans coming soon!"* on the website for more information.

OTHER CONTACTS

AGENCY	ADDRESS	PHONE	INFORMATION ON:
New Zealand Food Safety Authority	PO Box 2835, Wellington 6140	04 894 2500	General food safety
Public Health South	92 Spey Street, Invercargill 9810	03 211 0900	Food standards, labelling, additives, Smoke Free Act
Department of Labour	70 Victoria Avenue, Invercargill 9810	03 218 2126	Health and safety
Venture Southland	143 Spey Street, Invercargill 9810	03 211 1400	Enterprise information