

Home Kitchen Guidance and Checklist

The risk based approach of the Food Act 2014 means that a small food business may be able to operate from a home kitchen. The operator must meet the requirements of the risk based measure that apply to their activities – this could be either a template Food Control Plan (FCP) or a National Programme (NP).

For any queries, please contact our Environmental Health Team on 09 439 9280 or by email at health@kaipara.govt.nz

So, you want to turn your homemade cakes into a profit?

Consider whether commercial food can be produced safely in your home kitchen. If you are planning to sell or supply food, you need to register on either a Food Control Plan (FCP) or a National Programme with Kaipara District Council. You need to understand and mitigate potential risks involved in what you are doing to ensure your foods is safe and suitable for people to eat. The rules are set by Government and enforcement of the rules is carried out by local councils. Check out this online tool to help you work out what you'll need to do to meet the requirements of the Food Act 2014 [My Food Rules Online Tool - Ground Rules](#)

What the Food Act Says

- The design, construction and location of a food business, enables food to be safe and suitable.
- An FCP/NP must describe what else is going on in the premises that is not part of the food business, how these activities affect food safety and suitability, and how you'll manage these risks.
- A business operator must ensure that food is produced or processed and handled in a way that minimises the contamination or deterioration of food.

The rules are to lower the risk of food contamination by activities in the home that are not part of the food business. This could include contamination from dust, fumes, untrained food handlers, and contact with foods such as home kill or recreational catch.

Two Key Questions

1. Can commercial food be produced safely?
2. What does the business need to consider/put in place to achieve this?

It is the responsibility of an operator to demonstrate they can identify the food safety hazards and manage, reduce, eliminate any risks that might arise. This includes hazards associated with people, pets, place, facilities and appliances.



You can't mix business with domestic

You may not be able to prepare food for sale at the same time you're using your kitchen for a family meal. Under the FCP/NP business and domestic food activities must be kept separate.

Can you store business and home food separately e.g. refrigeration? Utensils may need to be exclusively for business use.



You may need separate hand washing and drying facilities to prevent cross contamination.

Training

It's good practice for at least one person to have completed a food safety course. [Food Safety - NorthTec](#). Under an FCP/NP the owner/operator would need to understand how to implement all FCP/NP procedures.

Is your Kitchen Safe and Suitable?

- **Design:** Does the design, construction and location of your home enable food to be safe and suitable
- **Handwashing:** Access to a wash hand basin that allows for effective hand washing and preventing cross contamination
- **Cleaning:** Does the design and location provide easy access for cleaning and maintenance or are there any decorative finishes that are not easily cleanable.
- **Equipment:** Will the introduction of a commercial food business to your home kitchen cause the facilities, equipment and essential services to operate beyond their capacity and capability.
- **Hot water:** Is the capacity of the hot water supply adequate for a food business.
- **Storage:** Is there enough storage or refrigeration/freezer space for commercial and domestic food to be kept separate and backup for large volumes of food.
- **Ventilation:** is it adequate to prevent odour problems
- **Space:** Is there enough space to enable movement of staff and food to flow in a way that prevents and manages risks.
- **Access:** How do you manage access to the kitchen by children, pets, visitors.
- **Labelling:** Will the food you prepare and sell require a food label
- **Separation:** of home activities from commercial/business use.
- **Wastewater:** Will the food you prepare cause any liquid discharge into the wastewater (sewer) system or if there is solid waste how will this be disposed of. You may need a grease trap.
- **Surfaces** – must be easily cleanable and fit for purpose. i.e. do you have a high ceiling, timber surfaces.



Renting?

You may need to check with your landlord that they are ok with you running a business from your home.



You may need to make some alterations?

Approval of a home based commercial food business will be dependent on being able to satisfy the requirements of the Food Act 2014 as well as receiving approval from the Planning and Building teams.

NOTE: Fundraising events

If you are making food to sell for fundraising fewer than 20 times a year, you won't need to register a food control plan or national programme.

Please contact KDC or fill and return this form. [Notification Fundraising Food Stall](#)



Application

Following your query to register your food business, you will be contacted by an Environmental Health Officer who will visit your site.

Before you make an application to register a food business from home, you will need to consider and provide the following:

1. Site plan detailing the physical boundaries of the home kitchen and any other areas that will be used for "food for sale".
 - Attachment A
2. A photograph of your kitchen.
3. Provide the following information:
 - The types of food to be produced
 - How much food is to be produced weekly/monthly
 - Whether any food will be transported
 - Will food be labelled
 - The training, qualifications, experience of the staff
 - Whether any staff are employed
 - How goods will be separated between domestic and commercial use, including during preparation and storage.
 - What are the business work patterns and how do these keep "food for sale" separate from household activities
 - How the business proposes to operate when there are sick family members at home
 - How will access to the kitchen by children, pets or visitors be controlled.
4. Complete the attached Home Kitchen Commercial Food Checklist.

[A tool to find out the food safety rules that apply to your business | NZ Government](#)

[Kim from Whangarei shares her story](#)

Home Kitchen Commercial Food Checklist	Yes	No
Can commercial activities be kept separate from domestic/household activities?		
Can access to the kitchen by others, including pets, be controlled?		
Can food for sale be physically separated from domestic food and other activities?		
Can allergen free food be kept separate?		
Will facilities, equipment and essential services be operated within their capacity and capability?		
Is the design, construction and location enable safe and suitable food?		
Is there adequate space that enables the movement of staff and food to flow in a way that prevents and manages risk?		
Does the design of the place provide easy access for cleaning and maintenance with adequate provisions in place?		
Is your home designed, constructed and located as to exclude dust, dirt, fumes, smoke, odour and other contaminants, as well as pests from entering and remaining?		
Is the capacity and safety of the water supply adequate for the food business?		
Do you have a sickness procedure?		
Is there suitable and sufficient storage space?		
Do you have suitable ventilation and odour control whilst cooking?		
Is the home you propose to use for commercial food rented?		
Is there landlord consent if renting?		
Is there a cross lease in place for the home you propose to use?		
If there is a cross lease, is there consent from all parties?		
Can food be safely transported?		
Will food for sale be safe and suitable?		
Understand that food for retail sale must be provided with a food label?		
Does the business fit under a Template Food Control Plan?		
Does the business fit under a National Programme?		
Have you attached a business proposal?		
Have you attached a site plan?		
Have you attached a photograph of your kitchen?		

	Contact name	Yes	No
Have you consulted with the Resource Consent (Planning) Team?			
Have you consulted with the Building Team			

Name	Signature	Date
Phone Number	Email	

Draw a plan of your kitchen, also include a photograph

