

**To be completed when applying for a home-based food business licence – please answer each question**

Business name:	Signature
Applicant name:	
Kitchen address:	
Date:	Hours of operation:

**1. Suitability of Home-based Kitchen for Food Manufacturing**

Generally, domestic kitchens are not designed to withstand the same use as a commercial kitchen and are therefore not generally design to the same standard. Inadequate separation between domestic kitchen activities and home use can increase the risk of food contamination.

However, depending on circumstances, Council may consider approval of home based businesses.

Suitability to operate out of a home-based business	<input type="checkbox"/> Have you considered operating out of a commercially approved kitchen <input type="checkbox"/> What are the reasons why you would prefer to work from home.  <input type="checkbox"/> Please tick to confirm you are aware that there will need to be separation between home and business activities – e.g. excluding all other persons and pets while preparing food, having foods and ingredients separate from home needs, etc.
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**Plan of kitchen/ Process flowchart**

<i>Please describe the areas of the home that will be used to <u>store</u> and <u>prepare</u> food</i>	<input type="checkbox"/> Provide a flow chart of processes of the foods proposed to be manufactured. <input type="checkbox"/> Draw up a small plan to scale or attach one (include all relevant areas- food prep, toilets, storage of foods and finalised product, etc.) <input type="checkbox"/> Photos of the kitchen and storage areas may also be provided to support the application
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**2. Type of Foods / Food Supply**

List all foods that will be made at home	Foods:
Describe the ingredients used in making the food	Ingredients:

<p><b>Where will your ingredients and/or food be sourced?</b></p> <p><i>Eggs: Must be purchased from an approved supplier (no backyard suppliers). All eggs must be stamped</i></p>	<p>Suppliers name and address (all ingredients must be sourced from a reputable food supplier):</p> <p>Provide approved egg supplier details (if applicable) incl. name, address</p>
<p><b>Manufacturing of low risk non-potentially hazardous foods</b></p> <p>Home based food businesses approvals will only be assessed for the manufacture of low-risk foods that are not potentially hazardous (not perishable)</p> <p>Appendix 1 has the list of foods that can be manufactured under this type of licence</p>	<p><input type="checkbox"/> Confirm that you have read Appendix 1 – Type of foods for Home Based Businesses</p> <p><input type="checkbox"/> If your business grows and you would like to manufacture other foods that are not in the list, please contact Council as you will most likely need to move the business to a commercial kitchen</p> <p><input type="checkbox"/> Disclaimer: I fully understand that I will notify Council before proposing to add any foods to my manufacturing activities and that I may need to move to a commercial kitchen, depending on the type of food, volume of food and number of food handlers</p> <p>Name and signature: _____</p>
<p><b>3. Volume of Food / Number of Food Handlers</b></p>	
<p>Domestic home-based kitchens may be suitable for a limited amount of volume of food to be manufactured.</p> <p>Depending on the provision of designated hand wash sinks, space and fixtures, the number of food handlers may be conditioned to one or two.</p>	<p><input type="checkbox"/> Provided the approximate volume of food proposed to be manufactured from home</p> <p><input type="checkbox"/> Number of food handlers proposed to be in the kitchen at preparation time: _____</p>
<p><b>4. Food Storage / Preparation</b></p>	
<p><b>Food storage during transportation</b></p> <p><i>Describe how food will be stored during transportation</i></p>	<p><input type="checkbox"/> Refrigerated vehicle</p> <p><input type="checkbox"/> Cooler-box/esky</p> <p><input type="checkbox"/> Enclosed containers</p> <p><input type="checkbox"/> Other (please list)</p>
<p><b>Protection of food during storage, preparation and handling</b></p> <p><i>Describe the food storage facilities for ingredients, finalised foods and packaging</i></p> <p><i>Describe the food handling process during operations</i></p>	<p><input type="checkbox"/> Cupboard, locker etc</p> <p><input type="checkbox"/> Sealed food grade containers or covered with food grade plastic wrap</p> <p><input type="checkbox"/> All foods stored at least 150mm off flooring</p> <p><input type="checkbox"/> Other (please specify)</p> <p><input type="checkbox"/> Food handlers in good health with no food borne illness</p> <p><input type="checkbox"/> Clean person, clean suitable clothing, apron etc</p> <p><input type="checkbox"/> Gloves and/or tongs provided to minimise contact with food</p> <p><input type="checkbox"/> No smoking in food prep area</p> <p><input type="checkbox"/> Other people excluded while preparing food</p> <p><input type="checkbox"/> Any pets and pests excluded while preparing foods</p> <p><input type="checkbox"/> Other (please describe)</p>

<p><b>Cold food storage must be kept below 5°C</b></p> <p><i>Describe how will food be kept cold and temperature monitored? E.g. eggs, butter and any other perishable ingredients</i></p>	<p><input type="checkbox"/> Refrigerator/cool room/freezer</p> <p><input type="checkbox"/> Not applicable – only using non-perishable food</p>
<p><b>Water Supply Source</b></p> <p><i>Describe water supply</i></p>	<p><input type="checkbox"/> Town Water supply (treated)</p> <p><input type="checkbox"/> Rainwater Tank</p> <p><input type="checkbox"/> Bore water</p> <p><input type="checkbox"/> Packaged drinking water (purchased)</p> <p><input type="checkbox"/> Other (please specify type of treatment etc)</p>
<p><b>5. Fixtures and Equipment</b></p>	
<p><b>Hand wash sinks / hygiene</b></p> <p><i>Please describe the provision of sinks in your home</i></p>	<p><input type="checkbox"/> Separate designated hand wash sink in the kitchen</p> <p><input type="checkbox"/> If not, is there a hand wash basin adjacent or easily accessible within 5 metres</p> <p><input type="checkbox"/> Alternatively, if you intend to use one side of a double bowl sink for washing hands during preparation – attach a procedure for designating one sink for hand washing only</p>
<p><b>Specify all cooking equipment/kitchen appliances to prepare and store your food</b></p> <p><i>Describe all equipment used for food preparation</i></p> <p><i>(Cooking equipment/kitchen appliances must be fully located within the kitchen-no equipment permitted outside)</i></p>	<p><input type="checkbox"/> List equipment/appliances:</p>
<p><b>Temperature measuring device</b></p> <p><i>(Coffee/milk type dial gauges are not approved for use in food handling)</i></p>	<p><input type="checkbox"/> Readily available at all times</p> <p><input type="checkbox"/> Accurately measures temperature to +/- 1°C</p> <p><input type="checkbox"/> Digital display</p> <p><input type="checkbox"/> Probe type or laser: _____</p> <p><input type="checkbox"/> Alcohol swabs or sanitiser for probe</p> <p><input type="checkbox"/> Infra-red non-contact gun type</p>
<p><b>6. Cleaning and Sanitising</b></p>	
<p><b>All re-usable food contact items/utensils effectively cleaned</b></p> <p><i>Describe how will equipment and utensil be washed and sanitised</i></p>	<p><input type="checkbox"/> Chemical food grade – no rinse sanitiser – name _____</p> <p><input type="checkbox"/> Hot water (77°C - 80°C for 30 sec contact time) available and/or non-rinse food grade sanitiser used</p> <p><input type="checkbox"/> Dishwasher capable of sanitising all equipment needed</p>
<p><b>All food contact surfaces (e.g. benches, etc) sanitised regularly, before use and after cleaning</b></p> <p><i>Describe process for sanitising, include brand name of food grade non-rinse sanitizer</i></p>	<p><input type="checkbox"/> Non-rinse food grade sanitiser available for surfaces</p> <p><input type="checkbox"/> Hot water (77°C - 80°C for 30 sec contact time) available and/or non-rinse food grade sanitiser used</p> <p><input type="checkbox"/> Other method (please describe)</p>
<p><b>All other items used to transport equipment, food etc, in clean condition and fit for use</b></p>	<p><input type="checkbox"/> All items clean externally and internally</p> <p><input type="checkbox"/> All items in serviceable condition, free from damage and pest proof</p> <p><input type="checkbox"/> Item adequately protects food and equipment from contamination</p>

## 7. Waste Disposal (tick all that apply)

### Sewerage and wastewater must be disposed of appropriately

How do you dispose of your wastewater?

(Illegal to dispose liquid waste contaminants to stormwater, gutter, or roadside drain)

- To sewer (not stormwater drain)
- Designated disposal site to sewer
- Holding tank for disposal to sewer off site
- Other (please describe)

### Garbage and solid waste must be contained and disposed of appropriately

Describe how will you store and dispose of your solid waste?

- Broom, brush, dustpan etc. for cleaning floor
- Waste bin with lid
- Council waste bin
- Other (please describe)

## 8. Food Recall Plan

Provide a food recall plan

Food recall templates are available online in the Food Safety Standards Australia and New Zealand website:

<https://www.foodstandards.gov.au/industry/foodrecalls/recalltemplates/Pages/default.aspx>

Food Recall Plan attached

## 9. ANY OTHER INFORMATION TO SUPPORT APPLICATION - Attach separate pages if necessary.

Description of how food produced will be safe: e.g. food effectively stored away from the household day activities: incoming food, ready-made food, packaging and labelling items.

Procedure for preventing contamination issues from other occupants and pets during storage and food handling.

Pets and pest control procedures and any other supporting information.

## Appendix 1

### Type of Foods for Manufacture in a Home-Based Business

Non-potentially hazardous foods (e.g. non-perishable, low risk foods)		
Food	LR&NPH	Comments
Biscuits and cakes	Yes	Without fresh cream or custard
Confectionary	Yes	
Carob, choc bars, cholates	Yes	Made from shelf stable pre-packaged ingredients
Corn, soy chips, potato chips	Yes	Baked or air fried
Corn, soy chips, potato chips		No Deep fried
Crackers	Yes	
Croissants	Yes	
Deep fried donuts		No No deep-fried foods
Friands	Yes	
Muesli bars	Yes	Made from shelf stable pre-packaged ingredients
Muffins	Yes	Without fresh cream or custard in the filling or icing
Nuts	Yes	
Popcorn	Yes	
Pretzels	Yes	
Puffed rice	Yes	
Toasted corn	Yes	
Protein balls	Yes	Made from shelf stable pre-packaged ingredients
Seeds, spices and dried herbs	Yes	Blending, mixing, etc. – excludes growing
Tea leaves	Yes	Blending, mixing, etc. – excludes growing
Ground coffee, grinding or packaging	Yes	Blending, mixing, etc. – no growing or roasting
Cereals	Yes	
Cocoa	Yes	
Coconut	Yes	
Uncooked couscous	Yes	
Crushed, puffed or toasted nuts, grains, seeds	Yes	
Edible oil – e.g. olive, vegetable, macadamia	Yes	Blending, packaging, repackaging
Flours	Yes	Blending, packaging, repackaging
Legumes/lentils	Yes	
Noodles	Yes	
Oats	Yes	
Dried pasta	Yes	
Bread spreads: honey, peanut butter, hazelnut spread, jam, marmalade	Yes	
Quinoa	Yes	
Sugar	Yes	
Syrups	Yes	
Other non-potentially hazardous foods		Excluding deep fried foods

#### Privacy

Noosa Shire Council will only use the personal information collected for the intended purpose, to remain in contact with you regarding your request and the legitimate functions and services of Council affecting your property. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and associated laws. Access to your personal information will only be provided to appropriate Council employees and authorised officers. Council may provide your details to other relevant Queensland State Departments where necessary to process your request. Otherwise, your personal information will only be disclosed to third parties with your consent, or if required to do so by law. Your personal information is handled in accordance with Council's Privacy Policy.