

Checklist for Starting a Home Food Business

Before you begin:

- Read the [Guide to the operation of a food business](#).
- Read the [Food Standards Code](#).
- Check if you require planning approvals. You are exempt from requiring a planning approval in the Residential area, if you meet the home occupation definition. Refer to the [Home Occupation and Home Business Information Sheet](#). Generally, the following activities are not supported for the exemption and will require planning approval:
 - involve the retail sale, display or hire of any goods (unless by means of the internet);
 - create repeated, prolonged or loud noise;
 - increase traffic in the street by delivery vehicles or the parking of customer or client cars;
 - occupy an area greater than 20m² and
 - produce smoke, smells, fumes, dust, light, vibration, electrical interferences, waste products and the like.
- Check if you require building approvals. Generally, all building works involving structural alternations and additions will require a building permit.

If **planning approval** is required:

- Submit a [Development Application](#) with supporting information and site plan. Pay the application fee.
- Submit a *or* [Home Business Application](#) with supporting information and site plan. Pay the application fee.
- Ensure that planning conditions of approval have been met.
Submit by email: planning@kwinana.wa.gov.au or lodge online at: [https://www.kwinana.wa.gov.au/council/online-services-\(24-7\)](https://www.kwinana.wa.gov.au/council/online-services-(24-7)) Allow between 60-90 days for processing. If unsure, contact a Planning Officer by phone: 9439 0474.

If **building approval** is required:

- Submit a [Certified Building Permit Application](#) with supporting information, site plan and floor plans and pay the application fee
- Pay the application fee. Allow for 10 working days for processing.
- Ensure that building conditions from the building permit have been met.
Submit application by email: building@kwinana.wa.gov.au or lodge online at [https://www.kwinana.wa.gov.au/council/online-services-\(24-7\)](https://www.kwinana.wa.gov.au/council/online-services-(24-7)) If unsure, contact a Building Officer by phone: 9439 0472.

All food businesses will require **Environmental Health approval**. Please:

- Submit an [Application for Notification/Registration of a Residential Food Business](#) to Environmental Health Services by email to health@kwinana.wa.gov.au with the following supporting information and pay the initial assessment fee.

1. A scaled floor plan of the residential kitchen showing all existing fittings, fixtures and finishes.
2. A temporary stall plan (if applicable)
3. Detailed recipe, processes and documentations including:
 - list of all ingredients and their quantity
 - preparation process
 - cooking time (expressed in minutes) for each cooking step in the recipe
 - cooking temperature (expressed in °C degrees) for each cooking step in the recipe
 - storage conditions of raw ingredients and finished product
 - type of packaging materials used
 - place of purchase of ingredients and transport vehicle details
 - proposed method of sale
 - All information related to product shelf life testing or challenge testing (determination of 'best before' or 'use by' date)
 - A copy of NATA-accredited Laboratory Report done on product(s) e.g. shelf life testing, challenge testing, pH and water activity (aW)
 - Other supporting information to show product complies with Food Standards Code including chemical and microbiological properties.
4. Sample of food labels
 - Lot identification – a date mark and supplier's address details can generally satisfy this requirement
 - Name and business address of supplier (PO box is not allowed).
 - Date marking – use by date or best before dates if shelf life less than 2 years.
 - Statement of storage conditions (e.g. best kept in dry and cool location, or kept refrigerated at temperatures of 5°C or below, or frozen at temperatures of -20°C or below).
 - Ingredients list (greatest to smallest by ingoing weight). Additives are also to be listed.
 - Nutrition information panel – The Food Standard Australia New Zealand's [Nutrition Panel Calculator](#) (NPC) has been developed to provide food manufacturers with the ability to readily calculate the average nutrient content of their food products and to prepare a nutrition information panel as required under Standard 1.2.8 - Nutrition Information Requirements, of the Australia New Zealand Food Standards Code.
 - Percentage labeling (characterizing ingredient/s and component/s).
 - Country of origin – see [Australian Consumer Law Guide](#)
 - Mandatory advisory statements and declaration - specify any food allergens that can cause severe anaphylactic reaction must be listed however small the amount. These are: peanuts, tree nuts (e.g. almonds, cashews, walnuts), shellfish, finfish, milk, eggs, sesame and soybeans. See Anaphylaxis Australia website www.allergyfacts.org.au
 - Net weight – see [Guide to the Sale of Pre-packaged Goods](#) and [National Trade Measurement Law](#)
5. Food safety training certificate - see [FoodSafe® Program](#) - enter the City's unique discount code FSKWINA344 to receive the training
6. Food recall plan - see [A guide to writing a food recall plan and conducting food recall](#)

Pay the registration and annual surveillance fee (invoice will be provided)

Allow 14 business days for assessment. You will be advised by an Environmental Health Officer if your proposed activities are suitable to be carried out in the home environment.

Just before you are ready to open your business:

Contact the Environmental Health Officer to arrange a pre-opening inspection, by phone on 9439 0475 or by email: health@kwinana.wa.gov.au Allow 3 days advance notice.

If you made structural changes to your home, contact the Environmental Health Officer to arrange a pre-opening inspection, by phone on 9439 0475 or by email: health@kwinana.wa.gov.au Allow 3 days advance notice. Environmental Health and Building teams work closely together and will endeavour to carry out the inspection at the same time.

Make sure you have purchased a thermometer to check the temperature of any potentially hazardous food

For further information to help you to operate your business, please visit the City's website www.kwinana.wa.gov.au