

BUILDING AND ENVIRONMENTAL HEALTH GUIDELINE FOR KITCHENS PREPARING FOOD FOR SALE

This Guideline is not intended to be a substitute for the requirements in the Food Regulations 2015 (section 13 and 19) or the Building Code and related regulations, but has been prepared to clarify the compliance expectations of the Whakatāne District Council. Compliance with this Guideline is necessary for the building consent and operating under the Food Act 2014. It is essential that this Guideline is thoroughly checked prior to commencing building and fit out.

REGISTRATION - Any kitchen preparing food for sale (including heating food with a microwave oven) is required to be registered under the Food Act 2014 with the Ministry of Primary Industries or the local Council.

Kitchen Space	<ul style="list-style-type: none"> • Kitchen floor space minimum area: number of staff multiplied by 3m², or, 9.5m², whichever is greater. • This space is for food preparation, cooking and cleaning of food utensils and is to be clear of furniture fittings and stored goods.
Food Display & Storage	<ul style="list-style-type: none"> • Customer self-service food is to be protected by a cabinet, display case, screen or other protective device that can be easily cleaned. • Every self-service opening shall be designed in such a way to protect food from unnecessary handling by customers (includes sauces or condiments). • Where the Environmental Health Officer advises the arrangement of food and contamination protection is inadequate, additional precautions directed by the officer must be undertaken by the operator. • All readily perishable food is to be maintained at a temperature less than 5°C, or greater than 60°C, except during preparation and service. • All benches, shelves and rails used or intended to be used for storage of food must be constructed and placed in a way be capable of being easily cleaned. They must have an impervious, smooth finish which is free from imperfections.
Floors	<ul style="list-style-type: none"> • Durable, smooth, water-proof and easily cleaned, with a curved cove a minimum of 75mm up the wall. Pencil coving is not appropriate. • Floor drain required in all wet areas – dish washing, fish processing etc
Walls	<ul style="list-style-type: none"> • Internal walls to be light in colour (for light reflection), smooth, dustproof, non-absorbent and able to be readily cleaned without damage to the surface. • Cooking areas <ul style="list-style-type: none"> ▪ must be heat resistant e.g. stainless steel and aluminium sheet between cooking equipment and vent hood. • Wash up areas – walls surrounding sinks and wash-hand basins, dishwashers and glass washers <ul style="list-style-type: none"> ▪ to be plastic laminated sheeting (or alternative approved surface), extending 2 meters from the floor. • Storage areas <ul style="list-style-type: none"> ▪ to be gloss (polyurethane) painted <i>or</i>, stopped and finished Gib or equivalent or mdf board.
Ceilings	<ul style="list-style-type: none"> • Light colour, smooth, dust-proof, non-absorbent, that permit thorough and efficient cleaning without damage to the surface – includes supports. • Any exposed trusses or beams need to be completely enclosed.

Ventilation	<ul style="list-style-type: none"> • Must be sufficient to maintain comfortable conditions for persons on the premises by: <ul style="list-style-type: none"> ▪ preventing air from becoming excessively heated ▪ preventing condensation and excess moisture on floors, walls and ceiling ▪ removing objectionable odours, fumes and impurities. • Must be over all cooking equipment and ensuring adequate lighting (under the hood) on all work/cooking surfaces. • The extract system is to comprise of <ul style="list-style-type: none"> ▪ a hood enclosure ▪ a fan of sufficient capacity ▪ grease filters ▪ condensate channels and ducting ▪ cooking vapours must be removed to the exterior of the premises. • The extract system is to discharge in a manner that will not create a nuisance and is to be constructed of durable materials which will facilitate cleaning. • Discharges to air must not be noxious, dangerous, offensive or objectionable, at or beyond the legal boundary of the food premises' property. These discharges include odour and dust. • To avoid a nuisance situation, the ventilation system discharge point is to be situated at the buildings highest point, in an area removed from opening windows and air intake points. Neighbouring doors, windows and air intakes and the property boundary are to be clear of discharge point by at least 6 metres. • The system must comply with Noise Levels set out in the District Plan. Test results proving compliance may be requested. • An acceptable solution for the ventilation of kitchens is AS1668.2-2002. • Refer to the Environmental Health Mechanical Extraction Ventilation Guidelines for design advice.
Lighting	<ul style="list-style-type: none"> • Must be of sufficient intensity to enable effective inspection and cleaning of the premises, particularly in the bar areas – 215lux in all preparation and wash-up areas. • Dimmer switches may be fitted to provide subdued lighting during trading hours and increased lighting for cleaning. • Must have suitable, easily cleaned covers. • Must be sufficient in the ventilation hoods, in the walk-in coolers and freezers.
Water & Sewerage	<ul style="list-style-type: none"> • If either the water supply or the sewage connection are not town supply, prior Environmental Health approval is necessary. • Back-flow prevention is necessary on new or replacement fittings that connect directly with the water supply – coffee machines, dishwashers, sausage makers connected by a hose, post mixes.
Sinks	<ul style="list-style-type: none"> • Separate sinks are required for preparation, dish washing, and cleaning <ul style="list-style-type: none"> ▪ Preparation sink – for washing food – can be connected directly to waste water. ▪ Dish wash sink – for washing dishes – must be connected to a grease trap. ▪ Cleaner's sink – for emptying/filling buckets used to clean large appliances, floors and toilets. • All sinks must have a continuous supply of piped hot water the entire time the premises is used. • The minimum water temperature is 63°C for all sink units and 83°C for dishwashing units.

Wash Hand basins	<ul style="list-style-type: none"> • Are required in each bar and kitchen area and must be in the same room as the work area without accessing through a door. • To be supplied with piped hot and cold running water at a temperature of between 38°C and 55°C. • To be installed not greater than 6m from any work station • To be supplied with soap, nail brush and suitable hand drying facilities (e.g. disposable paper towels).
Dishwasher Glass washer	<ul style="list-style-type: none"> • Required if re-usable plates, crockery, glasses used. • Must have an automatic detergent dosing system, an accurate thermometer and suitable backflow prevention device. • Temperatures must reach 60°C for the wash cycle, and reach 77°C for a minimum of 10 seconds for the rinse cycle. Temperatures are measured inside the washing cabinet. • Dishwashers must not be installed so as to discharge through the grease trap.
Grease Trap	<ul style="list-style-type: none"> • A grease trap or other suitable grease pre-treatment facility, of sufficient capacity, is required if there is a likelihood of grease from your operation entering the sewer. • Dishwashers must not be installed so as to discharge through the grease trap. • Any grease trap installed at or below ground level must be installed such that there is no inflow of surface water to the trap. • Grease converters and grease removers shall be installed so that there is adequate space for removal of a lid or other parts for cleaning and maintenance operations. • The grease trap must be cleaned or treated in a way compliant with the Trade Waste Bylaw and not causing nuisance (nuisances are defined by the Health Act 1956, section 29). Contact Councils Trade Waste Officer for assistance. • A hot water hose-fitting tap adjacent to the grease trap enables easy cleaning of the surroundings during emptying. • You may require a Trade Waste Consent under the Whakatāne District Council Trade Wastes Bylaw 2008. Contact Councils Trade Waste Officer for assistance.
Kitchen Waste	<ul style="list-style-type: none"> • The installation of a commercial kitchen waste grinder is not permitted unless approved by the Council.
Refuse Storage	<ul style="list-style-type: none"> • Storage for refuse/rubbish both inside the kitchen and waiting collection must be in washable containers with lids. • If they are inside they must be located in an area with sealed flooring and walls.
Cleaning Chemicals	<ul style="list-style-type: none"> • Cleaning chemicals and cleaning equipment must be stored in a suitable area so as to avoid contamination of food, ideally in a separate space eg cleaning cupboard.
Pest Control	<ul style="list-style-type: none"> • Fly screening of all windows and entrances, self-closing doors, properly directed air currents or other suitable control measures are required to keep out birds and flies. • All joints with plumbing or other fittings must be sealed to prevent entrance or shelter for rodents.
Yard	<ul style="list-style-type: none"> • Outside yard or working areas must be drained and paved with an impervious and washable surface area.
Customer Numbers	<ul style="list-style-type: none"> • Are not able to be increased without prior Environmental Health and Building permission as this affects toilet numbers, food storage, kitchen requirements, and fire reports.

Staff Numbers	<ul style="list-style-type: none"> The number of staff determines the size of the kitchen, the number of toilets and if change facilities are required. Any increase in kitchen staff (beyond the numbers you have indicated) will influence these factors.
Lockers & Change Rooms	<ul style="list-style-type: none"> Lockers for the storage of clothing and personal belongings of staff are required. Must be located out of preparation areas to avoid food contamination, but still convenient to the staff. For more than 4 staff, changing rooms are required. If staff of each sex are employed then separate sex changing rooms will be necessary.
Toilets	<ul style="list-style-type: none"> Number required is determined by the number of customers and staff <ul style="list-style-type: none"> detailed in Acceptable Solution G1 of Building Act 1991 The numbers of customers, including out-side seating is not able to be increased unless sufficient toilet facilities are provided. Must be conveniently located to the customers and workers for whom it is provided <ul style="list-style-type: none"> i.e. within your premises or building Must be accessible to both the customers and workers at all times the premises are in use. Suitable signage is required indicating the availability and location of toilets. If you intend to use keys for these facilities, ensure that there are enough keys and that they are conveniently located. Toilets/urinals cannot be in an area opening directly into a food/beverage/dining area. A lobby is generally required. Doors on both the lobby and each toilet area/compartment need self-closers. Each compartment, including the lobby needs to be vented to the exterior.
Type of Business	<ul style="list-style-type: none"> Any change in the type of food served or the way the business is operated must be notified to the Environmental Health team Any change to the layout, particularly plumbing and drainage, or partitions will require a Building Consent. Please note only food prepared or cooked in these premises or on an alternative compliant, registered premises may be offered for sale. For a premises to operate under a Custom Food Control Plan it must have been approved – section 8 of regulations - before trading starts
Clearance for Opening & Substitutions	<ul style="list-style-type: none"> Contact the Whakatāne District Council Building Control and Environmental Health teams if you have any queries and to organise site inspections and ensure final compliance prior to opening. Material substitutions and alternative solutions are possible, but must be approved by the Whakatāne District Council Building Control and Environmental Health teams

Environmental Health

Team 07 306 0500 environmentalhealth@whakatane.govt.nz

Dirk Fabrie 07 306 0560 / 027 491 0417 dirk.fabrie@whakatane.govt.nz

Lisa Millican 07 306 0539 / 027 491 3578 lisa.millican@whakatane.govt.nz

<https://www.whakatane.govt.nz/services/environmental-health-and-liquor-licensing/food-and-catering>

Building Control

Team 07 306 0500 buildingteam@whakatane.govt.nz

<https://www.whakatane.govt.nz/services/building-and-planning>