

Home Based Food Business Licence

Council will assess home based food business licences to allow food handling and preparation of non-potentially hazardous (low risk foods) – foods such as cake, biscuits, sugar-based sweets and jams/chutneys. Generally speaking, this type of license will suit businesses that manufacture a small to medium amount of foods.

Examples of low risk / non potentially hazardous foods and activities that can be handled in a home kitchen include:

- Manufacturing plain biscuits
- Manufacturing cakes, cupcakes and cake-pops without cream or ganache
- Decorating cakes without cream or ganache
- Manufacturing jam or marmalade
- Manufacturing chutney
- Manufacturing sauce
- Decanting honey into containers
- Roasting, salting or flavouring nuts
- Grinding spices and/or repackaging spices
- Roasting and packaging coffee beans
- Manufacturing and packaging fairy floss and/or popcorn
- Manufacturing fudges, chocolates and other confectionery
- Freezing ice into blocks to make snow cones at a stall.

All other foods are required to be prepared and cooked in commercial premises, this includes any food that requires temperature control for example dairy products like cream cheese, butter and other potentially hazardous fillings. This document from FSANZ provides further information on potentially hazardous and non-potentially hazardous foods: [Potentially hazardous foods](#)

Application

Please find attached the information and forms required to register a new food business, along with Food Safety Supervisor (FSS) requirements. The information can also be found on our website: <https://www.noosa.qld.gov.au/business/regs-toolbox/regulations/food-business-licencing>

Additional information for assessment:

You will need to provide the information below together with a top down (floor) plan of the kitchen, a list of surface finishes and equipment in the kitchen. For example – bench tops are laminate, walls are gyprock with paint finish. Photos of the kitchen and proposed storage areas are helpful and can also be submitted with the application.

If the products you produce are going to be packaged, they will need to be labelled. The following link can take you the Queensland Health Label Buster guide to labelling of food: [Label Buster](#).

Kitchen sinks

Is there a kitchen sink that can be designated for hand washing only during preparation of food. A procedure may need to be developed for this purpose if the hand wash sink is not physically separate from the wash up sinks.

Dishwasher

A dishwasher will be required that can effectively sanitise food contact equipment.

Kitchen procedures

The kitchen must be effectively separated from other household members, visitors and/or pets during the preparation and handling of the food.

Storage

Storage must be provided for dry, cold and/or frozen goods, as well as food grade packaging, labels and the finished product. Storage must be designated away from day-to-day house activities in a sealed and separate environment (e.g. cupboard in the laundry or another room, clearly labelled sealable container in a cupboard, etc).

Preparation and equipment

Preparation surfaces and equipment must be easy to clean and sanitise and the equipment must be able to be maintained in a clean and sanitary environment, protected from dust and pests.

Pests

A pest management plan must be provided that includes pest prevention, and if needed, pest control.

Hours of operation

Provide the hours of operation when the kitchen is expected to be used for the preparation and handling of foods, to allow authorised persons for the purpose of inspections.

Other important considerations

Home based food business licences are evaluated on a one-on-one basis by the Environmental Health Team of Council, in consultation with Council's planning, plumbing and building departments.

Approvals are subject and conditioned to the low-risk food proposed. Other foods are not able to be manufactured, without approval from Council and an amendment to the licence. If the licensee is found manufacturing unapproved foods, the license may be suspended and the business may be fined.

As a food business you will need to comply with the *Food Act 2006* and the Food Safety Standards.

Feel free to contact the Environmental Health section of Council on 5329 6500 for further assistance or information.

Contact mail@noosa.qld.gov.au

Phone 07 5329 6500 or post to PO Box 141 Tewantin 4565