

Home Based / Domestic Kitchen Guidelines

Frankston City Council - Environmental Health Unit

Lifestyle Capital of Victoria

Purpose

To assist Council officers in assessing the suitability of domestic kitchen facilities for the purpose of storing and/or handling food.

Scope

These guidelines apply to all food handling operations to be conducted within the existing kitchen facilities of a private residential dwelling. The guidelines are applicable to all new applications and will not be applied retrospectively to any existing domestic home based kitchens.

Note: these guidelines do not apply to individuals seeking to build a separate facility for the purpose of handling food at home. This type of facility would be subject to the normal requirements associated with a commercial food premises application.

Background

Private residential facilities present potential issues not normally associated with commercial kitchen facilities. The following items summarise issues that may arise;

- Inadequate structural requirements
- Insufficient work areas or storage space
- Additional risks from young children and/or pets
- Distinction between commercial and residential food handling activities
- Operating a business within a residential setting or body corporate

Procedure

Any proposed home based kitchen application should be made in writing providing adequate details regarding the intended food handling activity. In assessing the suitability of a domestic kitchen for food preparation purposes consideration should be given to the following factors:

- Type of food being prepared/stored (high/Low risk foods)
- Volume of food being prepared/stored
- Complexity of food handling involved
- Range of products being prepared
- Current kitchen design/structure
- Presence of young children and/or pets
- Ability to separate business activities from the normal residential use
- Labelling requirements (If applicable)
- Transport/Delivery of product

All applications are to be reviewed on an individual basis, however the following activities are considered inappropriate from a domestic kitchen;

- Catering services, including the preparation of platters and sandwiches containing high risk ingredients
- Wholesale production of food to supply retail outlets, note: online sale may be permitted where food is being sold to individual customers and the volume does not pose a food safety risk

The following activities may be deemed acceptable if found to meet the above mentioned criteria;

- Production of small volumes of food for sale at local markets and fetes
- Preparation of foods that do not require temperature control once prepared
e.g. shelf stable baked goods

Requirements

The following requirements will need to be met in order for an individual to operate a home based food business from a domestic kitchen:

1. Provision of suitable hand washing facilities within the intended work area. (Use of an existing sink may be acceptable).
2. The business must adequately separate business activities from regular domestic food handling. This can be achieved by providing separate equipment and utensils to be used for food handling associated with the business.
3. Provide separate storage areas (including refrigeration if necessary) for business related ingredients/products.
4. Provide evidence of suitable labelling for products where appropriate.
5. Provide evidence of suitable means for transportation of food where necessary.
6. South East Water must be notified of the business operating at the residential address and if there is no requirement for a grease trap then written confirmation must be sought.

The operation of the business must also comply with the home occupation requirements set by Council's Town Planning Department

NOTE: If at any time Council considers the business to be exceeding capacity or breaching the home based business criteria, registration may be revoked or not renewed.

