

Home-based food business guide

This guide is for people who want to prepare, handle or sell food from a home kitchen in the City of West Torrens.

What is a home-based food business?

A home-based food business uses a residential kitchen to handle food for sale. Food handling includes making, preparing, cooking, packing, storing, transporting, serving or displaying food for sale.

Basic kitchen requirements

Your food preparation area must be easy to clean and suitable for safe food handling. As a guide, it should have the following:

- Smooth, sealed and impervious floors, walls and ceilings.
- A double-bowl sink, or a dishwasher with at least one sink.
- Sealed, washable work surfaces, with no exposed timber or flaking laminate.
- Suitable hand washing arrangements, where required.

Potentially hazardous food

Potentially hazardous food needs temperature control to keep it safe. It must be kept at 5°C or colder, or 60°C or hotter. Examples include meat, seafood, cooked rice and sushi.

If you want to prepare higher-risk or potentially hazardous food, you must use an approved separate room or building. It must be used only for the food business and separated from the home by a wall or a self-closing, lockable door.



Before you start

Before starting a home-based food business, complete these steps:

- ☐ Check that the food is low risk and shelf stable, such as bread, biscuits, muffins, jam, confectionery or cakes without fresh cream.
- ☐ Do not prepare potentially hazardous food unless you have an approved separate room or building used only for the food business.
- ☐ Make sure your kitchen and work areas meet Food Safety Standard 3.2.3.
- ☐ Check whether your business meets the home activity requirements. Development approval may be required if the business uses more than 30m² of your home or does not meet the home activity rules.
- ☐ Complete the new home food business checklist available on council's website - westtorrens.sa.gov.au
- ☐ Submit a [food business notification](#) form to council at least 14 days prior to starting the food business.
- ☐ Contact council's environmental health team if you are unsure whether your home or proposed food activities are suitable, telephone 8416 6333.

Continues over

What happens after you notify council?

A council officer will check the description of the food to be prepared to make sure that the food is low risk and shelf stable. If they have any concerns the officer will contact you.

If the food is permitted you will receive a food notification number and acknowledgement letter within 14 days. A council officer will contact you to arrange a routine food premises inspection.

Assistance and advice

For additional help setting up a home food business, contact the City of West Torrens environmental health team - phone 8416 6333.

For food safety information, you can also visit foodstandards.gov.au or westtorrens.sa.gov.au and search for 'food safety for businesses'.

Frequently asked questions

What food can I make at home?

You can make low-risk, shelf-stable foods that are not likely to support the growth of food poisoning bacteria. Examples include bread, basic cakes, muffins, biscuits, jam, popcorn and confectionery.

Do I need to notify council if I sell food at an event?

Yes. If you sell food at an indoor or outdoor event, notify the council that administers the area where the event will be held. If there is more than one food stall, the event organiser is responsible for providing details of all traders to council.

Do private hire chefs need to notify council?

A private hire chef may not need to notify council if all food is prepared and eaten at the customer's house. Contact council before starting if you are unsure.

Do I need to complete the food safety supervisor training?

If you are preparing low risk shelf stable food you do not need to complete this training. General training will be sufficient such as 'Do Food Safety'. Only food service, catering and retail businesses that handle unpackaged, ready-to-eat, potentially hazardous food must meet Food Safety Standard 3.2.2A.

What fees apply?

There is no fee to notify council. You get charged for the routine food premises inspections only. Routine inspections generally range from once a year to once every 24 months dependent on the food being prepared and compliance history. The current fees are listed on the 'fees and charges' page on council's website - westtorrens.sa.gov.au.

