



Applying for a Health Licence

You can picture it now! Your life as a Primalista! A Primal Alternative pinny with your name on it! You're getting excited about approaching markets and stockists and busy calculating how much you will be able to earn as a Primalista working from the comfort of your home.

But before you get carried away, there is one administration process that needs to be complete before you can become a Primalista and that is gaining a Health Licence from your local council.

It's doable – just say the magic words!

When I was researching for the Primalista Licence, I rang a random council in each state and asked them if ***“producing low risk baked goods with no cream and jam (Gellies) for sale at markets or to cater (to shops/cafes etc.) was permitted from a domestic kitchen.”*** (Note that the wording is very important – and I know we don't make jam...but that is easier way to explain the product than Gellies – what are they? Gellies are lemon juice, gelatine, strawberry and honey – that's Jam to a Health Inspector!

The feedback was that yes, this is permitted across all states in residential areas. I didn't check all CBDs but in Perth CBD it was a no. But assuming you don't live in an office block, I wouldn't worry too much.

Cool – so how? How much and how long?

I wish I could compile a 'how to' for you but believe me when I say every council has a different process and it really does vary widely! Some councils are a quick inspection \$25 and a tick, other councils require you to gain planning permission for a business from home first and then an application to the Health Officer.

Some Health Officers will conduct an inspection – some don't. Personalities and cooperation of Health Officers varies too, some may be more pedantic than others. Be sure to keep all your

dealings with Health Officers, friendly, polite and concise and be sure to send them love and light when you are meditating!!!!

Time frames vary too, from a couple of days to weeks and into months – so this really needs to be the first thing on your list because a) it is totally the most tedious thing you will ever do as a Primalista and b) you can't move forward without one.

Cost varies too from the \$25 I mentioned to around \$300. Keep your receipts, this is a business expense and can be tax deductible. Remember that all applications are dealt with on a case by case basis.

Getting started

So, first things first – call up your council, speak to the Health Officer and say, ***“I would like to apply for council approval to produce jam and low risk baked goods, without cream from my domestic kitchen for sale at markets and to cater. Can you please explain the application process to me and let me know what I need to do?”***

From there they will advise you of the process. To assist with your smooth sailing through your Health Licence acquisition as much as possible I have a draft letter here to use as part of your application, to help you with correct wording to help jolly things along!

Cut & Paste this letter!!

FAO: Environmental Health Officer.

Re: Application for a Health Licence.

I wish to produce low risk baked products from my domestic kitchen for sale at markets and to cater shops and cafés.

Below is the product range, ingredients and baking method. Once produced the products will be packaged and sealed in plastic bags with labels that comply with Food Standards Australia Guidelines.

1.Paleo Fruit Bread water, tapioca flour, almond meal, sultanas, linseeds, sunflower kernels, goji berries, walnuts, cashew nuts, coconut oil, lemon juice, chia seeds, spices, baking powder, salt. Baked in a tin at 180 degrees for one hour.

2.Paleo Bread: almond meal, zucchini or pumpkin, eggs, tapioca, vinegar, bicarbonate of soda, salt. Baked in a tin at 180 degrees for 30 minutes.

3.Paleo pizza bases: almond meal, tapioca flour, eggs, coconut oil, cashews, water, salt, baking powder. Baked on pizza trays at 180 degrees for 15 minutes.

4.Grain free cookies: butter, tapioca flour, almond meal, coconut, sugar, chocolate (cocoa mass, sugar, cocoa butter, natural bourbon vanilla bean), baking powder, salt. Baked on baking trays at 180 degrees for 15 minutes.

5.Gellies lemon juice, gelatine, honey, beetroot powder, strawberry essence. Gellies are a Gelatine based confectionary alternative with ingredients like jelly or jam. Gellies are boiled at 100 degrees then cooled and set.

Please advise me if there is anything further I can do to assist with my application. I appreciate your input and look forward to hearing from you soon.

Yours sincerely,

YOUR NAME

YOUR PHONE NUMBER

Pets

A few pet lovers freak out that they won't get council approval without ditching their furry pals but from my research the key is to keep pets and kids (lol) away from the kitchen in production time which is doable.

Refrigeration

The products do not need to be kept refrigerated by you before you take them to the markets or to cater (council speak).

You got this!!

Good luck! I absolutely hope this little guide gives you some ease and grace. Be sure to ask for support in Potential Primalistas if you get stuck, there are others there who have done this and walked this path before you. I am here too for any help and advice so make sure you reach out.

Love, H xx

Potentially useful link:

I personally find Government websites a black hole where one can get lost for days. I also find things on state governments that don't reflect what's happening at local government level – so be sure to always call the council first. However, this is a link that may satisfy some of you avid researchers.

<https://www.foodsafety.com.au/resources/articles/everything-you-need-to-know-about-starting-a-food-business>

Here is a real-life example of information required by council. Remember that each council has variations of the same theme. I hope these answers (in red by me) help you with your application.

You can find the labels in the pinned post in Potential Primalistas and on the Primalista Log In Website.

From: "Forsyth, Lauren" <Lauren.Forsyth@wanneroo.wa.gov.au>

Date: 28 August 2017 at 12:34:03 AWST

To:

Subject: Further Information Required - Food Business and Notification Form - Primal Alternative by Caroline Lambie -

Hello Caroline,

I refer to your Food Business Notification and Registration Form proposing to operate a food business from a residential premise located at xxxx.

To further assess your application the following information is requested:

1. Floor Plan, including layout, elevations, equipment specifications and fittings

Do you have your house plans from when you built or moved in?

2. Sample Menu

Remember that PDF I did? This has the 'menu' which is council speak for our range.

3. A complete ingredients list and preparation method for each food

PDF has this bit too

4. Copies of food labels where products are to be sold as packaged goods

I will email you labels to use in your application

5. Food Recall procedures

We have a batch number and record stockists – so we can use these two bits of info for a recall

6. Details of storage conditions for raw ingredients and finished product

Plastic boxes and plastic bags both sealed

7. Details of how you will determine shelf life of each product (recommended to be done by NATA Accredited Laboratory)

We have determined a shelf life based on experience and have testing underway with a food laboratory

8. Details of cleaning and sanitising procedures

Washing hands, washing up, cleaning kitchen, hair nets, gloves for packing

9. Details of where the products will be sold

Markets and shops

10. How the food will be transported

Bagged and boxed in a car – no refrigeration required

11. Copy of Public Liability Insurance Certificate of Currency

You are sorting this out with Chicken?

You are also required to contact the City's Planning Implementation to determine if Development Approval is required to operate a food business from a residential premise. Planning Implementation can be contacted on 9405 5000.

Just give them a call. They need to make sure that your business isn't going to affect the neighbours. So be sure to say no food sold from home – no customers means no cars parked outside your house, and that you will bake during daytime in your kitchen – no noise pollution. I had to do planning permission.

Extra Stuff from H.

As each Primalista asks for assistance with their Health Licence I get more and more exposure to the different variations on a theme council has! I will keep adding to this document as I answer different queries, and I really hope you find the answers you need here!!

Food Recall:

We have devised a food recall procedure based on Food Standards Australia Guidelines. The Product Name, Batch number, best before date and retailers/markets are recorded for each batch.

Therefore, should we need to notify retailers or customers of a recall we know which products need recalling and where they are.

We record the ingredients from our supplier with Batch Numbers on our products so that if our supplier has a recall we know which products need recalling and where they are.

In the event of a food recalls we will take the following action to ensure unsafe food is quickly removed from the food supply chain:

1. Notify our customers and retailers by calling in or phoning them or using GS1 Recallnet (we have GS1 barcodes).
2. Notify the public by posting on our website, social media channels and Point of Sale Notifications at retailers.
3. Call the FSANZ Food Recall Coordinator on (02) 6271 2610 (9am-5pm Monday–Friday). If it is outside business hours and our recall needs to be actioned urgently, call 0412 166 965. At this stage FSANZ will need to know: the name and description of the food being recalled. Why the food is being recalled. Which states/territories (or countries, if exported) the food has been sold in. What types of retail outlets the food has been sold from. Which state/territory the food was manufactured in (or country, if imported).
4. Make a record of all the product that was recalled.
5. Submit a post recall report to Food Standards Australia & New Zealand.
6. Refer to [How To Recall Food Page](#) on the Food Standards Australia & New Zealand Website.

Shelf Life:

Our range currently carries a best before date of 14 days after production. To avoid confusion, this means, if a Bread was baked today, the best before date would be 14 days from today.

We have successfully traded with this best before date across several states in Australia for over 18 months. Until recently we have been unable to run laboratory tests as our producers are hours away from labs. However, we are now beginning shelf life determination tests with Merieux NutriSciences (MXNS) in Perth. Once the shelf life has been determined by MXNS we will amend our best before dates as appropriate. We are unsure of how long this process will take. (As of 28th August 2017).