



MINISTRY OF HEALTH AND SENIORS
DEPARTMENT OF HEALTH
Environmental Health

"Healthy people in healthy communities"

Guidance Document F03



Guide to Home Bakeries/Manufactories

1. Scope

This document is intended to provide guidance on our requirements to obtain a home bakery/manufactory licence.

2. Definition

“A home bakery/manufactory is a domestic kitchen used for the preparation of bakery products and the sale of certain low risk foods.”

3. Operational Guidelines

(a) Number of Customers

The intent of the home bakery licence is to allow persons to sell certain low risk foods on a small scale. (no more than 10 regular customers)

(b) Types of Foods

Only certain types of low risk foods and baked goods are permitted to be sold from a home bakery/manufactory.

A bakery product is defined as *“any baked food which is ready for consumption without further preparation (other than reheating), of which a characterizing ingredient is flour or ground cereal, but does not include pizza or any food containing a filling which has as an ingredient cheese, meat, fish, shellfish, vegetable, egg, custard or cream”*

The bakery products and foods allowed under a home bakery/manufactory licence are considered “low risk” because they are unable to support the growth of food poisoning bacteria. See the table below for **examples** of foods permitted under a home bakery licence. Your district environmental health officer will discuss your choice of food products with you.

Approved	Not Approved
cookies	pizza
cakes	chicken, beef, mussel, fish pies
bread	cheese cakes
cupcakes (with or without non-cream fillings)	quiche
pies and donuts with non-cream fillings and toppings	any pie or baked good topped or filled with dairy or synthetic cream
popcorn	custard filled pies and baked goods
nuts	sandwiches
popcorn	chicken legs
sodas	soup
jams	juices
coconut cakes	smoothies
mauby, sorrel	

(c) Point of Sale

Your annual home bakery/manufactory licence entitles you to prepare and sell bakery products at your home or to employees in offices or other places of business. However, if you wish to sell your products at functions or events from a stall or table, then a temporary food stall licence must be

obtained from us. This is separate from the home bakery/manufactory licence and is valid only for the day(s) of that particular event .

The sale of products at sites located on public highways will require written permission from the Roads and Highways Section of the Ministry of Public Works.

4. Legislation

In accordance with the Public Health (Food) Regulations 1950, no food establishment shall operate without a valid licence.

5. Licensing Procedure

(1) Fill out a “Food Service Licence Application” available at our offices at 6 Hermitage Road, Devonshire (Old Metro Building) or online at www.gov.bm . Go to the Department of Health web page and click on the “Environmental Health” icon. The application forms are located in the Useful Information Section.

(2) Submit the form with the applicable fee to our office. An Environmental Health Officer will then contact you within 5 business days to conduct an inspection of the kitchen.

(3) Once your home is approved, your licence will be mailed to you.

(4) The licensing period is from April 1st – March 31st each year. An inspection is conducted during this time to ensure compliance.

Do You Meet Our Requirements For Licensing Approval?

- ✓ A clean, tidy kitchen in good repair
- ✓ Utensils are clean and in good condition
- ✓ Ingredients used only for the business and stored in containers
- ✓ Pest free preparation area
- ✓ Head covering and protective apron worn while preparing baked goods
- ✓ Good personal hygiene practices followed; hands washed, no smoking or eating while preparing food
- ✓ No food is prepared when ill
- ✓ Food handlers do not wear jewelry, false or painted nails
- ✓ Water supply meets bacteriological standards for drinking (see pg. 4)
- ✓ No pets permitted in the kitchen
- ✓ All prepackaged products are labelled in accordance with our guidelines (see pg. 4)
- ✓ All products protected from contamination during transportation
- ✓ Bottles used for beverages and food products shall be new
- ✓ An all purpose (ABC) type fire extinguisher

6. Additional Information

WATER

Water used as a food ingredient and for washing utensils shall meet our guidelines for consumption. Under no circumstances do we approve a well supply for food production. Depending on the outcome of the results of the water sample from your tank supply, you may be advised to do one or more of the following:

- Clean the tank
- Chlorinate the water on a regular basis
- Install an Ultraviolet/Filtration system
- Boil or use bottled water when using water as an ingredient

LABELLING

It is standard practice in the food industry to label all prepackaged food products. The consumer has a right to know what they are eating, especially those that suffer from food allergies. Until advised otherwise or required by law, the minimum information provided on a label shall include the following:

1. The name of your business including the telephone number or e-mail address
2. The name of the food (must be representative of the actual food)
3. A list of **all** ingredients (in descending order of amount by weight)

Office Address & Contact Details:

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