

## **Melinda and Luke Chiew**

33 Walter Road  
Ingleside NSW 2101  
Phone: 0400 324 164  
Email: melindachiew@yahoo.com.au

**26 August 2021**

### **Northern Beaches Council**

General Manager  
1 Park Street  
Mona Vale NSW 2103

#### **OPERATIONAL PLAN OF MANAGEMENT**

**33 Walter Rd, Ingleside – application for home business for production of food**

#### **Introduction**

The following management plan is to be implemented for the operation of the home business for production of food at the above address. The owners (Melinda and Luke Chiew) are committed to ensuring that the plan is implemented as set out below.

#### **General information**

We (the owners) are applying for a home business for production of food at 33 Walter Road, Ingleside 2101. We propose to use our current kitchen as it is, with no construction plans, to prepare and cook food for sale at Solace café, 280 Powderworks Rd, Ingleside 2101 or for special events.

#### **Hours of operation and staff**

There will be a maximum of 2 staff at any one time and we will operate within the hours of 8am - 6pm Monday to Saturdays.

#### **Deliveries**

Deliveries are only accepted from HACCP certified suppliers that follow strict food safety controls to maintain quality produce, suitable packaging and adequate temperature control at all stages of delivery.

Delivery of goods from our home business to the point of sale is managed with regular temperature checks and controls. The café is only 5 minutes away by vehicle, which assists in temperature control during transportation.

All temperature-sensitive and potentially hazardous foods will be transported in appropriate packaging, along with adequate cooling equipment and regular temperature checks.

Melinda Chiew has been a Food Safety Supervisor for 3 years. I adhere to the Food Safety Standards and always ensure that our policies and procedures are compliant with them.

### **Parking and loading**

We have more than adequate parking and a large loading area, being situated on an 5 acre lot.

### **Noise, odours and neighbourhood complaints**

As the production of food is contained inside the existing kitchen, there will be no affect on the neighbours due to the distance the property is located from them, in respect of noise or odours. Our property is located on a large 5 acre lot in a private estate in an RU2 Rural Landscape zone.

The operation of a home business for production of food is not likely to cause any affect on the neighbours, due to the large physical distance between our properties. In addition, many of our neighbours are already loyal and supportive customers of our Solace food van/café.

We have an amicable relationship with all of our neighbours and will always endeavour to keep up good relations and not be a nuisance to anyone.

### **Council documents relating to our property**

Relevant documents relating to our current home address at 33 Walter Road, Ingleside 2101 can be found on the [Council website](#).

Sincerely,

A handwritten signature in black ink, appearing to read 'Melinda Chiew', written in a cursive style.

Melinda Chiew