



Ararat Rural City

**ENVIRONMENTAL HEALTH UNIT**

**GUIDELINES FOR REGISTERING  
COMMERCIAL FOOD PREMISES**

## **GUIDELINES FOR REGISTERING COMMERCIAL FOOD PREMISES**

### **Introduction**

A well designed and constructed food premises helps to ensure that food is prepared, handled and stored in conditions that will not affect the integrity of the food and will facilitate the ease of cleaning and maintenance of the premises. It is important that in the early stages of design, proper consideration is given to the most suitable materials to be used for the type of food operation proposed.

These guidelines are based on the Food Standards Australia and New Zealand (FSANZ), Safe Food Australia Standard 3.2.3 (2<sup>nd</sup> edition Jan. 2001), available at the FSANZ website: [http://www.foodstandards.gov.au/the\\_code/foodsafetystandardsaustraliaonly/index.cfm](http://www.foodstandards.gov.au/the_code/foodsafetystandardsaustraliaonly/index.cfm) and the Australian Standard™ Design, Construction and Fit-Out of Food Premises AS 4674-2004, available at the Standards Australia website: [www.standards.au/](http://www.standards.au/)

The purpose of this guide is to provide general advice on the minimum standards required for food premises construction. Applicants are advised to consult the Food Standards Code and AS 4674-2004 for further information.

### **STEP 1 – PRELIMINARY ENQUIRIES**

This will involve contacting:

- |  |                                    |
|--|------------------------------------|
| <b>1.1 Environmental Health</b> Unit to discuss the proposal or arrange for an on-site consultation (fees apply).  | <b>5355 0221</b>                   |
| <b>1.2 Planning and Building</b> to determine if any permits are required. You must provide a copy of the occupancy permit from a registered building surveyor to the Environmental Health Unit prior to Food Act Registration being issued. | <b>5355 0225</b>                   |
| <b>1.3 Grampians Wimmera Mallee Water</b> to discuss the installation requirements of a grease trap  | <b>1300 659 961</b>                |
| <b>1.4 Local Laws</b> to discuss outdoor sidewalk seating and signage  | <b>5355 0911</b>                   |
| <b>1.5 Business Victoria</b> to obtain a 'starting your business' guide and the Economic Development Unit at Council to discuss start up options for your business   | <b>132 215</b><br><b>5355 0200</b> |

### **STEP 2 – SUBMIT A FLOOR PLAN**

Anyone wishing to construct a new food premises in Ararat Rural City Council must first obtain approval for the proposed premises design and fit out from the Planning, Building and Environmental Health Unit's prior to construction.

Two sets of plans, drawn to a scale of not less than 1:100 must be submitted to the Environmental Health Unit. These plans must show the premises layout, fixtures, fittings and equipment. A description of materials to be used for all surface finishes including floors, walls, bench tops and splash backs must also be provided. An example of a floor plan is provided on the back page of this document.

Plans must be accompanied by an Application for Plan Approval. Forms can be downloaded from [www.ararat.vic.gov.au](http://www.ararat.vic.gov.au) or obtained by contacting the Environmental Health Unit on 5355 0221.

An Environmental Health Officer will then assess the information you have provided. Further information may be requested if insufficient detail is supplied.

If satisfactory, a stamped 'approved' copy of your floor plan will be returned to you accompanied by a letter. Works **must not** commence until your floor plan is approved.

### **STEP 3 – FOOD SAFETY PROGRAM REQUIREMENTS**

Prior to registration being granted a Food Safety Program must be submitted. You should start thinking about your Food Safety Program now. Your Food Safety Program describes how you control, monitor and manage the risks associated with the food that you prepare, serve and sell. There are two ways of preparing your Food Safety Program:

1. Use a template approved by the Department of Health (DH)

eg. *Food Safety Program Template for Food Service and Retail Businesses*.

A copy can be obtained from Council's Environmental Health Unit (one program per premises)

Or via the Internet on [www.health.vic.gov.au](http://www.health.vic.gov.au)

2. Create your own Food Safety Program. Refer to DH *Developing a Food Safety Template* booklet available via the internet on [www.health.vic.gov.au/foodsafety/bus/templates/development](http://www.health.vic.gov.au/foodsafety/bus/templates/development)

If your business is classified as class 1 (eg: nursing home, child care centres) your Food Safety Program will need to be third party audited by an independent accredited auditor. Accredited auditors are listed on <http://www.health.vic.gov.au/>

### **EXEMPTIONS**

Providers of pre packed low risk foods are not required to submit a Food Safety Program. Please check with the Environmental Health Unit for further details.

### **STEP 4 – FOOD SAFETY SUPERVISOR REQUIREMENTS**

All Class 1 and 2 food businesses must have a Food Safety Supervisor nominated and submit a copy of their qualification or statement of attainment to council prior to commencing operation.

A food safety supervisor is a person who:

- Has a certificate or statement of attainment against the required competencies from a training provider that is a Registered Training Organisation (RTO); and
- Has the ability to supervise food handling in the food premises; and
- Has the authority to supervise food handlers and give directions if unsafe food practices are observed; and
- Will ensure that the food handlers know how to handle food safely.

Note: If you are submitting plans on behalf of the proprietor please ensure you forward this information to that person.

### **STEP 5 – ARRANGE FOR FINAL INSPECTION**

Once you have completed construction and fit out of your food premises and are ready to commence trading, arrange for a final inspection with the Environmental Health Unit to obtain final approval. Progress inspections can be arranged with an Environmental Health Officer at any time during the planning and construction stages.

## **STEP 6 – SUBMIT APPLICATION FOR FOOD ACT REGISTRATION**

Application for registration under the Food Act 1984, accompanied with the appropriate fee, must be submitted to the Environmental Health Unit **prior** to commencing operation. The Food Safety Program and Food Safety Supervisor Certificates must be submitted with the Application for Registration.

## **STEP 7 – CERTIFICATE OF FOOD ACT REGISTRATION**

Council will issue you with a certificate of registration to commence operation. Please note that this registration must be renewed annually.

If you decide to sell your business at any stage, you will need to notify the Environmental Health Unit.

### **CONTACT US**

Environmental Health Unit  
Ararat Rural City Council  
PO Box 246  
Ararat Vic 3377  
Ph: 5355 0221  
Fax: 5355 0279

## CONSTRUCTION GUIDELINES

### 1. GENERAL

- 1.1. The construction and finishing of all surfaces and fittings must be completed in a professional, workman-like manner.
- 1.2. The premises is to be designed and constructed so as to eliminate inaccessible spaces or any gaps cracks and crevices which hinder cleaning and provide harbourage for pests.
- 1.3. The premises is to be designed to avoid the use of skirting boards, cornices, picture-rails or any other unnecessary sills or ledges which attract dust and hinder cleaning.
- 1.4. Grouting to any tiled areas must be brought up flush to the surface of the tile.

### 2. FLOORS

- 2.1. Floors in food preparation and storage areas must be smooth, durable and impervious to water, grease and oil, and capable of being effectively cleaned.
- 2.2. Coving at floor/wall junctions is required in wet areas and **all food preparation areas**. The coving material should be extended up the wall or portioned to a height of not less than 70mm.
- 2.3. Suitable finishes are:
  - commercial vinyl
  - polyvinyl sheeting with welded seams
  - sealed quarry tiles
  - ceramic tiles
  - epoxy resin
  - steel troweled, case hardened concrete
- 2.4. Floors to cool rooms and freezer rooms must be finished with coving and appropriate floor covering as for food preparation areas.
- 2.5. In any room, where liquid is likely to be spilled or where, due to the nature and volume of the work carried out, large amounts of water are required for cleaning, the floor may need to be graded and drained to an outlet in accordance with building and plumbing regulations.

### 3. WALLS

- 3.1. Walls in food preparation areas, wet areas and areas where unpackaged food is stored, must be smooth, durable, impervious to water or grease and readily washable.
- 3.2. Suitable finishes include:
  - smooth finished laminates
  - glass sheeting
  - stainless steel sheeting
  - ceramic tiles
- 3.3. Other food storage areas must have finishes that are smooth, non-absorbent and readily cleanable.
- 3.4. Food preparation areas are to be durable and surfaced with an impervious material to a height of about 1.8 meters from the floor level.

#### **4. CEILINGS**

- 4.1. Ceilings in food preparation areas must be:
- smooth and dust proof
  - finished with a light coloured, washable paint.
  - acoustic tiles, or drop in panels are **not** acceptable within food preparation areas.

#### **5. WATER SUPPLY**

- 5.1. Potable water (water that is acceptable for human consumption) must be provided to the business. Water must be provided at the appropriate volume, temperature and pressure to meet the needs of the business.

#### **6. SERVICE PIPES**

- 6.1 Service pipes, conduits and electrical wiring shall be concealed in floors, walls or ceilings or fixed on brackets so as to provide at least 25mm clearance between the pipe and adjacent vertical surface and 100mm between the pipe and adjacent horizontal surfaces.

#### **7. DRAINAGE**

- 7.1 All wastewater must be drained to the sewer or connected to the septic system.
- 7.2 The relevant water authority to be contacted to determine if your business requires a grease trap is:
- GWM Water  
Ph: 1300 659 961  
[www.gwmwater.org.au](http://www.gwmwater.org.au)
- 7.3 Grease traps shall not be located in areas where food, equipment or packaging materials are handled or stored.
- 7.4 Access to grease traps for emptying shall not be through areas where open food is handled or stored or where food contact equipment and packaging materials are handled or stored.

#### **8. FIXTURES, FITTINGS AND EQUIPMENT**

All fixtures and fittings such as benches, shelves and refrigerators should be designed and fitted so as to facilitate cleaning and to reduce any risk to the integrity of food being prepared or stored.

##### **8.1 Counters, Benches and Shelving**

- 8.1.1 To be finished with smooth impervious surfaces free of cracks and crevices and capable of being easily cleaned.
- 8.1.1 If free standing, are to be either easily moved or sited in a fixed position with a minimum horizontal clearance of 150mm to any wall or other fixture or alternatively sealed to such wall or other fixture with a flexible sealing material. These measures will allow easy access for inspection and cleaning.

**8.2 Stoves, bain-maries, refrigerators and the like, which cannot be easily moved, need to be:**

- 8.2.1 At least 150mm from any wall, unless sealed to the wall with a flexible sealing material.
- 8.2.2 On legs of at least 150mm in height or sealed to the floor on which it stands.
- 8.2.3 Placed so as to permit any space above, below, at the sides or behind to be readily accessible for the purpose of inspection and cleaning.

**8.3 Food storage and display units**

- 8.3.1 Raw foods must be kept separate to cooked or ready to eat foods.
- 8.3.2 Sneeze guards must be put in place to protect food from contamination from customers.
- 8.3.3 Display cabinets holding foods must be capable of maintaining temperatures as specified in the FSANZ Food Safety Standards.
- 8.3.4 Dry goods and/or bulk storage not in impervious containers must be stored at least 250mm above floor level.

**8.4 Refrigeration**

- 8.4.1 There must be a sufficient number of refrigeration/freezer units to maintain all perishable foods at temperatures as specified in the FSANZ Food Safety Standards.
- 8.4.2 All refrigeration units and freezers should be provided with an efficient thermometer calibrated in the Celsius scale, which is to be externally mounted, together with sufficient lighting.

**8.5 Washing up facilities**

- 8.5.1 A minimum of one stainless steel **double** bowl sink that has an adequate supply of hot water (77°C) and cold water through a single outlet is required.
- 8.5.2 One of these sinks must be large enough for washing the largest bowl, saucepan or pot that will be used in the premises.

**OR ALTERNATIVELY**

- 8.5.3 *Dishwashers and glass washers can be used to sanitise food contact surfaces and utensils. They shall be capable of undergoing a sanitising rinse at*
  - 80°C for 2 minutes or
  - 75°C for 10 minutes or
  - 70°C for 15 minutes.
- 8.5.4 If you install a commercial dishwasher a mechanical exhaust system may be required over the dishwasher when:
  - a) The apparatus has:
    - i) A total maximum electrical power input exceeding 8kW; or
    - ii) A total gas input exceeding 20MJ/h; or
  - b) The total maximum power input to more than one apparatus exceeds:
    - i) 0.5kW electrical power; or
    - ii) 1.8MJ gas/m<sup>2</sup> of floor area of the room or enclosure.

8.5.5 A cleaner's sink is to be provided to dispose of sullage water. It needs to be supplied with hot and cold water. The cleaners sink should be placed at an appropriate height for its intended use.

8.5.6 The cleaners sink must not be placed in an area where it may compromise food safety.

8.6 **Hand wash basins** must be located and installed so that they are-

8.6.1 In the immediate area of food preparation (including serving area). These basins should be located in a position that is easily accessible to staff.

8.6.2 Provided with an adequate supply of hot and cold water through a single outlet.

8.6.3 Provided with warm running water of around 40°C.

8.6.4 Controlled by a hands free device such as:

- Foot pedal
- Knee lever
- Sensor pad or eye
- Push timer tap

8.6.5 Not obstructed at any time.

8.6.6 Accessible and no further than 5 metres, except for the toilet hand basins, from any place where food handlers are handling open food

8.6.7 Provided with soap and paper towels (single-use) or other hand drying equipment.

**Please note:** Unless otherwise permitted, wash hand basins shall be free standing and not incorporated into an existing food preparation sink or sink used for cleaning utensils.

**8.7 Food preparation sink**

8.7.1 A food preparation sink will be required to be installed if processes in your proposed premises include the frequent washing of fresh products such as fruits and vegetables. The sink is to be supplied with hot and cold water.

## 9. VENTILATION

9.1 Adequate mechanical ventilation for the nature of the business must be provided.

9.2 A mechanical exhaust system that complies with Australian Standard 1668, The Use of Mechanical Ventilation and Air Conditioning in Buildings must be provided for all cooking equipment.

9.3 Exhaust hoods shall be provided with approved metal washable dry type grease filters in accordance with Appendix E of AS 1668.2 1991.

9.4 A mechanical exhaust system may also be required for commercial dishwashers.

9.5 Canopies are required to be "boxed in" to the ceiling, so that no ledges are present.

## 10. STORAGE

10.1 A storage area adequate for the nature of the business must be provided for:

- Dry goods,
- Packaging and wrapping materials,
- Crockery and equipment



10.2 Storage area separate from food must be provided for:

- Cleaning products and equipment
- Staff clothing and personal items
- Office supplies
- Wastes

## 11. PEST PROOFING

11.1 Premises must be designed so as to prevent the entry and/or harbourage of rodents, birds, animals and insects.

11.2 Gaps under doors and around service pipes are to be eliminated

11.3 Doorways must be provided with either:

- A full door fitted with heavy duty self-closer
- Air curtain
- A self closing commercial flywire door
- Heavy-duty plastic strips properly fitted. Strips shall be of a suitable thickness and must span the entire height and width of the doorway.

## 12. LIGHTING

12.1. Adequate natural or artificial light sufficient to carry the processes conducted must be provided.

12.2. Shatterproof diffuser covers or sleeves are required for all light fittings, to prevent contamination of foodstuffs in the event of breakage.

## 13. GARBAGE PROVISION

13.1 A separate storage area with bin wash facility is to be provided for the storage of garbage bins and recycling materials

13.2 The storage area is to be:

- Paved, graded and drained to the sewer
- Provided with a hot and cold water supply

13.3 Any external garbage areas are to be adequately fenced or secured.

## 14. TOILET FACILITIES

14.1 It is recommended that separate toilet facilities are provided for staff and customers, if possible.

14.1. Hand washing facilities with hot and cold water through a single outlet, soap and suitable drying facilities must be provided in the immediate vicinity of the toilet.

14.2. Refer to the *Building Code of Australia (BCA)* for guidance on appropriate ratios of toilets to staff and customers.

## 15. FOOD VEHICLES

15.1 Food Vehicles must comply with the Food Standards Australian New Zealand "Safe Food Australia" Standard 3.2.3.

## 16. SMOKEFREE DINING

- 16.1 Outdoor dining or drinking areas where there is a roof in place and walls that cover more than 75% of the total notional wall area are required to be smoke free.
- 16.2 Smoking is prohibited in enclosed licensed premises.
- 16.3 Occupiers of enclosed licensed premises or an outdoor dining or drinking area must display acceptable “No Smoking” signs to clearly indicate smoke free premises or areas.

Please contact us for a copy of ***Smoke-free guide: licensed premises and outdoor dining and drinking areas*** and smoke free dining stickers.

# Sample Floor Plan

379 Noah's Ark Road, Mt Ararat – Ham's Healthy Restaurant

