

# Food Premises Planning Guide

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Food Act 1984

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## Planning/ Building Application

Appropriate plans may be submitted to the following Departments

Type of Plans and Specifications	Where to Submit
Food Establishment	<ul style="list-style-type: none"> <li>Alpine Shire Council Environmental Health Department Ph 03 5755 0555</li> </ul>
Water Supply Tank Water	<ul style="list-style-type: none"> <li>North East Water Ph: 1300 361 622</li> <li>Alpine Shire Environmental Health Department – Ph 03 5755 0555</li> </ul>
Sewage Disposal System And Grease Traps	<ul style="list-style-type: none"> <li>North East Water Ph 1300 361 622</li> <li>Alpine Shire Environmental Health Department (for non-sewered areas) Ph 03 5755 0555</li> </ul>
Plumbing	<ul style="list-style-type: none"> <li>North East Water Ph 1300 361 622</li> <li>Alpine Shire Environmental Health Department ph 03 5755 0555</li> </ul>
Toilet Requirement	<ul style="list-style-type: none"> <li>Alpine Shire Building Department Ph 03 5755 0555 or Private Building Surveyor</li> </ul>
Building	<ul style="list-style-type: none"> <li>Alpine Shire Building Department Ph 03 5755 0555 or Private Building Surveyor</li> </ul>
Zoning	<ul style="list-style-type: none"> <li>Alpine Shire Town Planning Department Ph 03 5755 0555</li> </ul>
Licensed and BYO Premises (Liquor Act)	<ul style="list-style-type: none"> <li>Consumer Affairs Ph: 1300 650 367</li> </ul>

**Note:** All plans must be compliant with state and local building and plumbing codes.

Specifications should describe all equipment, including manufacturer's name and model numbers when applicable.

## Establishing a New Food Premises

Should you decide to operate a food premises, whether it is existing, or you plan to construct or alter a building, you need to be aware that there are certain regulations and council requirements to consider.

It is recommended that you seek advice from Council's Planning, Building and Environmental Health departments to ensure you become familiar with all the facts relating to your application.

## Registration Procedures and Approvals

Well thought out, detailed plans and specifications result in orderly, less expensive construction, and allows measures to be taken that will help protect customers' health. Food businesses are required under state legislation to use premises and equipment that comply with Standard 3.2.3, Food Premises and Equipment, of the Australian New Zealand Food Standards Code and AS4674 – 2004, Design, construction and fit out of food premises.

Prior to the Food Premises opening for trade with the public, application is to be made to Council for registration with a Food Safety Program as per the Food Act 1984 (as amended.) An application together with plans and specifications of any work to be done on the premises to have it comply with the Food Premises Code of Practice, may be submitted.

Consideration must be given to the following items before preparing a final detailed plan:

- Customer traffic
- Parking and/or unloading of goods
- Equipment arrangements
- Flexibility of operation
- Decor and appointments to promote easy cleaning
- Basics for estimating cost and ensuring sufficient funds are available
- Provision for future expansion
- Disposal, storage and loading of wastes
- It is advisable to consult with the Environmental Health Department (with a draft plan) prior to preparing final plans.

## Floor, Walls, Ceilings

### Floors

Floors are to be finished with approved impervious material, graded and drained to sewer, with the impervious material extended up the walls (**coving**) to a height of not less than 75mm in such a manner that the angles between the walls and the floors and concavely rounded off. This coving is required to assist with cleaning as it ensures an uninterrupted surface between floor and wall. Coving at floor to wall joints makes cleaning easier and prevents accumulation of dirt or food that attracts insects and rodents.

Floors should be appropriate for the area, non-absorbent and easily cleaned. See Floor Finishes for Food Premises Table for information on surfaces. All floors should be laid according to the relevant standards so that there is no ponding of water and harbouring of pests

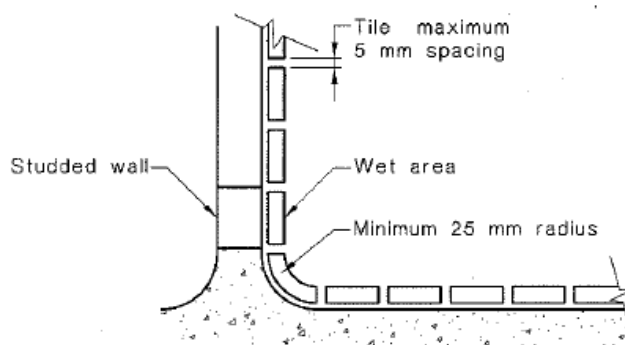
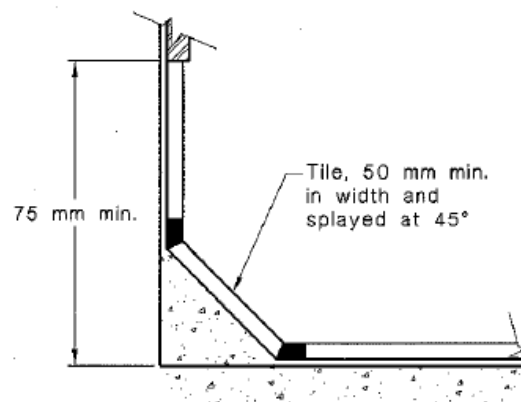
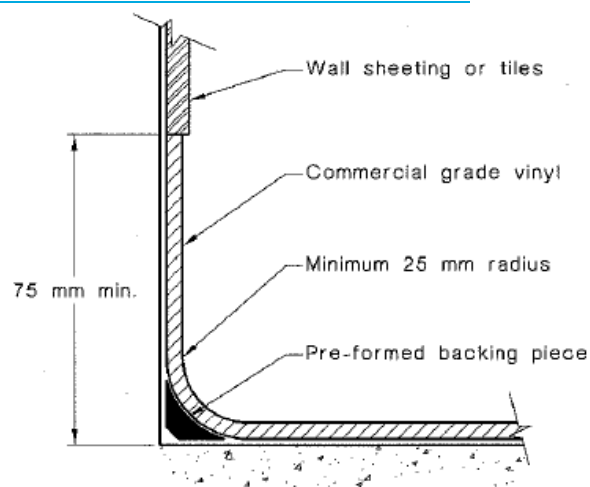
#### Food preparation areas

Floors in food preparation should be finished with one or a combination of the following:

- Sealed quarry tiles or ceramic tiles
- Stainless steel
- Laminated thermosetting plastic sheeting
- Polyvinyl sheeting with welded seams
- Epoxy resin
- Steel trowel case hardened concrete
- Similar impervious material

#### Food storage areas

Storage areas for unpackaged food including temperature-controlled storage cool rooms), shall have floors that comply with requirements for food preparation areas. Storage areas for dry packaged goods and vegetables need to be finished with a non-absorbent surface.



## Floor Finishes for Food Premises

Finish	Wet washed areas	Food Prep	Vegetable Prep	Servery	Store Room	Chillers/ Freezers	Bin Store	Eating areas	Comments
Stainless Steel non slip profile	✓	✓	✓	✓	✓	✓	✓	✓	Welded joints
Ceramic tiles	✓	✓	✓	✓	✓	✓	✓	✓	Epoxy grout
Quarry tiles	✓	✓	✓	✓	✓	✓	✓	✓	Sealed
Steel trowel case hardened concrete			✓		✓	✓	✓	✓	Smooth-sealed finish, no joints
Carpet/carpet tiles								✓	
Wooden flooring								✓	Sealed
Polyvinyl Sheet	✓	✓	✓	✓	✓	✓	✓	✓	Heat welded joints (not suitable adjacent hot fat appliances)
Laminated thermosetting plastic sheet	✓	✓	✓	✓	✓	✓	✓	✓	Heat welded joints (not suitable adjacent hot fat appliances)
Vinyl tiles					✓			✓	
Plastic Matting				✓				✓	Should be used for safety reasons only. It shall be easily cleaned and laid in sections that can be removable for cleaning
Cork tiles								✓	Sealed
Epoxy resins	✓	✓	✓	✓	✓	✓	✓	✓	Complying with AS 3554

## Walls

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Walls are to be finished with a smooth and even surface by lining same with an approved material painted with washable light-coloured gloss finish paint. Walls in direct contact with the preparation and working areas of the food premises shall be ceramic tiled, lined with stainless steel or another approval material, to a height of 1800 mm. The junction between adjacent wall finishes shall not form a ledge to ensure dust or grease cannot accumulate. The finishing of surfaces should be free of cracks, crevices, open spaces, screws and ledges.

Walls for food preparation areas need to be finished with one or a combination of the following:

- Glazed tiles
- Stainless steel or aluminium sheeting
- Laminated thermosetting plastic sheeting
- Polyvinyl sheeting with welded seams

Walls in storage areas need to meet the same specifications as for food preparation areas.

Architraves, skirting boards, picture rails or any other projections on the walls of kitchens and food preparation areas are not permitted.

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. This is to allow cleaning and prevent the harbourage of pests.

## Ceilings

Ceilings are to be constructed of rigid, dust proof, smooth faced, non-absorbent material, painted with a washable gloss paint of a light colour. Such surface shall be of a finish free of open joints, cracks, crevices or openings. Intersections with walls shall be tight jointed, sealed and dustproof. Where a sealant is used, the sealant shall be of washable, impervious material.

Ceilings in food preparation and storage areas must be finished with impervious sealed material. Acoustic tile suspended ceilings over a food processing area is not permitted. Drop-in removable panel ceilings shall not be used in food preparation areas or over areas where open food is displayed or served.

## Windows

Windows should be at least 300 mm above the top of any bench, table or equipment. If windowsills are provided, they shall be splayed at least 45 degrees to the horizontal and finished with material matching the wall finish. All vertical or horizontal edges are to be rounded or bull nosed.

## Design and Construction

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### Lighting

Food premises must be provided with adequate natural and/or artificial lighting that complies with the Australian Standard AS 1680-1976. Light fittings where open food is handled should be designed to prevent the contamination of food should the globe break and should be free from any features that would harbour dirt or pests.

Only approved type light fittings which fit flush with the ceiling or fluorescent tubes protected by approved type covers may be fitted to ensure that not less than 300 Lux of light is available in all food preparation areas. Storage rooms should have a minimum of 200 Lux of light.

Diagrams of Standard Recessed and Fluroprism:



#### Standard Recessed

Units providing a cover flange all around suitable for recessed use in fibrous plaster or other ceilings. Also available with anodised or enamelled aluminium hinged frame to order.



#### Fluroprism

Economical fitting with spring fixed acrylic prismatic lens. Optically designed linear prisms control light in glare zones. Single unit has Fluroslim body. Twin unit has special full width body. Units have neat architectural lines and can be mounted in continuous runs by allowing 2 mm gaps for expansion.

The Australian Standard for Interior Lighting and the Visual Environment (AS1680) - 1976 provides further guidance on interior lighting.

## Ventilation and Exhaust Equipment

All food premises require natural or mechanical ventilation in accordance with the Building Code of Australia and exhaust hoods that comply with Australian Standard AS 1668.2-1991 are to be installed over all cooking equipment.

### *Natural ventilation*

Natural ventilation is only suitable where there is little or no cooking that generates steam or greasy air.

### *Mechanical Ventilation*

Building Code of Australia and exhaust hoods that comply with Australian Standard AS 1668.2-1991 are to be installed over all cooking equipment.

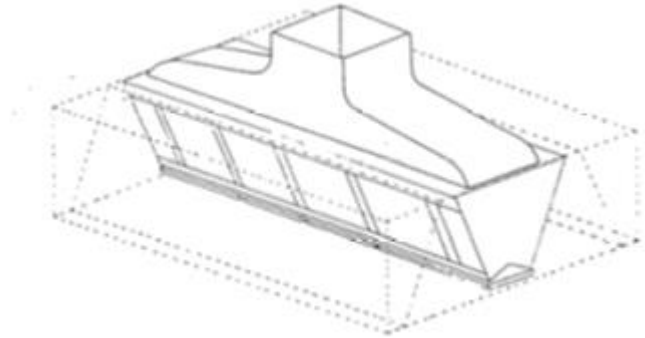
- Any mechanical exhaust canopy installed over cooking equipment and above commercial dish washing machines must comply with Australian Standard 1668.
- A mechanical exhaust canopy is required above any type of equipment with a power rating of 8Kw (electricity) and/or 29 mega joules/hour (gas) or above.
- A mechanical exhaust canopy must be supplied over any deep fryer appliance (regardless of its power rating).
- A mechanical exhaust system is to be constructed of stainless steel or other approved or impervious and fire proof material in a smooth, permanent and tradesman like manner. Surfaces are to be smooth and free from obstruction and capable of being easily cleaned. All joints must be joined, seamed and/or riveted so as to be grease tight.
- Mechanical exhaust systems above cooking equipment must have removable grease filters, condensate gutter and drain plug.

- The capture velocity is to be 0.5m/s across the face of the hood, to remove fumes, vapours and smoke. Where lights are installed in the hood, they shall be recessed and enclosed in a vapor proof housing with a shatter proof lens or guard.
- All cooking equipment must be designed and installed so that they are located beneath and within the perimeter of the mechanical exhaust system; (i.e. designed to extend not less than 150mm beyond the perimeter of all appliances to be ventilated).
- Reinforced and supported where necessary to provide stability and freedom from vibration.

### *Canopy Type Hoods*

Canopy type hoods shall be:

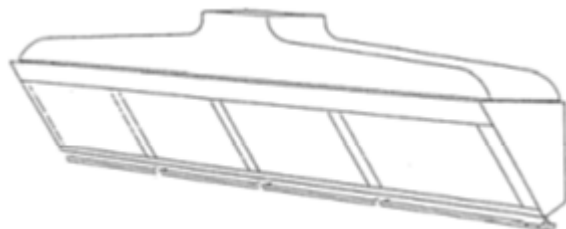
- Designed to extend not less than 150mm beyond the perimeter of all appliances to be ventilated.
- Provided with capture velocities in accordance with Appendix F of AS 1168.2 1991.
- Provided with a condensate gutter around the base of the hood, not less than 50 mm wide, and 25 mm in depth and drained to a suitable outlet. The section of gutter under any filters must be of sufficient width to collect any condensate drip from the lowest edge of the filters.
- Constructed so as not to provide any horizontal flat surface within the open section of the hood.
- Provided that special consideration may be given to a minimal area of horizontal flat surface within the hood where the hood design is restricted by the structural conditions of the room.
- Constructed to provide a vertical flat surface with abutting walls or partitions and to be securely fixed and sealed to such walls or partitions.
- Where lights are installed in the hood, they shall be recessed and enclosed in a vapour-proof housing with a shatter proof lens guard.
- Fire sprinklers may be placed in approved positions in canopies and ducts in accordance with AS 2118 - 1978.



### *Side Draft Hoods*

Lateral or side draft hoods shall be provided with an exhaust velocity equivalent to at least 85m/minute measured parallel to and at the face of the filters.

This type of hood is not considered to be as efficient as a canopy type hood where high volumes of deep-frying occur.





# Fixtures, Fittings and Equipment

## Furniture and Equipment

Equipment should be installed to be moveable so that the area under, over, behind and between pieces of equipment and walls is easy to clean. If not of the easily removable type, pieces should be sealed to floors, walls or other equipment; or they should be placed far enough away from walls and other equipment to make thorough cleaning possible (min 150 mm).

Every cooking stove or food heating appliance and every refrigerator (other than a cool room or freezer room) in an establishment shall be placed so that it is:

- (a) At least 150 mm from any wall and other equipment;
- (b) On legs of at least 150 mm in height or sealed to the floor on which it stands or on approved castors (which is the preferred option).

Please note that cupboards shall not have false backs, bottoms or cavities. Cupboards are to be sealed to the walls.

## Benches and Shelves

Cavities, false bottoms and similar hollow spaces, capable of providing access and harbourage for vermin are not permitted to be formed in the construction of fixtures and equipment.

Approved type shelving and benches will have a smooth impervious surface free from open joints, cracks and crevices and capable of being easily cleansed. Shelving is to be kept 25 mm clear of the walls and fixed on metal standards or supports with the lowest shelf not less than 250 mm above the floor level.

Plywood, masonite and similar materials are not to be used for 'backing' to shelving in cupboards when fitted against walls.

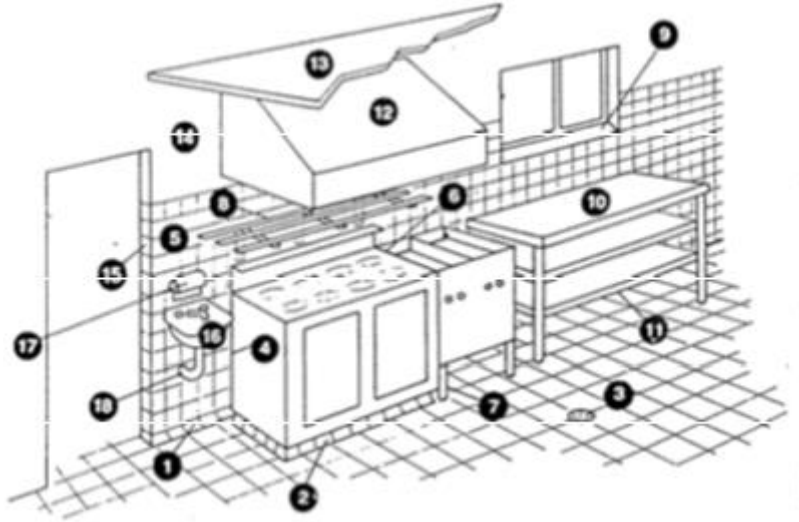
## Cool Rooms and Freezers

Cool rooms and freezer rooms should be designed and constructed in the following manner:

- Internal lining surfaces of aluminium, stainless steel or Colourbond with smooth and impervious finish.
- External wall finishes as for walls generally, pre-fabricated Colourbond type insulation panel is acceptable.
- All joints and seams to be sealed.
- Provided with artificial lighting.
- Floor to be impervious, smooth finished and coved internally and externally.
- If the floor is likely to have blood or liquid spilled or where large amounts of water are required for cleaning, the floor shall be graded and drained to the sewer.
- Provided with an efficient thermometer calibrated in the Celsius scale externally.

## Typical Food Preparation Area

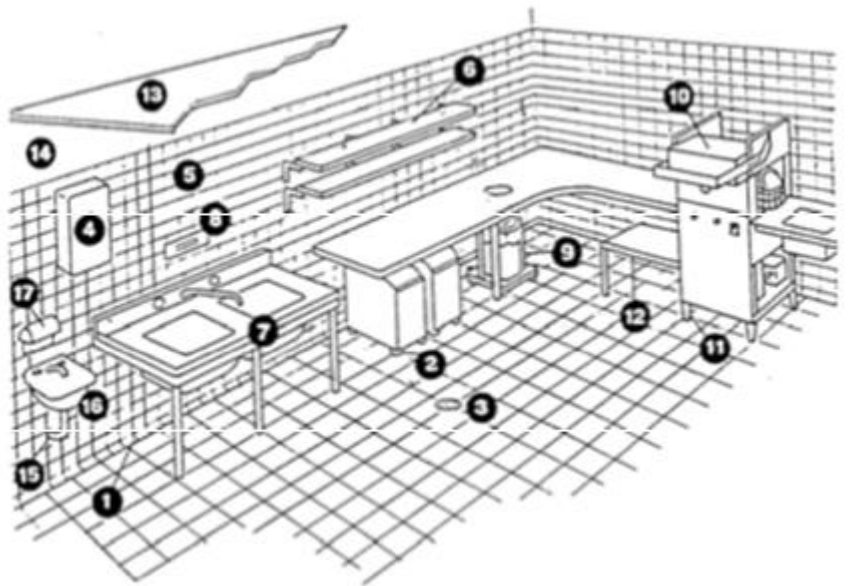
1. Floor/wall coving
2. Plinth
3. Impervious floor graded and drained
4. Fittings sealed to wall or 150 mm clear
5. Walls tiled to 1800 mm
6. Sealing between fittings
7. Legs 150 mm minimum or approved casters
8. Open design racks.
9. Splayed window sill 300 mm above preparation bench
10. Preparation bench - steel framed
11. Bottom shelf 250 mm above floor
12. Mechanical exhaust ventilation canopy
13. Rigid smooth faced ceiling
14. Smooth cement rendering
15. No timber door frames
16. Hand basin, hot and cold-water mixing set
17. Soap and towel dispenser
18. Water and drainage pipes concealed in wall



## Hand Washing and Sinks

### Typical Wash up Area

1. Floor/wall coving
2. Castors to under bench storage
3. Impervious floor graded and drained
4. Hot water heater sealed to wall
5. Walls tiled to 1800 mm
6. Shelving 25 mm clear of wall
7. Sink unit on metal frame
8. Thermometer
9. Garbage receptacle
10. Dishwasher with temperature indicating device
11. Legs 150 mm minimum
12. Bottom shelf 250 mm above floor
13. Rigid smooth faced ceiling
14. Smooth cement rendering
15. Water and drainage pipes concealed into walls
16. Hand basin, hot and cold-water mixing set
17. Soap and towel dispenser



### Sink and Water Supply

Food premises require equipment for cleaning and sanitizing. All sinks need to be connected to a continuous supply of hot and cold-water supply of potable water.

Sinks should have a water temperature of not less than 45°C for washing and 80°C for sanitizing. Every food establishment must be provided with a supply of hot water sufficient to provide a continuous pressure flow at a minimum temperature of 70°C during operation. All equipment must be connected to a drainage system. All plumbing service pipes at the premises shall comply with the provisions of the Uniform Plumbing Code and local Sewerage Authority Specifications.

Cupboards or enclosures under sinks or basins are not permitted.

Under Food Safety Standard 3.2.2 of Food Standard Code, businesses are required to sanitize eating and drinking utensils and food contact surfaces that are likely to be contaminated by food.

### **Minimum Requirements –**

#### **(a) For Washing Up**

1. Premises selling packaged food & drink and/or uncut fruit & vegetables
  - Single bowl sink
2. All other food premises
  - Double bowl sink or trough like sinks
  - Double bowl sink and a dishwasher/glasswasher (where some equip. needs to be washed in sink) *or*
  - Triple bowl sink (where rinsing is required before or after sanitizing)

Where a pair of stainless-steel sinks and draining board with hot and cold water is provided, the width and depth of such sinks are to be of sufficient size to enable the largest appliances and utensils to be thoroughly cleansed.

Dish washing areas should be designed to separate “clean” items from “dirty” items.

#### **(b) For Food Preparation**

1. An additional sink shall be provided **exclusively** for food preparation e.g. washing vegetables, thawing foods etc. All sinks shall be in positions approved by Council

## Hand wash basin

Hand basins should be located preferably at the entrance to where food handling will take place and should be no more than 5m from any place where food handlers are handling open food. Hand basins should also be provided within each toilet facility.

An approved hand wash basin (one to every 30 employees) in the food preparation area is to be provided with an additional wash hand basin as near as practicable to the sanitary convenience. Both fixtures are to have hot and cold running water from a single outlet and the waste pipes connected to an approved Council or Sewerage Authority discharge point. Wash hand basins must not be used for any purpose other than hand washing.

Sufficient supply of soap, nail brushes and single use clean paper towels or other approved hand drying equipment for the use of all food handlers is to be provided. The use of liquid soap dispensers is strongly recommended. A receptacle for used towels must be provided

The wall surface behind hand wash basins and stainless-steel sinks shall be faced with ceramic tiles or stainless-steel sheeting to a height of 450 mm. Ensure that the wash hand basins and sinks are correctly flashed.

## Wastewater Disposal

Most food outlets and food services are required to install and maintain an adequately sized boat shaped grease arrestor / grease trap. The size of the grease arrestor / grease trap depends on the volume of greasy wastewater discharged and local authority requirements.

Grease arrestors/grease traps must not be in areas where food, equipment or packaging materials are handled or stored.

Contact North East Water regarding grease traps in sewerred areas.

## Miscellaneous

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### Staff and personal Effects and Clothing

Change room facilities must be provided where staff routinely change uniforms/clothes on the premises and storage must be provided for personal belongings. This will minimise the possibility of contamination of food by contact with the clothing. When more than four persons of either sex work on the premises, separate changing rooms for each sex shall also be provided.

Where change rooms are not required, clothing and personal belongings can be stored in an enclosed dedicated cupboard located outside the food preparation, processing and storage area.

### Toilet Facilities

The Building Code of Australia details the number of toilets required within Food Premises with respect to both staff and patrons. However, the Food Safety Standards also requires the provision of adequate toilets for use by food handlers working for the food business. Hands washing facilities are to be provided immediately adjacent to the toilets or toilet cubicles. The hands washing facilities are to include hot and cold water provided through a single outlet, soap and paper towel. For female toilet facilities, adequate means of disposal of sanitary towels must be provided.

Please speak with Council's Building department – ph (03) 5755 0555, or your private building surveyor as the number of toilets is controlled by the Building Code of Australia.

### Food Storage and Handling

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Ensure that all perishable food is stored at such temperatures as will protect it from spoilage.

Adequate refrigerated space to keep all potentially hazardous foods below 5°C is to be made available. Hot foods are to be held at not less than 60°C.

All food material, packaged foods, food, drugs and substances therein for sale for human consumption must always be protected from flies and other insects, birds, animals, offensive fumes, dirt and as far as practicable, dust.

Food which is consumed in the state in which it is sold (ready to eat foods), should be stored in separate compartments or above raw food which may be a source of contamination.

Separate utensils should be provided for raw foods and for foods usually consumed in the state in which they are sold. Utensils and equipment should be well protected from contamination, or the effort of cleaning and bactericidal treatment is defeated.

Large utensils such as pots and pans can be suspended from hooks away from splash and spray to conserve storage space.

## Self-Serve

Unwrapped foods on display must be protected from customer contamination by the use of glass or plastic protective guards. The guards are to be mounted so that they will intercept in a direct line between the mouths of average height customers, and the food being displayed.

Displayed foods are to be provided with heating devices to keep hot foods at 60°C or more, as well as refrigeration devices to keep potentially hazardous foods below 5°C. These temperatures reduce the growth of harmful bacteria.

Proper storage and disposal of waste in the kitchen is vital in achieving a sanitary and pest free environment that will reduce contamination.

Appropriate measures need to be taken to dispose of the following:

- Food for disposal
- Grease
- Garbage
- recyclables

Adequate impervious receptacles such as plastic or metal, with properly fitting lids for the temporary storage of refuse shall be provided. Bins that cannot be lifted for draining after cleaning shall have drainage bungs at the base.

A separate room or enclosure or in a yard sited above a paving of impervious material (at least 300mm) and in a manner denying access to flies, insects and rodents shall be provided for the storage of receptacles containing putrescible matter. An approved impervious area properly graded and drained to the sewer or approved drainage system shall be made available for the cleansing of refuse receptacles.

Cleaning materials and equipment are to be stored separately to food storage or preparation areas. A cleaners' trough shall also be installed, preferably fitted with hot and cold water. All refuse originating from premises shall be temporarily stored in approved receptacles and be disposed of on a regular basis so as to not cause a nuisance.

## Pest Control

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The major reasons for pests entering a kitchen are to search for food, water and shelter. It will usually cost more to remove pests than it will to prevent them entering in the first place.

The premises are to be rendered fly proof (as far as practicable) by providing fly wire screens to window and ventilator openings and fitting self-closing doors or an adequate fly repellent air curtain to all doorways. Where fly proofing measures are required on windows, the fly screens shall be of the clip-on type, which can be easily removed for cleaning.

Clear overlapping heavy-duty plastic commercially produced door strips will be accepted, as will other approved heavy-duty plastic strips. Air curtains, if used, shall cover the whole of the face of the doorway or opening and should have a velocity of no less than 300 metres per minute measured at one metre from the floor.

Roller doors and automatic doors should be so arranged that air curtains come into operation immediately after the door begins to open.

The premises are to be rendered rodent and vermin proof by ensuring that all gaps, cracks, and crevices for services such as gas, electricity and water are sealed in an approved manner.

Insect control devices must not be installed over food preparation areas, exposed food or packaging material. Insect control devices that stun or electrocute insects must be designed to retain the insect within the device.

## Name on Front of Food Premises

The name of the proprietor needs to be prominently placed at the front of the premises. This is a specific requirement under the Food Act 1984.

## Checklist

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### Items Required Prior to Registration of Food Premises

- Planning permit (where required)
- Notification/ Application form submitted
  - Discussion with Environmental Health Officer
  - Application fee paid
  - Detailed floor plan (with materials & dimensions marked)
- Requirements
  - Food Safety Program selected and copy available at premises (Class 1 and 2 only)
  - Food Safety Supervisor certified/enrolled in course (Class 1 and 2 only)
  - Probe Thermometer available on premises for temperature checks
  - Food grade sanitiser
  - Hand soap
  - Paper towels
  - Smoke free dining regulations/stickers (for those with dining/gaming)
  - Rubbish Disposal/Greasetraps
  - Maintenance program for water tanks and septic systems (where required)
- Recommendation
  - Copy of Food Safety Standards and relevant legislation to ensure you understand requirements/standards that you will be expected to meet
  - Check all suppliers are approved/registered
- Labelling meets FSANZ requirements (for those manufacturing/producing own products)
- Registration form submitted with payment
- Final inspection of premises by Environmental Health Officer
- Registration certificate received and displayed

Your premises can only be open to the public once you have completed all points of the checklist. It is illegal to operate an unregistered business. Your registration is current until 31 December each year. A renewal will be sent out to you prior to this date. Inspections/audits will be carried out throughout the year to ensure compliance.