



GUIDELINES AND APPLICATION
FOR THE
ESTABLISHMENT OR ALTERATION OF
FOOD PREMISES

ENVIRONMENTAL HEALTH SERVICE

2013

Guidelines and Application for the Establishment or Alteration of Food Premises

1. PREAMBLE

There are a number of steps involved in starting up a food business. The Shire's Environmental Health Services assesses applications for new food premises to ensure they are constructed to achieve the best possible food safety outcomes and are in accordance with food safety legislation.

The requirements your food business will need to meet will vary depending on whether you are a new food business, taking over a pre-existing business, operating a food stall at a one-off event, operating from a residential kitchen, a bed and breakfast, or a family day-care centre. Food businesses are regulated under the Food Act 2008, and associated Food Safety Standards

Environmental Health Services categorises a food business into levels of risk by 'VERY LOW', 'LOW', 'MEDIUM' and 'HIGH' depending on your operation. Annual fees are determined according to the relevant risk level.

VERY LOW RISK - Packaged foods only. For example chips, lollies and chocolate bars, typically associated with chemists and newsagents. Inspected initially only, no fee associated.

LOW RISK - Preparation of low risk food groups, e.g. Bed & Breakfast establishments. Inspected annually, fees currently \$50 per annum, plus \$55 initial application fee.

MEDIUM RISK - Higher risk level food groups: Typically a commercial restaurant, take-away, cafe kitchen; inspected annually, but more often if substandard. Fees currently \$50 per annum, re-inspection fee \$50; plus \$55 initial application fee.

HIGH RISK - Food businesses that require a food safety plan for vulnerable persons care such as child care centres and aged care facilities. Inspection and audit bi-annually, fees associated currently \$50 per annum, re-inspection fee \$50; plus \$55 initial application fee; food safety audit \$110.

The first step you need to take if you are considering starting a new food business is to contact the Shire's Planning Services and Building Services section and make them aware of your intentions. They will guide you through any applications you may be required to make. If you are required to obtain any permit from these sections this must be done prior to submitting your application to the Shire's Environmental Health Services section.

Once you have satisfied any planning or building requirements, you will need to complete the following steps in order for your application to be assessed against the relevant health requirements:

1. Submit an application for approval of plans of a health related premises ensuring to attach two copies of the floor plan, and details of all surfaces, fittings and equipment of the proposed business. For more information please refer to the Australian Standard for the design, construction and fit-out of food premises, AS 4674- 2004. Be aware that this also includes any major changes to an existing premise.
2. An Environmental Health Officer (EHO) will assess your application. If compliant you will receive an approval to construct outlining certain conditions (if any).
3. Contact Environmental Health services once construction has completed to arrange for final inspection.
4. A Registration/Notification of a Food Business form will then need to be completed and will be assessed.
5. It is a requirement that the applicant has some form of food safety experience or training.

6. You will then be subject to compliance with the Food Act 2008 and associated Food Safety Standards.

Buying an Existing Food Business

If you are buying an existing food business you should lodge a settlement enquiry with the Shire. You will be provided with a report advising you if there are any outstanding improvement notices on the premises. Once satisfied with this information you will need to complete a new Registration/Notification of a Food Business form where a food business registration certificate will be issued to you. You will then be subject to compliance with the Food Act 2008 and associated Food Safety Standards.

New proprietors should note that purchasing an existing food business that is closed does not necessarily mean the business is compliant with the food legislation. Once a business is closed, it must comply with all current legislation before reopening.

The Food Premises design has three basic principles:

- To exclude locations this could afford harbourage to vermin, through the elimination of cavities, cracks and crevices.
- To facilitate ease of cleaning by measures, such as providing easy access to all surfaces and ensuring that all surfaces are durable, smooth, impervious and washable.
- Incorporating in the design process provision for safe food handling practices, so that the risk of contamination is minimised.
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Before carrying out any alterations or construction, contact the Environmental Health Officer for a free on-site meeting in order to discuss your proposal in detail, so that any potential problems can be identified.

2. SUBMISSION OF PLANS

Two copies of detailed scaled drawings must be submitted to the Shire's Environmental Health Service of all proposed food premises; approval cannot be granted until satisfactory plans have been received.

The scaled floor plan and specifications must include the following details:

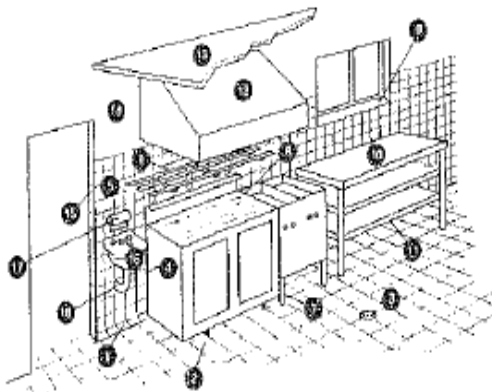
- i. the use of every room
- ii. the structural finishes of every wall, floor and ceiling
- iii. the position and type of every fixture and fitting
- iv. all sanitary conveniences, change rooms, ventilating systems, drains, grease traps and provision for waste disposal; and
- v. plans and specifications of the mechanical exhaust system if cooking is to take place in the food premises.

FIG 1

EXAMPLE OF TYPICAL FOOD PREPARATION LAYOUT FOR A CLASS 1 FOOD PREMISES

REQUIREMENTS – Typical Food Preparation Area

- | | |
|--------------------------------------------|--------------------------------------------|
| 1 Floor wall covering | 10 Preparation bench – steel framed |
| 2 Cupboards | 11 Bottom edge 300 mm above floor |
| 3 Inexpensive floor grout & tile-set | 12 Washbasin (air-aided) overblow canopy |
| 4 Filings attached to wall or 200 mm slope | 13 Rigid smooth faced ceiling |
| 5 Walls fixed to 2000 mm | 14 Smooth cement rendering |
| 6 Sealing between fittings | 15 No outer door frames |
| 7 Gaps 150 mm min | 16 Hand basin, hot & cold water mixing set |
| 8 Open design racks | 17 Soap & towel dispenser |
| 9 Glazed windows 650 mm above prep. bench | 18 Water & clean paper provided in wall |



REQUIREMENTS – Typical Wash-Up Area

- | | |
|-------------------------------------|--------------------------------------------------|
| 1 Floor wall covering | 10 Dishwasher with temperature indicating device |
| 2 Cabinets in under-bench storage | 11 Temp. 55-60°C min |
| 3 Appliances not grouted & in place | 12 Bottom 60-80 mm above floor |
| 4 Hot water (boiler) under the sink | 13 Rigid smooth faced ceiling |
| 5 Washbasin 2100 mm | 14 Smooth concrete rendering |
| 6 Sealing 25 mm clear of wall | 15 Water & drainage pipes concealed in walls |
| 7 Sink and stainless steel | 16 Hand basin, hot & cold water mixing set |
| 8 Thermostat | 17 Soap & towel dispenser |
| 9 Garbage receptacle | |

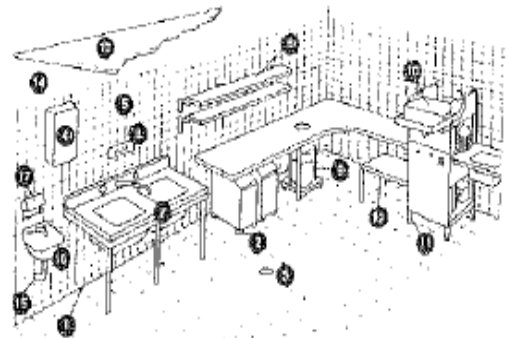
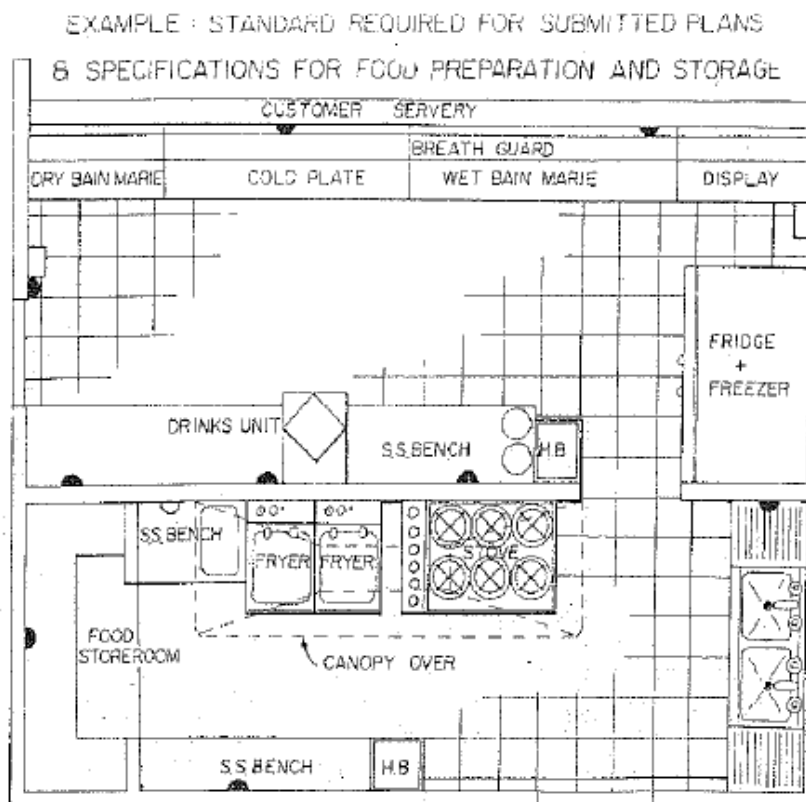


FIG 2

EXAMPLE OF FLOOR PLAN STANDARD REQUIRED FOR SUBMITTED PLANS



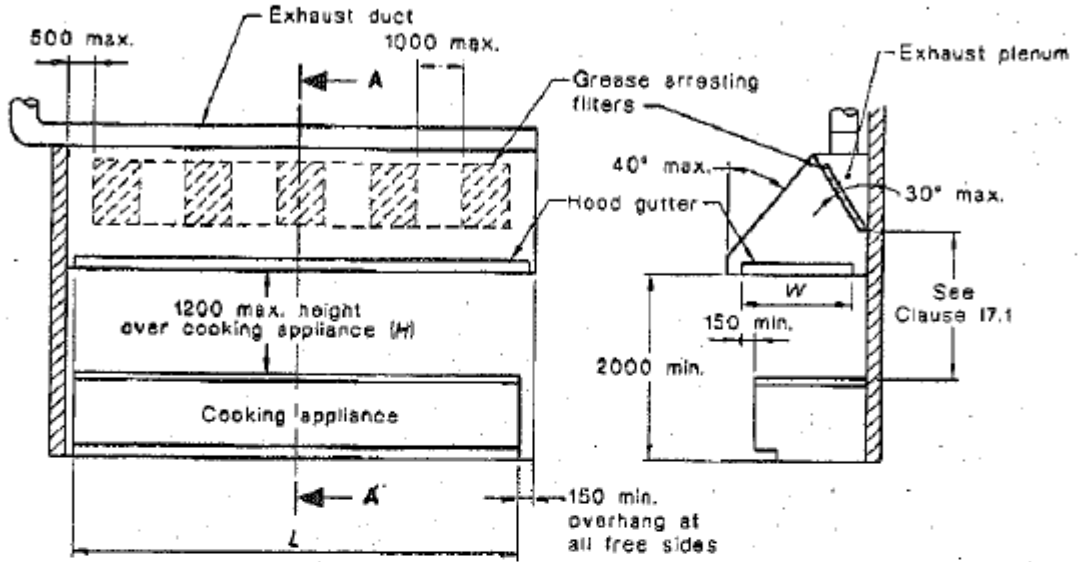
(NOT TO SCALE)

SPECIFICATIONS

- CEILING : GYPSOCK WITH A SMOOTH FLUSH SURFACE & PAINTED WITH A LIGHT COLOURED WASHABLE GLOSS PAINT
- WALLS : TILED TO CEILING HEIGHT
- FLOORS : TILED OR COMMERCIAL QUALITY WELDED VINYL WITH ALL FLOOR/WALL JUNCTIONS COVERED TO A 25mm RADIUS
- COOLROOM : FINISHED WITH COLORBOND MATERIAL. CAVITY BETWEEN COOLROOM WALL & BRICK WALL BEING COMPLETELY FILLED WITH FIBREGLASS WOOL & ALL JUNCTIONS COVER & SEALED WITH SILICONE MASTIC
- CUPBOARDS/ CABINETS & WORKBENCHES : BACKLESS & ON METAL LEGS 150mm HIGH. ALL SURFACES ARE STAINLESS STEEL
- SHELVING : LAMINATED SOLID CORE TIMBER
- DOUBLE BOWL SINK : SUPPLIED WITH HOT & COLD RUNNING WATER. SINK TOP FLASHED TO THE WALL WITH 600mm OF TILES ABOVE.
- EQUIPMENT : STOVE, FRYERS & DRINKS UNIT ON CASTORS
- MECHANICAL : PLANS & SPECIFICATIONS IN ACCORDANCE WITH SHIRE OF SWAN GUIDELINES FOR KITCHEN VENTILATION BEING SUBMITTED SEPARATELY.

FIG 3

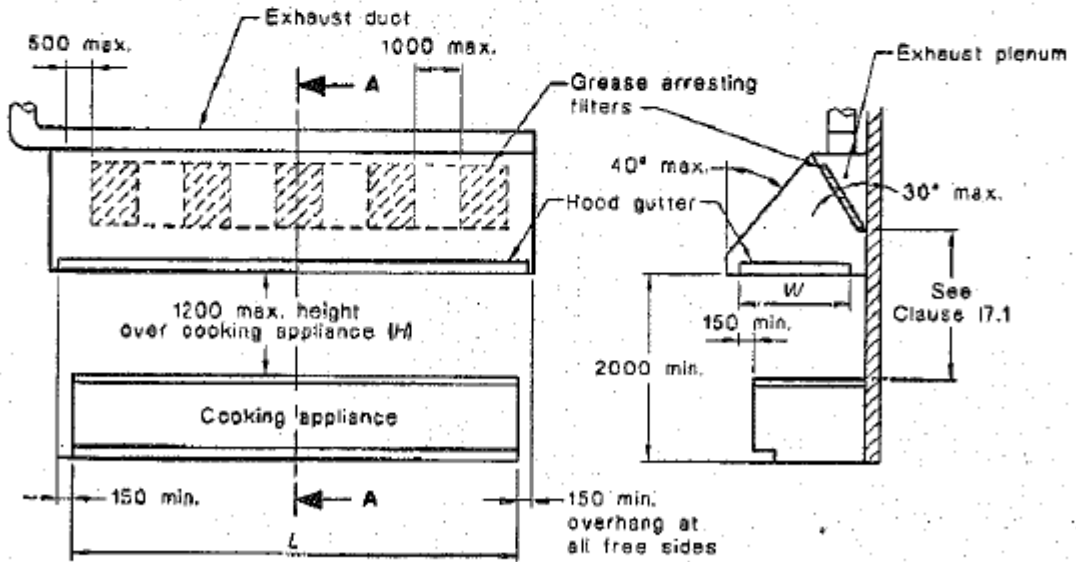
EXAMPLE OF TYPICAL EXHAUST HOOD DESIGN



FRONT VIEW

SECTION A-A

TYPICAL CORNER-MOUNTED HOOD



FRONT VIEW

SECTION A-A

DIMENSIONS IN MILLIMETRES

TYPICAL CANOPY-TYPE SIDEWALL HOOD INCORPORATING GREASE FILTERS