

APPLICATION AND GUIDELINES FOR THE ESTABLISHMENT OR ALTERATION OF A FOOD BUSINESS



Town of Bassendean
Health Services

Reviewed July 2015

APPLICATION AND GUIDELINES FOR THE ESTABLISHMENT OR ALTERATION OF A FOOD BUSINESS

The purpose of these guidelines is to provide information in an easy to read format to assist prospective food business proprietors and builders comply with the relevant food regulations and health local laws.

FOOD BUSINESS

The proprietor of a food business is required to apply to the Town for approval prior to establishing or significantly altering a food business. The application is to be accompanied by:

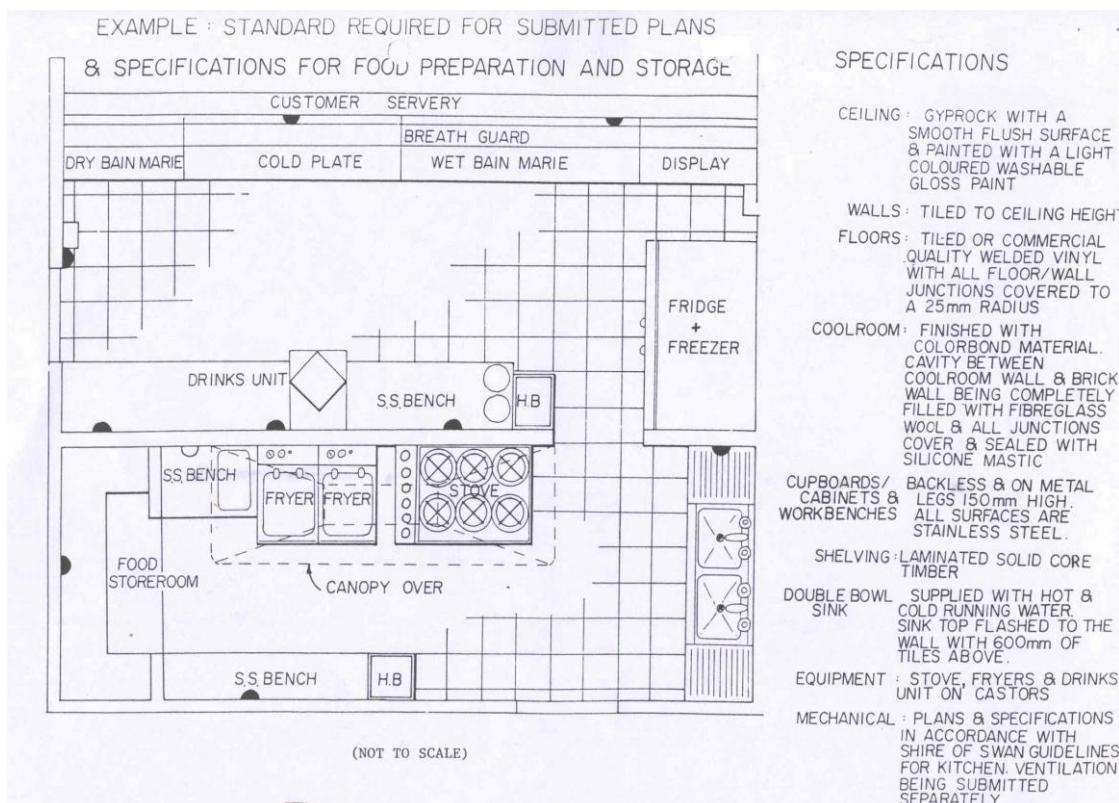
- (a) 2 sets of scaled plans detailing the design and fit out specifications for areas in which food is to be handled, prepared, stored etc during the course of conducting the food business, and
- (b) the appropriate application fee.

SUBMISSION OF PLANS

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 business.

MINIMUM STANDARD OF FLOOR PLAN REQUIRED FOR SUBMISSION



Prior to an approval being issued an on-site meeting with an Environmental Health Officer may be requested in order to discuss your proposal.

DESIGN REQUIREMENTS

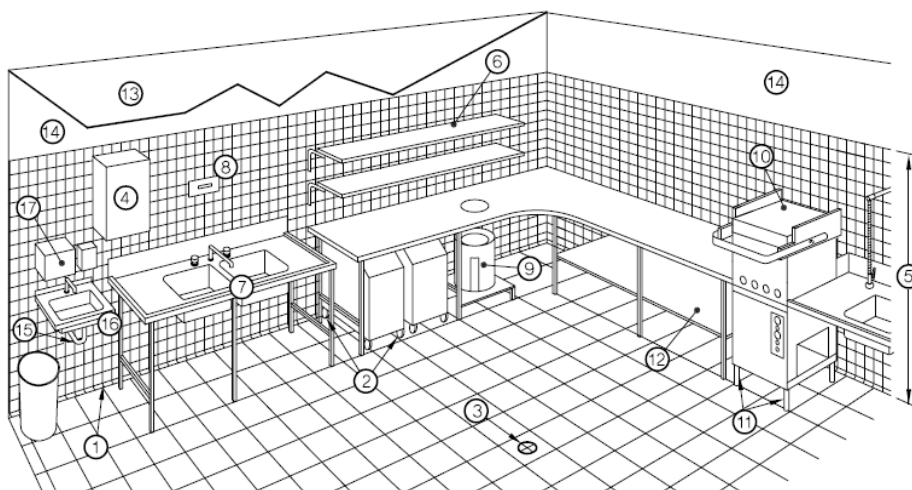
Your food business design must aim to:

1. exclude locations that may allow harbourage to vermin by such measures as eliminating cavities, cracks and crevices.
2. facilitate easy cleaning by measures such as providing open access to all surfaces where grease and dust may accumulate and ensuring that all surfaces are durable, smooth, impervious and washable.
3. allow the flow of food in one direction, from receipt, to storage, to preparation, to packing/serving/dispatch incorporating in the design process, provision for safe food handling practices so that the risk of contamination is minimised.

Further to the above the areas used for food handling, storage of food packaging or equipment used in food preparation are required to be designed and located separate from:

- a. chemical storage areas;
- b. toilets and change rooms;
- c. garbage and recyclable material storage areas; and
- d. areas used for activities which may contaminate food or food preparation surfaces.

TYPICAL LAYOUT OF A FOOD BUSINESS



LEGEND:

- | | |
|---|--|
| ① = Floor/wall coving | ⑩ = Dishwasher with temperature indicating device |
| ② = Castors to under bench storage | ⑪ = Legs 150 mm min. |
| ③ = Impervious floor graded and drained | ⑫ = Underside of support bracket 150mm to the finished floor surface |
| ④ = Hot water heater sealed to wall | ⑬ = Painted plasterboard ceiling |
| ⑤ = Walls tiled | ⑭ = Smooth cement rendering |
| ⑥ = Shelving 25 mm clear of wall | ⑮ = Water drainage pipes concealed into walls |
| ⑦ = Sink unit on metal frame | ⑯ = Hand basin, hot and cold water mixing set |
| ⑧ = Thermometer | ⑰ = Soap and towel dispenser |
| ⑨ = Garbage receptacle | |

FIGURE 4.2 TYPICAL WASH-UP AREA

TOWN of BASSENDEAN
APPLICATION FOR APPROVAL
TO ESTABLISH or ALTER A FOOD BUSINESS



APPLICANT DETAILS

| | |
|------------------|------------|
| Applicant's Name | |
| Postal Address: | |
| Suburb: | Post Code: |
| Daytime Phone: | Fax No: |
| Mobile: | Email: |

DETAILS OF BUSINESS

| | |
|--|---------|
| Proposed Trading name of Business: | |
| Proposed address of Food Business: | |
| Type of business (i.e. restaurant/take-away, warehouse): | |
| Description of food handling activity if not captured above: | |
| Estimated number of staff at any one time: | |
| Phone: | Fax No: |
| Mobile: | Email: |

A scaled floor plan and specifications of the food business or alterations is submitted with this application including:

1. the use of every room;
2. the structural finishes of every wall, floor and ceiling
3. the position and type of every fitting and fixture;
4. all sanitary conveniences, change rooms, storeroom, ventilating systems, drains, grease traps and provision for waste disposal; and
5. plans and specifications of the mechanical exhaust system if cooking is to take place in the food business.

| | |
|--------------------------|------|
| Applicant's Signature: X | Date |
|--------------------------|------|

FEES

| |
|-------------------------------|
| Fee Payable - \$159.00 |
|-------------------------------|

NB: Construction and fitting out cannot commence until payment of the application fee and receipt of conditions of approvals from the Town's Health Department.

PAY IN PERSON

At Town of Bassendean Customer Services Centre, 35 Old Perth Road, Bassendean during hours 8:30am to 4:30pm Monday to Friday.

PAY BY MAIL

Send completed renewal form together with your cheque or money order; or if paying by credit card complete the section provided on the right and send to Council's office at above address.

| | | | |
|--|-------------------------------|------------------------------------|-----------|
| PLEASE COMPLETE THIS SECTION IF PAYING BY CREDIT CARD | | | |
| Name as shown on Card | | | |
| Card Holder Address | | | |
| Signature | | | |
| <input type="checkbox"/> Bankcard | <input type="checkbox"/> Amex | <input type="checkbox"/> Visa Card | |
| Amount \$ _____ | | Expiry Date ____/____ | |
| □ □ □ □ □ | □ □ □ □ □ | □ □ □ □ □ | □ □ □ □ □ |

The following information reflects requirements of the **FSANZ Food Safety Standards**. These standards should also be read in conjunction with the Australian Standards **AS4674-2004 Design, construction and fit-out of food premises**.

DESIGN AND CONSTRUCTION REQUIREMENTS

1 General requirements

The design and construction of food business must –

- (a) be appropriate for the activities for which the business are used;
- (b) provide adequate space for the activities to be conducted on the food business and for the fixtures, fittings and equipment used for those activities;
- (c) permit the food business to be effectively cleaned and, if necessary, sanitised; and
- (d) to the extent that is practicable -
 - (i) exclude dirt, dust, fumes, smoke and other contaminants;
 - (ii) not permit the entry of pests; and
 - (ii) not provide harbourage for pests.

2. Water supply

Food business must have an adequate supply of potable water for all activities that use water that are conducted on the food business.

3. Sewage and waste water disposal

Food business must have a sewage and waste water disposal system that –

- (a) will effectively dispose of all sewage and waste water; and
- (b) is constructed and located to prevent the polluting of the water supply or contamination of food.

Note: refer to the Water Corporation to ascertain grease trap requirements in sewered areas. For non sewered areas please contact the Town's Health Department for further advice.

4. Storage receptacles for garbage and recyclable matter

Food business must have facilities for the storage of garbage and recyclable matter that -

- (a) adequately contain the volume and type of garbage and recyclable matter;
- (b) encloses the garbage or recyclable matter, where necessary to keep pests and animals away; and
- (c) are designed and constructed to be easily and effectively cleaned.

5. Ventilation

Food business must have sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapours from the food business.

The Australian Standards require a mechanical exhaust system in all kitchen and cooking areas where cooking appliances have a total maximum input exceeding 8kW for an electrical appliance, or total gas input 29 MJ/h for a gas appliance, or any deep fryer appliance.

The Food Safety Standards require exhaust canopies comply with the Australian Standard AS1668.2 - 2002 for construction and performance.

6. Lighting

The food business must be provided with sufficient natural or artificial light for the activities conducted on the food business. In areas where food is handled or stored the light fitting shall be designed:

- a) to prevent contamination should the globe shatter; and
- b) be free from any features that may harbour dirt, dust or insects or make the fitting difficult to clean

7. Floors

Floors in food handling, cleaning, sanitising and personal hygiene areas must be designed and constructed in a way that is appropriate for the activities conducted on the business.

Floors must –

- (a) be able to be effectively cleaned;
- (b) be non-absorbent;
- (c) be laid so that there is no pooling of water and or harbourage of pests.

8. Walls and ceilings

Walls and ceilings must be designed and constructed in a way that is appropriate for the activities conducted on the food business. In areas where food is unpackaged food is stored, handled etc the panel type ceilings will not be approved.

Walls and ceilings must be –

- (a) sealed to prevent the entry of dirt, dust and pests;
- (b) non-absorbent;
- (c) able to be effectively cleaned; and
- (d) unable to provide harbourage for pests.

FIXTURES, FITTINGS AND EQUIPMENT

9. General requirements

Fixtures, fittings and equipment must be –

- (a) adequate for the production of safe and suitable food; and
- (b) fit for their intended use.

Note: double bowl sinks for washing and sanitising is deemed to be adequate. Where food handling involves frequent washing of fruit and vegetables a food preparation sink should be installed.

Fixtures and fittings must be designed, constructed, located and installed, and equipment must be designed, constructed, located and, if necessary, installed, so that –

- (a) there is no likelihood that they will cause food contamination;
- (b) they are able to be easily and effectively cleaned;
- (c) adjacent floors, walls, ceilings and other surfaces are able to be easily and effectively cleaned; and
- (d) they do not provide harbourage for pests.

The food contact surfaces of fixtures, fittings and equipment must be –

- (a) able to be easily and effectively cleaned and, if necessary, sanitised
- (b) non absorbent if there is a likelihood that they will cause food contamination; and
- (c) made of material that will not contaminate food.

10. Connections for specific fixtures, fittings and equipment

Automatic equipment i.e. glass washers etc that use water to sanitise must only operate for the purpose of sanitation when the water is at a temperature that will sanitise the utensils or equipment.

11. Hand washing facilities

Hand washing facilities that can be easily accessed by food handlers are to be provided-

- (a) Within areas where food handlers work if their hands are likely to be a source of contamination; and
- (b) Immediately adjacent to the toilets or toilet cubicles.

Hand washing facilities must be –

- (a) permanent fixtures;
- (b) plumbed with a supply of warm running potable water;
- (c) of a size that allows easy and effective hand washing; and
- (d) clearly designated for the sole purpose of washing hands, arms etc.

MISCELLANEOUS

12. Storage facilities

Food business must have adequate storage facilities for the storage of items that are likely to be the source of contamination of food, including chemicals, clothing and personal belongings. Storage facilities must be located where there is no likelihood of stored items contaminating food or food contact surfaces.

13. Toilet facilities

A food business must ensure that adequate toilets are available for the use of food handlers working for the food business. Toilet facilities are to comply with the Building Code of Australia and business accommodating more than 20 persons (including staff) require public toilets.

14. Vehicles Used To Transport Food

Food transport vehicles are to be designed and constructed to protect food and be able to be effectively cleaned and if necessary, sanitised.

15. Garbage Storage Area

A suitable enclosure is required for the storage and cleaning of rubbish bins on the business.

The enclosure shall:

- (a) be of a sufficient size to accommodate all bins used on the business and not less than 3 x 2 metres;
- (b) have a floor constructed of concrete and graded evenly to an industrial wastewater trap and properly connected to an authorised drainage system;
- (c) be enclosed by walls to a minimum height of 1.5m and fitted with a self closing gate, and
- (d) have a water tap and length of hose.

For further information on food safety standards for food premises go to:
http://www.foodstandards.gov.au/publications/documents/3_2_3.pdf