Application for Approval to Establish or Alter a Food Business

Applicant's Details

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

Business Details

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 are attached to this application including:

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

Applicant's Signature: X	**Date**

NB: Construction / fitting out shall not commence until the application has been approved by the Town's Health Services.

The personal information collected on this form will be used by the Town of Bassendean to manage and administer its services and meet legal and governance obligations. Your information may be disclosed to relevant third parties where necessary to provide these services or where required or permitted by law.

Design, Construction and Fit-out Requirements

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.*

General Requirements

The design and construction of food business must:

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

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.

Sewage and wastewater disposal

Food business must have a sewage and wastewater disposal system that:

- will effectively dispose of all sewage and wastewater; and
- is constructed and located to prevent the polluting of the water supply or contamination of food.

Storage receptacles for garbage and recyclable matter

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

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

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.

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:

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

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:

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

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:

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

Fixtures, Fittings and Equipment

Fixtures, fittings and equipment must be:

- adequate for the production of safe and suitable food; and
- 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:

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

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

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

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.

Hand washing facilities

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

- within areas where food handlers work if their hands are likely to be a source of contamination; and
- immediately adjacent to the toilets or toilet cubicles.

Hand washing facilities must be –:

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

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.

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.

Garbage Storage Area

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

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