

Fit Out Guidelines for Food Premises

Environmental Health Services

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Introduction

Thank you for contacting City of Kingston's Environmental Health Services regarding establishing your new food premises within the City of Kingston. In Victoria, under the *Food Act 1984*, all food businesses that prepare, store and handle food for sale require registration or notification with their local Council.

This guide has been prepared to assist businesses to comply with the Food Act and the Food Standards Code. It is recommended that they are used in conjunction with this guide. Reference copies of these standards are available from Food Standards Australia and New Zealand at www.foodstandards.gov.au

Before proceeding with the registration process you are advised to contact Council's Statutory Planning and Building departments for any further requirements.

Building: 1300 653 356

Planning: 1300 653 356

You are also required to contact South East Water to ascertain their requirements relating to the provision of a grease interceptor (trap).

South East Water, Trade Waste Department: (03) 9552 3662

Advice on setting up and running a small business is available from Council's [Economic Development Unit](#): 1300 653 356

If you have any questions please contact Environmental Health Services on 9581 4573.

1. Process of Registration

- ❖ Contact Council and other relevant authorities to ensure all approvals and permits are obtained.
- ❖ Provide details of the proposed mobile food business in the form of a detailed floor plan along with a completed **Application Form for Food Premises** and the appropriate fee.

Plans must be:

- Drawn to scale of not less than 1:100 (1m – 1cm)
 - Show the layout of the premises including yards.
 - Include the type and location of all proposed fittings, fixtures, equipment and greasetrap.
 - Show where cleaning equipment, refuse and employees personal items are to be stored.
 - Include a schedule of finishes, which describes the types of materials to be used in the construction of all floors, walls, ceilings, benches, shelving, cupboards and equipment.
 - Show the workflow of the product from delivery through to point of sale/distribution.
- ❖ Provide a sample menu or list of products to be prepared or sold by the business.

The submitted application will be assessed by an Environmental Health Officer. If the application is approved then an 'approval letter' together with a stamped copy of the 'approved plans' will be issued and the construction and fit out of the premises may commence. If the plans are not approved then the applicant will be notified and the reason why given. The applicant will be advised to amend and resubmit the application.

While it is not a legal requirement to submit plans for approval, it is highly recommended to ensure your fit out meets the legal standards. This means that you won't need to make costly alterations prior to being approved to operate.

We recommend that you request for a progress inspection while building works are in progress as this is the best time for an Environmental Health Officer to identify any potential non-conformances and to address these before the works are complete.

When the construction or fit out has been completed then the applicant must contact Council's Environmental Health Services to arrange for a 'final inspection' of the premises.

If the Officer is satisfied with the premises at the final Inspection then an 'application to register' will be provided to the applicant.

The applicant must return the completed 'application to register' form together with the relevant fee plus a copy of the Food Safety Supervisor (FSS) Certificate.

An application with your details and details of the proposed business is a legal requirement. When all forms and fees have been received the Certificate of Registration for the food premises will be issued.

1.1. FOOD BUSINESS CLASSIFICATION

In Victoria, food businesses are classified into separate 'categories'. This is based on the highest risk food handling activity at the premises.

There are four classes, the highest risk being Class 1 e.g. a nursing home, to Class 4 e.g. a newsagent selling pre-packaged confectionary.

The Department of Health and Human Services has developed a food business classification tool to provide a consistent approach to the categorisation of food premises. It can be viewed at www.health.vic.gov.au/foodsafety/foodclass/ Some common examples are:

Class	Description	Common Examples
Class 1	Premises handle potentially hazardous food that is served to vulnerable groups.	Aged care facilities, child care centres, hospitals.
Class 2	Premises handles unpackaged potentially hazardous foods which need temperature control.	Restaurants, fast food outlets, caterers, most manufacturers, cafés.
Class 3	Premises handles low risk unpackaged foods, or pre-packaged potentially hazardous foods which need refrigeration.	Milk bars convenience stores.
Class 4	Premises handles only low risk packaged foods.	Pharmacies, bottle shops, newsagents.

1.2. FOOD SAFETY PROGRAMS

Class 1 and **2** food businesses are required to have a Food Safety Program in place before they can be registered under the Food Act. A food safety program is a written document that shows how food is being prepared, served, manufactured or sold, and that it is occurring in a safe manner.

A **Class 1** premises must have an independent food safety program that is tailored to take into account the food handling activities at that premises. A **Class 2** premises has the choice of using any suitable template already registered with the Department of Health and Human Services or using an independent program developed for the business. A Food Safety Program developed specifically for a food business must be audited by a Department of Health and Human Services Approved Auditor.

Further information on Food Safety Programs can be found at:

www.health.vic.gov.au/foodsafety/bus/templates.htm

1.3. FOOD SAFETY SUPERVISORS

Class 1 and 2 food premises are required to have a Food Safety Supervisor and must notify Council of their nominated person.

The Food Safety Supervisor must have a Statement of Attainment that shows completion of the required food safety competencies from a registered training organisation. More information on these standards can be found at www.health.vic.gov.au/foodsafety/skills_knowledge/fss.htm

2. Sharing a Food Business

If you are moving into an already existing food premises you are required to have a separate Food Act registration and therefore will be required to submit the 'Application form for Food Premises' along with a 'Consent to Disclose Information' form.

Both registered proprietors will be equally responsible for the activities conducted on the premises. It is vital that arrangements of how the facility will be shared are made clear in the application and that both parties have an agreement in place clarifying how the premises will be shared and how the operations will be separated.

It is the responsibility of all proprietors to ensure they are operating in accordance with the requirements of the Food Act 1984 and the Food Standards Code of Australia New Zealand.

3. Home Based Food Businesses

Private homes will not normally be granted registration for a Class 1 or 2 business unless they have an area separate from the living area which can meet all the requirements of this guide. Registration may be granted for a Class 3 or 4 premises, further advice should be obtained from an Environmental Health Officer.

- It is recommended that a sink within the home can be designated as a hand wash basin for the purpose of the business.
- All equipment being used by the business will need to be adequately cleaned and sanitised so you need determine if all of these food contact surfaces can fit in your dishwasher/double bowl sink.
- Details of how the equipment/food/packaging being used by the business will be stored separately will need to be provided- this can be done through identifying it on the floor plan or providing an explanatory note along with the application.

4. Transfer Inspection and Report

If you are buying a food business, you can request a 'Transfer Inspection' prior to settlement to ensure the premises complies with the requirements of the Food Act and Food Standards Code. To request an inspection and report, complete and return the 'Request for Transfer Inspection form,' 'Consent to Disclose Information form' along with the stated fee. A minimum of 7 days notice is required.

The Transfer Report will include an 'Application form to Transfer' the registration under the Food Act from the current proprietor to the purchaser. The form must be signed by both parties.

Proprietors should also contact other authorities, such as Council's Building and Town Planning departments, South East Water Trade Waste Department (03 9552 3662) and the Office of Gas Safety (1800 652 563).

5. 'Fit Out' of Premises

It is important to get the 'fit out' of your business to as high a standard as possible from the beginning, as once you are in operation it can be difficult and costly to make changes.

- Consider the flow of deliveries, production and finished food products and ensure it is in a logical order (e.g. garbage disposal areas should be separate from food preparation areas).
- Make sure you have enough space for your processes. Overcrowded spaces are harder to keep clean.
- Eliminate any dead spaces or seal any gaps and cracks which can hinder cleaning and provide a home for pests.
- Avoid the use of skirting boards, rails, or other ledges which can attract dust
- The materials used in construction must be smooth, impervious, and durable, allowing it to be effectively cleaned and maintained.

5.1. FLOORS

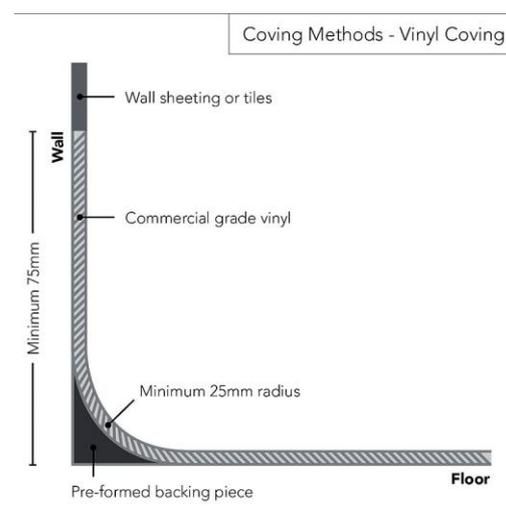
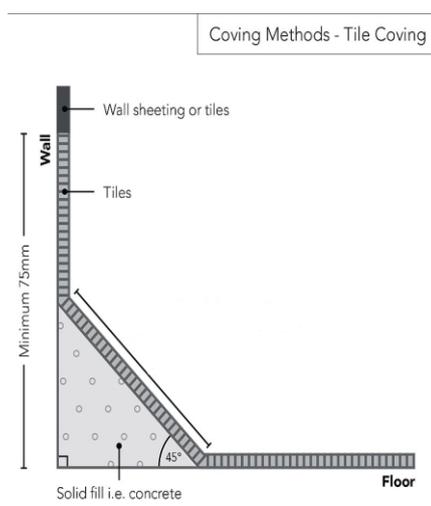
Floors in food preparation and storage areas must be durable and non-porous.

Suitable materials may include ceramic tiles, sheet vinyl with welded seams and floated or painted epoxy products.

Coving is required at the floor wall junction of all wet areas and at food preparation and storage areas.

Suitable coving material may include:

- Vinyl sheeting with welded seams laid over a preformed fillet/extrusion
- Formed concrete
- Ceramic coving tiles of 100mm wide ceramic tiles laid at 45° angle
- Aluminum coving may be used where it is cemented into the corner.



Floors that are hosed down for cleaning or are regularly wet must install appropriately graded floor waste drains connected to sewer.

5.2. WALLS AND CEILINGS

Walls and ceilings in food preparation and storage areas must be smooth, durable and impervious as they must be able to be effectively cleaned and sealed to prevent the entry of dirt, dust and pests. All junctions, corners and gaps must also be sealed to prevent the accumulation of dust and food debris and prevent the entry to or the harbourage for pests on the premises.

Wall surfaces next to food preparation, cooking, and washing up areas should be finished with a splashback which is:

- Made from a durable material such as ceramic tiles, vinyl sheeting or stainless steel wall panels/sheets.
- They must be at least 1.8m in height from the floor at the rear of all cooking equipment, food preparation and wash up area or to a height of at least 450mm at the rear of all sinks or bench tops which are attached to the wall.
- All splashbacks must be securely attached to the wall and properly sealed.

Ceilings above food preparation and storage areas must be of a smooth continuous construction e.g. plasterboard. **Removable drop-in or suspended ceiling panels are not suitable for use in food preparation or storage areas.**

5.3. FIXTURES, FITTINGS AND EQUIPMENT

Fixtures, fittings and equipment must be:

- Fit for its intended purpose and commercial grade.
- Be designed and installed to allow the safe receiving, storage, processing, packaging and sale of food.
- Constructed from durable non corrosive material that is able to be thoroughly cleaned.
- Installed 150mm off the floor or on lockable castors to allow movement.
- It is recommended that cooking equipment is installed with flexible hoses where possible to allow for movement and access for cleaning
- Designed not provide harbourage for pests.
- Connected to the sewerage system. (If they generate liquid waste i.e. cool room, coffee machine)

5.4. SINKS

A **double bowl sink** with a continuous supply of running hot and cold water through a single outlet at each bowl must be provided for cleaning and sanitising utensils and equipment. Adequate space and racking must be provided adjacent to the sink for loading and drying.

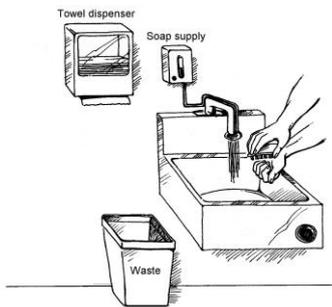
Sinks must be large enough to immerse the largest equipment used within the food business.

Alternatively a **commercial dishwasher**, with a minimum 82°C sanitising rinse cycle may be used in addition to a single bowl sink. The dishwasher must also be large enough to hold the largest equipment used.

In addition a separate **food preparation sink** must be provided if the business involves food preparation such as fruit and vegetables. This sink is to be solely for food preparation and must be provided with hot and cold water through a single outlet. The food preparation sink should be located away from the cleaning and sanitising sinks to prevent against possible contamination.

A 'hands free' **hand wash basin** must be installed in areas where unpackaged food is handled.

- They should be located where they are easily accessible to food handlers, no further than 5m from areas where unpackaged food is handled. Several hand basins may need to be installed in a premises.
- They must be provided with an instantaneous supply of warm running water delivered through a single hands free outlet.
- There must be a supply of liquid soap and paper towels in fixed wall mounted dispensers adjacent to the hand wash basin.
- Must be designated for hand washing only and be unobstructed at all times.
- A refuse bin with a swing lid must be located nearby for the disposal of the paper towels.



A **cleaner's sink** is required for the cleaning and sanitising of cleaning of cleaning equipment and for the disposal of mop bucket waste water. This sink must be fitted with hot and cold running water and connected to the main sewer.

The hot water service must be large enough to deliver a sufficient supply of hot water (to cope with peak usage) to all sinks at all times.

[Note: Service pipes should be concealed within walls or fixed away from walls with brackets](#)

5.5. STORAGE

There must be enough storage space within the premises for all items required by the business. Storage will need to be provided for the following:

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

Open food must be stored in sealed food grade containers that are pest proof. Any exposed food whether in the kitchen, servery, storeroom or front counter must be protected from contamination.

Further storage that is separate to food storage areas will be required for containers and packaging, cleaning products, chemicals and equipment, staff clothing, office supplies and personal items and waste.

[All storage areas must be suitably constructed shelving which is at least 150mm off the floor.](#)

5.6. REFRIGERATION AND COOL ROOMS

Cold storage equipment must be able to quickly lower the core temperatures of foods to 5°C or less and maintain these temperatures at all times including during periods of extreme temperatures.

There must be sufficient space to store all perishable food and to allow for the separation of raw and cooked foods.

Shelving and storage racks must be constructed of a suitable and durable material, they must also be resistant to corrosion and able to be easily cleaned (for example materials such as aluminium are likely to rust). If shelving is laminated you will need to determine whether the laminated surface will withstand the traffic and weight of heavy containers going in and out of this area.

Condenser units in cool rooms and freezer rooms must be properly drained and connected to sewer. Condensation discharging into a bucket is not an approved method.

Cool room floor, wall, and ceiling surfaces must be constructed of an approved material. Suitable coving must be provided at floor-wall junctions.

5.7. LIGHTING

Lighting must comply with Australian Standard 1680 Part 1 - 1990, and be sufficient for the activities conducted by the business. Adequate lighting must be installed in all areas including cool rooms, freezer rooms, and dry store areas.

Light fittings in food preparation and storage areas must be flush mounted or recessed into the ceiling and fitted with shatter proof diffusers or globes.

5.8. VENTILATION

There must be suitable and sufficient natural or mechanical extract ventilation above cooking and wash up areas to effectively remove fumes, smoke, steam and vapours.

Exhaust canopies must comply with Australian Standard 1668.2 – 1991. The hood of exhaust canopies must extend a minimum of 150mm beyond the front, rear and sides of all heat emitting appliances.

When installing exhaust canopies consider the location of motors, fans, flues and vents so that any noise or odours do not affect people in adjoining properties. Please refer to the specifications of any heat emanating equipment i.e. dishwashers and cooking equipment which can often provide further details on the requirement for mechanical ventilation.

5.9. GARBAGE

The premises must have enough bins for the disposal of refuse and recyclable materials both inside and outside of the premises.

The outside bin storage area must:

- Be located in a separate, suitable area of the premises.
- Be large enough to include all bins.
- Include a **bin wash area** that is paved, sealed, graded and drained via a 'silt trap' to sewer, and supplied with hot and cold running water. The bin wash area must be located outside. If located inside it must be a separate ventilated room.

5.10. SEWAGE AND WASTE WATER DISPOSAL

All wastewater pipes from the premises must be connected to the sewer.

The grease interceptor should be installed outside the food premises and clearly marked on the submitted plans. South East Water must be contacted for advice regarding the installation of a grease interceptor.

5.11. PEST CONTROL

The premises should be built in a way to prevent the entry of pests including rodents, birds, animals, and insects. Exterior doors should be fitted with a 'self-closer' and a 'pest strip' at the base. Windows should be fitted with tight fitting mesh screens or be permanently closed. If doors are to be left open during trade they must be fitted with an air curtain/fly screen door.

All holes, gaps and spaces in walls, floors and ceilings must be sealed to prevent the entry and harbourage of pests. This includes where pipes and conduits pass through walls, ceilings and floors.

As a proactive control measure, prior to opening approved bait stations must be positioned throughout the premises for the continuous monitoring of pests.

5.12. TOILETS

Toilets must be provided for staff within the food premises, or nearby if the premises is within a large retail complex.

An **airlock** must be provided between a toilet cubicle and any space where food is stored, prepared or served. Toilet and airlock doors must be self-closing. There must be adequate ventilation provided within this area. The toilet must have a hand wash basin with liquid soap, paper towel and a waste bin.

Customer toilets may be required and if so the number of toilets is determined by the Building Code of Australia. City of Kingston Building Services can be contacted on 1300356 653 for advice.

6. Food Transport Vehicles

Vehicles used to transport food must protect food from contamination. For vehicles transporting unpackaged food the internal surfaces must be smooth and easily cleanable.

If temperature control is necessary during transportation a refrigerated vehicle will be required, which displays a digital reading of the temperature.

7. Food Recalls

Food may be recalled from sale if it poses an unacceptable safety risk to consumers or for reasons of product quality.

Food recalls are alerted to the public in many ways including via the media, a phone call or letter from your supplier, a Council officer, word of mouth or when visiting your local supermarket.

Manufacturers, wholesalers, distributors and importers must be able to produce a written recall plan at the request of an Environmental Health Officer. For help writing a recall plan for your business, contact the Food Standards Advice Line on 1300 652 166 or visit www.foodstandards.gov.au.

If food is recalled, retailers and other registered food businesses MUST remove it from sale and follow the recall procedures in their Food Safety Program, and any directions on the product recall notice.

Details on current food recalls can be found on the [Product Recalls Australia](http://www.productrecalls.gov.au) website.

8. Food Labelling

All food businesses are required by law to ensure the food which they sell is labelled in accordance to the Food Standards Code of Australia.

Food labels can provide a wide range of information to help consumers make food choices. Food labels also help to protect public health and safety by displaying information such as use by dates, ingredients, certain allergens, instructions for storage and preparation, and advisory and warning statements. FSANZ sets standards for what information must be on food labels.

This is also developed upon in the <http://www.foodstandards.gov.au/consumer/labelling/Pages/default.aspx> website.

9. Tobacco Act

Any food business with a dining area is required to display 'no smoking' signs. The signs can be downloaded from <http://www.health.vic.gov.au/tobaccoreforms/resources.htm>. Alternatively, you can contact Council's Health Department or the Tobacco Information Line on 1300 136 775.

If you intend to have an outdoor smoking area you will be required to provide details of this alongside your food premises application. Further information regarding the requirements for outdoor dining areas is available at: <http://www.health.vic.gov.au/tobaccoreforms/outdoor.htm>

10. Food Safety

10.1. STORAGE AND DISPLAY OF POTENTIALLY HAZARDOUS FOOD

Ensure potentially hazardous food is stored under the following conditions:

- Food that requires refrigeration to be storage and displayed at or below 5°C
- Food that is intended to be stored frozen to be stored at or below -15°C
- Food that is intended to be hot held to be stored at or above 60°C

Food is not to be stored directly on the floor, shelving units to be provided. All food stored must be covered or sealed in food grade containers.

All raw and ready to eat foods must be separated to prevent cross contamination. This can be achieved through storing all raw products on the bottom shelves of the cold storage units and all ready to eat products above raw products.

10.2. CLEANING AND SANITISING

All fixtures, fittings and equipment must be maintained and cleaned so there is no accumulation of food waste, dirt, grease or other visible matter.

Bench tops, surfaces of equipment in contact with food and storage appliances must be kept in a clean and sanitary condition to reduce the likelihood of contaminating food. 'Sanitary' means cleaning first, followed by heat and/or chemical treatment at the right concentration. 'Food-grade' chlorine-based sanitisers can be used for this purpose.

The containers used for chemical storage should be appropriately labelled. Chemicals must not be stored near the food or any packaging likely to come in contact with food to avoid the risk of contamination.

11. Checklist for new food premises

This checklist is designed as a summary of the key issues for operators of food premises. These requirements are based on the Food Safety Standards.

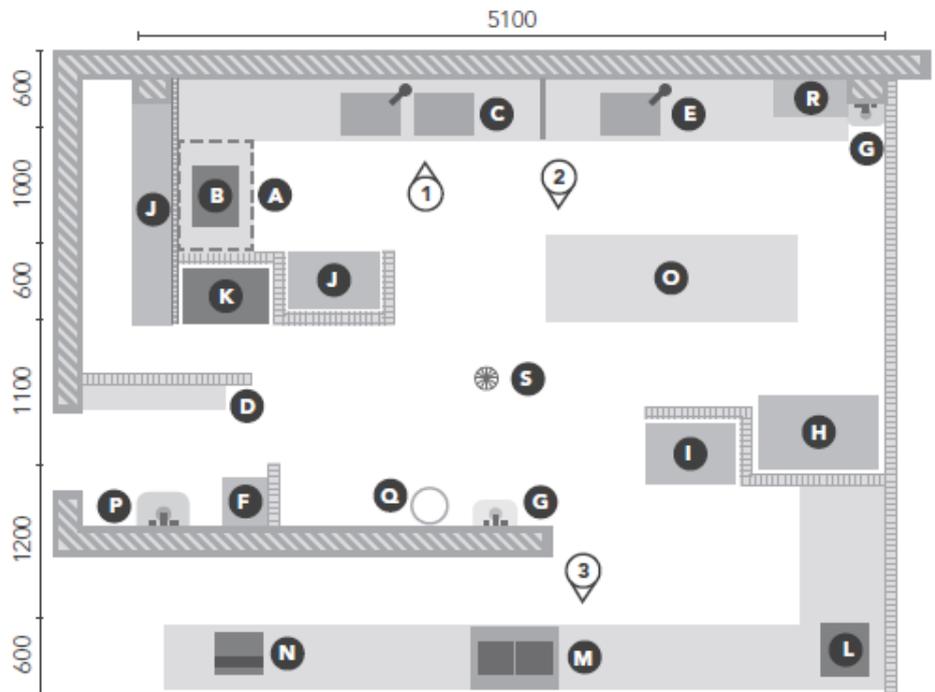
Construction and operation	✓
The premises design and layout is appropriate for the intended use	
Floors are impervious and easy to clean	
Construction and finish of wall and ceiling surfaces are satisfactory	
Cupboards and counter surfaces are satisfactory	
Design of cupboards and counters facilitates easy cleaning underneath and behind	
Openings are protected to minimise entry of dust, pests and other contaminants	
Access to potable water	
Hand wash basin(s) satisfactory	
The premises has liquid soap, single-use towels and warm water available at the hand wash basin(s)	
Ventilation is sufficient to remove fumes, smoke, steam and vapours	
Artificial lighting is adequate	
Waste disposal systems are satisfactory	
The equipment are in a good state of repair and working order	
General food safety requirements	✓
Food is obtained from reputable suppliers	
Food is protected from contamination during transportation	
Food is packaged in a manner and using materials that protects it from contamination	
Potentially hazardous foods are only received at the correct temperature and within date coding	
Raw food is stored separately from prepared or ready-to-eat food	
The refrigerator or microwave oven is used when thawing frozen food	
Cold, ready-to-eat, potentially hazardous food is stored at or below 5°C	
Hot, ready-to-eat, potentially hazardous food is stored at or above 60°C	
Frozen food to be kept frozen is stored frozen	
Raw food is handled so as not to contaminate ready-to-eat food. Separate utensils are used during food processing (eg the utensils used for preparing raw meat are not used for preparing cooked meat or vegetables)	
When cooling cooked, potentially hazardous food, it is cooled: <ul style="list-style-type: none"> • from 60°C to 21°C within two hours and • from 21°C to 5°C within a further four hours 	
When heating potentially hazardous food, it is rapidly heated to 60°C or higher	
Potentially hazardous food is kept under temperature control	
There is a thermometer available where potentially hazardous food is handled (eg probe type accurate to +/- 1°C), and regular temperature checks are made	
Chemicals are kept away from food handling areas	
Food handling areas are kept free from dirt, dust, flies, pests and other contaminants	
The hand wash facility is only used for hand washing	
Administrative items and personal items are stored away from food	

Food Handler Hygiene	✓
Staff have appropriate food safety skills and knowledge	
Food handlers have been informed of their health and hygiene obligations	
Staff who are suffering from foodborne illness are to be excluded from food handling until a medical clearance has been obtained	
Staff wear clean clothing and have hygienic habits	
Food handlers wash their hands adequately and at appropriate times	
Food handlers are not contaminating food	
Food Safety Program	✓
Appropriate food safety program available if required	
Food Safety Supervisor Certificate provided to Council if required	
Cleaning and maintenance	
Floor, walls, ceiling, fixtures, fittings and equipment are maintained in a clean condition	✓
Food contact surfaces of benches and equipment are cleaned sanitised before use and as required	
Containers for waste have close fitting lids and are removed at least daily or as required	
The premises is free from animals and pests. It is recommended that a regular pest control program be used	

12. Example Floor Plan

Equipment List

- A** Mechanical exhaust ventilation
- B** Deep fryer
- C** Double bowl stainless steel wash sink (both 400mmx500mm)
- D** Staff personal effects storage
- E** Stainless steel food preparation sink
- F** Chemical storage unit
- G** Stainless steel hand wash basin (11L capacity)
- H** Upright commercial refrigeration unit
- I** Upright drinks fridge
- J** Dry goods storage
- K** Commercial pie warmer
- L** Coffee machine
- M** Refrigerated display cabinet
- N** Cash register
- O** Stainless steel food preparation bench
- P** Cleaners' sink
- Q** Waste bin
- R** Storage cupboard
- S** Floor waste drain
- T** 300mm stainless steel splashback



Floor Plan

Finishes Schedule

Floor and coving:	Ceramic tiles and coving to all walls.
Walls:	Timber framing.
Wall lining:	10mm plasterboard, white gloss enamel finish
Benches:	Stainless steel bench, splashback and frame.
Front counter:	Laminex bench top, beige.
Ceiling:	Sealed plasterboard, white gloss enamel finish.



City of
KINGSTON



1230 Nepean Highway,
Cheltenham, VIC 3192
PO Box 1000, Mentone, VIC 3194



1300 653 356



131 450



info@kingston.vic.gov.au



kingston.vic.gov.au