

Fit Out Guidelines for Mobile Food Premises

Environmental Health Services



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Introduction

The purpose of these guidelines are to inform businesses selling food from mobile food premises of the construction, design, legal, processing and Streatrader registration requirements under the Victorian Food Act 1984 and the Australian and New Zealand Food Standards Code. These guidelines are to ensure food produced and sold is safe and suitable. These guidelines are relevant to new mobile food premises or alterations to an existing mobile food premises.

1.1. WHAT ARE MOBILE FOOD PREMISES?

Mobile food premises can include but are not limited to vans, buses, trailers, carts and boats which are capable of movement from place to place for the sale of food.

The type of production from mobile food premises can include:

Onsite food preparation - hamburgers, hot dogs and kebabs

One-step food preparation - popcorn, fairy floss, coffee making, and juice squeezing

Pre-packaged food –packaged chips and lollies

1.2. STREATRADER REGISTRATION – APPLICATION FOR TEMPORARY AND MOBILE FOOD PREMISES

Streatrader allows businesses and community groups that sell food from stalls and mobile premises to make a registration application, lodge a notification or Statement of Trade (SOT), manage information and pay fees online to their “principal council” to meet their Food Act registration requirements.

Under the state-wide registration system, one council in Victoria must be primarily responsible for approving your operations. This is referred to as the ‘principal council’. The principal council is:

- The district in which your food business prepares or stores food that is to be sold from the mobile or temporary food premises; or
- If food is not usually prepared or stored beforehand by your business or organisation – the district in which your business mainly garages the mobile food premises or stores the equipment for your temporary food premises

1.2.1. LODGING A STATEMENT OF TRADE

Once an application to register or notify is accepted by the “principal council” the food business or community group can trade anywhere in Victoria, provided a Statement of Trade (SOT) has been lodged with the Council/s in which they will be trading.

You can lodge a SOT at the same time as you register or notify your temporary or mobile food premises in Streatrader if you know the dates you plan to trade. However, you cannot trade until your premises has been registered /notified. You can go back into Streatrader at any time to lodge new SOTs as new trading activities are planned. Please note that you risk a fine if you fail to lodge a Statement of Trade.

Lodge your SOT at least 5 days before trading

There is no charge for lodging a Statement of Trade with any council.

You do not need to lodge a SOT if you are operating a temporary or mobile premises, and are catering at a function or location that is **not open to members of the public** (such as catering for a wedding reception, work function or members dinner).

Further information on Streatrader requirements can be obtained from:

https://streatrader.health.vic.gov.au/public_site/

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 mobile food business
 - Include the type and location of all proposed fittings, fixture and equipment
 - 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.
- ❖ 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 a '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 identified. The applicant will be advised to amend and resubmit the application.

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 mobile food 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 and the Food Safety Program to be used by the business.

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.

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 show 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. 'Fit Out' of Mobile Food Premises

The design and construction of a mobile food premises are required to be:

- Appropriate for the purpose for which they are used
- Contain adequate space for all equipment and food processing
- Capable of being cleaned, sanitised, and maintained
- Prevent the access and harbourage of pests
- Where possible take all practicable measures to reduce dust, dirt, fumes, and smoke

2.1. FLOORS

Floor surfaces are to be constructed of a smooth, impervious, durable material that is able to be easily and effectively cleaned. The floors are required to be laid in a manner which prevents the ponding of water and the harbourage of pests.

Examples of materials suitable for flooring in food preparation and storage areas can include:

- Sealed ceramic tiles
- Stainless steel

Floor covings must be installed and are to be appropriately sealed to wall and adjoining floor surfaces to prevent gaps, to allow for easier cleaning and the reduction in dirt accumulation.

The following areas within the mobile premises should be provided with covings:

- Behind stoves
- Behind food preparation benches
- Wet areas that are cleaned with a hose and water
- Any difficult to reach areas

2.2. STORAGE

Adequate space must be provided for the storage of clothing and personal belongings. Enclosed cupboards used for the storage of clothing and personal belongings to be stored separately from food storage areas.

2.3. WALLS

Walls must be able to be easily and effectively cleaned, non-absorbent and be finished in a light coloured washable surface. Surfaces must be smooth, free of cracks, crevices, ledges, and open joints to ensure that dirt build up, grease, and other contaminants do not accumulate. All walls and service pipes are required to be sealed appropriately to prevent the entry and harbourage of pests.

Walls are to be provided with splash backs behind the following areas:

- Sinks
- Hand wash basins
- Food preparation areas
- Cooking equipment
- Any areas of heavy wear

Appropriate splash back material can include stainless steel and tiling. Ensuring the splash back material covers a sufficient area of the wall and adjoining walls.

2.4. CEILINGS

Ceilings should be smooth, free from cracks, crevices, ledges and maintained in a good state of repair. Ceilings are to be sealed to prevent the entry of dirt and pests. Ensure connecting ceilings and walls are tightly joined and sealed.

Please note drop down ceiling panels are not appropriate as they cannot be effectively cleaned.

2.5. FIXTURES, FITTINGS AND EQUIPMENT

Fixtures, fittings and equipment are to be constructed of appropriate material to allow for easy and effective cleaning. Food contact surfaces should be smooth and impervious to prevent the harbourage of bacteria and reduce the effectiveness of cleaning.

Examples of materials that are suitable for fixtures, fittings and equipment in food preparation and storage areas include:

- Stainless steel
- Round edged covered laminex

Please note raw wood/chipboard storage fittings such as cupboard and shelving units must be finished with laminex or painted with light coloured washable gloss paint. Wood is not an approved surface for direct food contact on benches and wet areas.

Fixtures and fittings which are fixed or not moved easily should be positioned and located so that the external surfaces along with adjacent floors, walls, ceilings and surrounding areas are able to be cleaned easily and effectively.

Equipment and fixtures such as stoves, deep fryers, standalone refrigerators, and shelving units should be placed At least 150 millimetres from any wall, unless sealed to the wall with appropriate sealing material (silicone) and raised off the ground at least 150 millimetres in height to allow for cleaning to occur on the sides and underneath the equipment.

2.6. VENTILATION

Mobile food premises are to have sufficient natural and mechanical ventilation to effectively remove fumes, smoke, steam and vapours to minimise the likelihood of airborne contamination of food in accordance with the Building Code of Australia requirements.

When mechanical ventilation is required, the system must be constructed to comply with Australian Standard 1668 or at least Appendix E of the Australian Standard 1668.2 – 1991.

2.7. LIGHTING

Adequate natural or artificial lighting is to be provided to ensure staff can conduct food handling operations, cleaning and sanitising.

In areas where exposed food is handled or stored, light fittings should be shatter-proof or fitted with suitable light diffusers (covers) to prevent contamination of food by broken light globe/tube glass.

2.8. WASHING AND PREPARATION FACILITIES

Double bowl stainless steel sinks connected to an adequate supply of hot and cold potable running water through a single outlet to clean all equipment, appliances and utensils. Should food be required to be washed before processing, a food preparation sink will also be required onsite. Sinks are to be of an adequate size to fit the largest equipment to allow for washing and sanitising.

2.9. HAND WASHING FACILITIES

Hand wash basins are required to be:

- A separate single bowl sink preferable to be a hands free device such as electronic sensors, knee or foot operated devices
- Adequate in size to allow for food handlers to move their hands under running water
- For the sole purpose of washing hands
- An adequate supply of potable warm running water through a single outlet
- Provided with liquid soap and paper towels

2.10. WATER SUPPLY

The vehicle must have an adequate supply of potable water that is available through connecting to mains water or via water storage tanks that have an adequate capacity during trade.

The water used onsite must be potable. Potable water is water that is acceptable for human consumption, and is to be provided for washing food ingredients, cooking, adding food/drinks, cleaning, sanitising and personal hygiene.

A hot water system will be required to ensure appropriate temperatures are reached to effectively wash equipment. Hot water must also be provided for hand washing.

2.11. WASTE WATER DISPOSAL

If there is no connection to sewer, food vendors must ensure that wastewater is kept in temporary holding tanks which are properly constructed and do not pose risks to food safety. Wastewater must not be discharged onto the ground, lawns, into portable public toilets or storm water drains.

2.12. PEST CONTROL

The mobile food premises must be designed to prevent the entry and harbourage of rodents, birds, animals and insects. Service windows are to be minimal in size to reduce the potential entry of flies and dust.

2.13. GARBAGE AND TOILET REQUIREMENTS

Garbage – the mobile food premises must have adequate facilities for the storage of garbage and recyclable materials.

Toilet – adequate toilet facilities must be available for food handlers in close proximity to the mobile food premises.

3. Food Safety

3.1. 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.

3.2. 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.

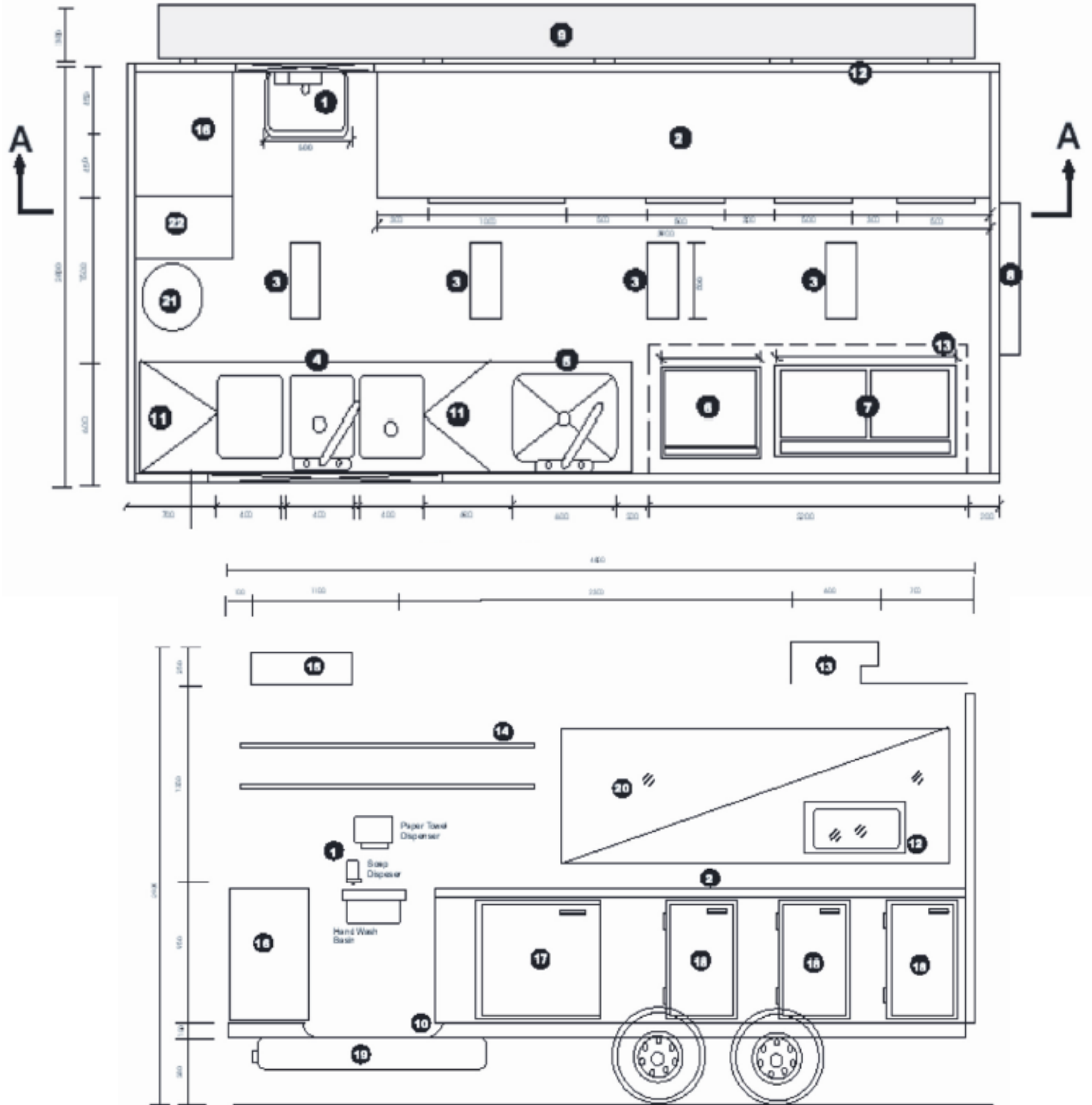
4. Checklist for new mobile food premises

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

Construction and operation	✓
The vehicle's design and layout is appropriate for the intended use	
Driving compartment is separate to food area (recommended)	
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	
Adequate supply of potable water is available in the vehicle. Note: 'adequate' means enough potable water to ensure effective hand and utensil washing	
The vehicle has an accessible hand wash basin at all times	
The vehicle 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 vehicle and 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 and sanitised before use and as required	
The vehicle and equipment are kept in a good state of repair and working order	
Containers for waste have close fitting lids and are removed at least daily or as required	
The vehicle is free from animals and pests. It is recommended that a regular pest control program be used	
Appropriate Work Cover requirements are met (ie fire safety, electrical and gas)	
Other necessary requirements	✓
Have you investigated restrictions on street or roadside trading? (Local Laws and Planning)	
Have you enquired about the appropriate public indemnity insurance?	

5. Example plans of a mobile food vehicle




6. Legend for example plans of mobile food premises

1. Stainless steel hand wash basin provided with hot and cold water through a single outlet. The basin should be supplied with liquid soap and a paper towel dispense fixed next to or near	12. Self-closing window
2. Food preparation bench constructed of stainless steel	13. Mechanical exhaust extraction unit compliant with AS 1668 Part 1 and 2 discharge vent screened to prevent pest and vermin entry
3. Adequate lighting in accordance with the requirements of AS 1680.1 and AS/NZS 1680.2.4	14. Stainless steel shelving sealed to the wall
4. Dishwashing sink with access to hot and cold water	15. Food grade portable water storage unit tank
5. Food preparation/large pot wash sink with access to hot and cold water	16. Storage cupboards for personal belongings, cleaning equipment and chemicals
6. Cooktop/Grill fitted with natural gas on large wheels for easy cleaning	17. Commercial stainless steel freezer unit fitted with external temperature gauges accurate to +/- 1°C
7. Commercial deep fryer fitted with natural gas on large wheels for easy cleaning	18. Commercial stainless steel refrigeration unit fitted with external temperature gauges accurate to +/- 1°C
8. Self-closing entrance door	19. Waste water tank
9. Stainless steel folding table	20. Window
10. Commercial grade seamless vinyl flooring coved to walls	21. Swing window Perspex for protection from exterior dust
11. Stainless steel folding table	22. Waste bin with close fitting lid



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