

Checklist for starting a food business

Getting Started

- Contact Environmental Health, Town Planning, Building & Waste departments
- Contact other relevant organisations (e.g. South East Water)

Selecting a suitable premises

- Organise Environmental Health Officer to meet on-site to assess premises

Submitting plans

- Draw up plans containing information in ***Food Premises Design and construction Specifications***
- Submit two copies of plans along with the applicable fee & plans approval form to the Environmental Health Department.

Plans approval

- Confirmation of approval and endorsed copy of plans received
- Commence building works

Progress inspection

- Organise an inspection with Environmental Health Officer

Develop Food Safety Program

- Choose Food Safety Program template
- Complete Food Safety Program

Food Safety Supervisor

- Nominate an appropriate person to be the food safety supervisor for the premises
- Completed or enrolled into required training.

Final inspection

- All works completed
- Premises is clean and ready for trading
- Food Safety Program ready for submission
- Organise inspection time with Environmental Health Officer

Food Act registration

- Submit Food Act registration form, pay appropriate fee.
- Submit Food Safety Program and Food Safety Supervisor certificate (Statement of Attainment) to Council

Other Permits/Approvals

All other permits/approvals finalised

Food Business approvals process

Getting started

To operate a food business you must be registered with your local Council under the *Food Act 1984*. The following information focuses on the Environmental Health Services approval process and relates to setting up a new business.

It is recommended that you make contact with all relevant authorities and Bayside City Council departments as soon as possible to avoid delays in the approval process. Contact details for other organisations and Council departments are included at the end of this document to assist you.

If you wish to buy an established food business you will need to transfer the Food Act registration. Please discuss this further with Environmental Health Services.

Selecting a suitable premises

Before signing a contract to rent, lease, or purchase a premises it is important that you make sure it is going to be suitable for the type of business you want to operate.

Council provides a free on-site inspection to give you advice about the premises with respect to food safety standards. To make an appointment with an Environmental Health Officer please call Bayside Environmental Health Services on 9599 4417.

Submitting plans

Where premises require structural alteration, the installation of new fittings or a mechanical ventilation system, a Plans approval application along with the applicable fee, needs to be submitted for approval before the commencement of work.

Two copies of the plans, drawn to a scale of not less than 1:100, should be submitted to Environmental Health Services and must show:

- (a) every part of the establishment indicating the processes to be carried out in each area and
- (b) the location and method of installation of all fixtures, equipment, fittings and finishes with specifications describing the materials to be used. Refer to the Food Premises Design and Construction specifications for further details.

You may be required to submit additional copies of plans to other areas of Council or other organisations.

Plans approval

An Environmental Health Officer will assess the plans. You will be notified in writing once your plans have been approved. An endorsed copy of the plan will be returned to you. Then you can commence works provided all other necessary permits have been obtained.

Progress inspections

Progress inspections are conducted throughout the fit-out to ensure that work is completed according to the agreed plan and to an acceptable standard.

At least one progress inspection must be undertaken during works. Officers are also available to attend by appointment for advice during works.

Developing a Food Safety program

The *Food Act 1984* requires food businesses to develop and implement a Food Safety program. A Food Safety program is a document that shows what steps you and your business are taking to make sure that all the food you sell is safe.

If your business will sell pre-packaged, low risk foods only (e.g. some newsagencies or chemists) you **do not need to submit** a Food Safety program.

For more information about Food Safety programs refer to:

- “Food Safety program” information sheet.
- Food Safety Victoria website:
www.health.vic.gov.au/foodsafety

Food Safety Supervisor

Food Safety Programs require you to appoint a Food Safety Supervisor (FSS). The FSS must:

- know how to recognise, prevent and alleviate hazards associated with handling food
- hold appropriate certification of completion of relevant training competencies provided by a Registered Training Organisation

- have the ability and authority to supervise and direct other staff handling food and ensure that they have appropriate skills and knowledge relevant to the industry.

If your nominated FSS has not completed the necessary training before your business opens you will need to provide confirmation of enrolment in an approved course with submission of your Food Safety Program.

For more information about Registered Food Safety Supervisor Training refer to:

- Food Safety Victoria website www.health.vic.gov.au/foodsafety
- www.ntis.gov.au for Food Safety Supervisor competency standards.

Final inspection

A final inspection is required before *Food Act 1984* registration is granted.

Contact Environmental Health Services to arrange for a final inspection date.

Please note that:

- all works must be finalised
- the premises must be clean and ready to commence trading
- the Food Safety Program must be ready for submission.

Food Act 1984 registration

Complete the application for Food Act Registration form and submit together with the required fee and the Food Safety Program to the Bayside City Council prior to operation.

Other relevant Council contacts

- Statutory Planning (for planning permits)
- Building (for building alterations and construction permits)
- Waste Management (for trade waste, refuse collection and recycling)
- Investigations (for footpath dining permits).

To consult these areas please call Bayside City Council Customer Service on 9599 4444.

Other useful contacts

South East Water Limited

For information about grease interceptor requirements phone 13 1694.

Website: www.sewl.com.au

Liquor Licensing Victoria

If you have liquor licensing queries phone 1300 650 367.

Gas/Electricity supply

Contact your local gas and electricity supplier.

Sustainable Energy Authority

For advice on energy efficient appliances phone 9655 3234

Website: www.sustainability.vic.gov.au

Food Safety Victoria

1300 364 352

www.health.vic.gov.au/foodsafety

Food Safety Programs

All food businesses are required to submit a Food Safety Program when first registering the premises and on each annual registration date.

Food businesses may choose to develop their own independent Food Safety Program, which will have to be audited by a certified Food Safety Auditor. Alternatively, food businesses can elect to use a standard Food Safety Program Template that has been registered with the Department of Human Services.

All Class 1 premises including hospitals; aged care facilities, childcare facilities are required to be audited. Please contact the Environmental Health Department for further information.

Class 2 businesses (restaurants, takeaways, café, packaged food/liquor etc.) with their own independent Food Safety Program need to have the Food Safety Program audited by a certified Food Safety Auditor.

How to submit a template

Choose a template from the list of registered templates below or at www.health.vic.gov.au/foodsafety

Template	Template Developer	Available From	Cost
Food Safety Program Template for Retail and Food Service Businesses (edition 1.1)	Department of Human Services – Food Safety Unit	Bayside City Council Ph: 9599 4417	\$25
		Food Safety Victoria www.health.vic.gov.au/foodsafety	Free
FoodSmart	Department of Human Services – Food Safety Unit	Food Smart website www.foodsmart.vic.gov.au	Free

Complete your chosen template:

- (i) Fill in your business details.
- (ii) Answer the questions relating to 'What Activities happen at the Business'.
- (iii) Read 'Hazard Sections' and remove any that do not relate to your business.
- (iv) Read the 'Support Programs' section and complete the cleaning schedule.
- (v) Read 'Records' section and remove any that do not relate to your business.
- (vi) Compile all sections relevant to your business. Keep unused sections for future use (if your processes change, amended sections will need to be submitted).

Submit your completed Food Safety Program:

- Photocopy/print the completed Food Safety Program including all the sections that are relevant to your business.
- Submit a copy of your customised Food safety program to Bayside City Council, Environmental Health Department.
- Ensure the original copy is kept on your premises at all times.

An Environmental Health Officer will contact you when assessing your Food Safety Program. All applications will be processed within four weeks of receipt.

If you require further information contact Bayside Environmental Health Department on 9599 4417.

Food premises design and construction specifications

The purpose of this document is to provide appropriate information on food premises construction and is relevant to new food premises or alterations to existing premises.

This document should be read in conjunction with Food Standards Australia New Zealand (FSANZ), Safe Food Australia Standard 3.2.3 (Food Premises and Equipment, 2nd edition) and the Australian StandardTM (AS) 4674-2004 *Design, construction and fit-out of food premises*. Food businesses in Victoria are required under the Food Act 1984 to comply with Standard 3.2.3 (Food Premises and Equipment).

- FSANZ Safe Food Australia Standard 3.2.3 (Food Premises and Equipment) can be viewed for free on the FSANZ website:

www.foodstandards.gov.au/thecode/

- AS 4674-2004 *Design, Construction & Fit-out of Food Premises* can be purchased from the Standards Australia website:

www.standards.org.au

Prior to beginning the construction or alteration, including the installation of new fittings or mechanical ventilation, plans are required to be submitted to Bayside City Council Environmental Health Services for approval. Two (2) copies of the plans, drawn to a scale of not less than 1:100, are to be submitted with the Application for Plans Approval form with the applicable fee to be paid.

Applicants must also ensure all that relevant Town Planning and Building Department approvals are obtained prior to commencing works.

Further information and advice may be obtained by contacting Bayside Environmental Health Services on (03) 9599 4417.

1. GENERAL REQUIREMENTS

1.1 General requirements

The design and construction of a food premises must:

- be appropriate for the purpose for which they are used.
- provide adequate space for food production and equipment.
- facilitate cleaning, sanitising and maintenance.
- prevent access and harborage of pests.
- keep out dust, dirt, fumes smoke and other contaminants.

1.2 Standard of workmanship

It is expected that the standard of workmanship will be high in the construction of a food premises. Unfinished work, rough grouting, uneven tiling, temporary finishes and any other low level of workmanship that lead to any other requirement of the Standards not to be met are not acceptable.

2. Food preparation and servery

Floors, walls and ceilings

These requirements relate to all floors, walls and ceilings of areas used for food preparation, food display and food storage.

2.1 Floors

- Floor surfaces to constructed of a smooth, durable material and be appropriate for the area. Floors must be able to be easily and effectively cleaned, be impervious and laid so that there is no ponding of water or allow for the harbourage of pests.

Examples of materials suitable for flooring in food preparation and storage areas, including within coolrooms and freezer rooms, include:

- Sealed ceramic tiles
- Commercial linoleum with welded seams
- Commercial grade epoxy resin
- Stainless steel

- Floors draining to a floor waste should be evenly graded (at least 1:100) so that water falls to the floor waste.

2.2 Coving

- The intersection of floors and walls in food preparation areas, wet areas and areas where floors are cleaned with hose and water, behind stoves, food preparation benches and other difficult to reach areas should be provided with coving.

Coving is to be extended up the wall to a height of 70mm and to be designed in a manner that a continuous uninterrupted surface between floor and wall is obtained. Approved materials include tiled, metal or plastic coving pieces.

Coving must be appropriately sealed to wall and floor surfaces to prevent gapping.

2.3 Walls

- Wall surfaces must be appropriate for the area. Walls must be able to be easily and effectively cleaned, be non-absorbent and be finished in a light-coloured washable gloss paint.
- Wall surfaces are to be of a smooth even surface, free of cracks, crevices, ledges, picture rails or open joint spaces to ensure that dirt, grease and other contaminates do not accumulate, to facilitate cleaning and prevent the access and/or harbourage of pests.

- Walls must be provided with a splashback in wet areas including behind all sinks and handwash basins, behind food preparation areas, cooking equipment and in areas of heavy wear. Suitable splash backs include tiling, stainless steel, colourbond or commercial linoleum. As a guide this material should be extended to a height of at least 1.8m from the floor.
- All service pipes should be chased into walls or alternatively fixed in approved brackets to provide 30mm clearance between walls and pipe.

2.4 Ceilings

- Ceilings should be smooth, free from cracks, crevices and ledges and be maintained in a good state of repair. An example of a suitable ceiling surface is plasterboard painted in a light-coloured washable paint.
- Ceilings must be sealed to prevent the entry of dirt, dust and pests. Junctions between walls and ceilings must be tightly joined.

The use of drop-in, removable panel ceilings is not permitted in food preparation areas or over areas where open food is displayed or served.

2.4 Fixtures, fittings and equipment

These requirements cover all fixtures, fittings (including benches, shelves, sinks, washbasins, cupboards, light fittings and ventilation ducts) and equipment (includes all equipment used in handling food, cleaning equipment and refrigeration motors) within a food premises.

2.5 Construction and installation of fixtures, fittings and equipment

- Fittings and fixtures, and equipment should be able to be easily and effectively cleaned and sanitised. Food contact surfaces should be smooth, free of cracks, chips, crevices, ridges or grooves that could harbour bacteria and impair cleaning.

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

- Round edged laminex
- Stainless steel
- Raw wood/chipboard fittings such as cupboard units and shelving must be finished with laminex or a light-coloured, washable gloss paint. This not an approved surface for direct food contact such as benches or wet areas.

- Fit wheels or castors to equipment to enable it to be easily moved, preferably by one person.
- Where fittings or fixtures are fixed, or are not easily movable, they should be located so that the external surfaces of the item and adjacent floor, wall, ceiling and other surfaces are able to be easily and effectively cleaned. Stoves, food heating appliances, shelving and refrigerators (other than cool rooms and freezer rooms) should be placed:
 - a) at least 150 millimetres from any wall, unless they are sealed to the wall with a flexible sealing material.
 - b) on legs of at least 150 millimetres in height or sealed to the floor on which they stand, in order that any spaces at the sides and underneath such equipment shall remain free of or can be kept free from dirt.
- Ensure service wires, pipes or hoses (gas, electricity, water) can be disconnected (or flexible and long enough to enable the equipment to be moved).

Fixtures, fittings and equipment are to be installed in a manner that does not allow for the harbourage of pests.

2.6 Water supply

- Water must be provided in an adequate supply, at an appropriate volume, pressure and temperature, to meet the needs of the business including at peak operating times.
- Potable water, water that is acceptable for human consumption, must be provided for washing food ingredients, cooking, adding food/drinks, cleaning, sanitising and personal hygiene.
- All equipment used for cleaning and sanitising is to be connected to a continuous supply of hot and cold water.

2.7 Hot water systems

- A hot water system will be required to achieve the necessary temperatures required to effectively wash and sanitise equipment. The best temperature for washing utensils in the food service industry is between 54°C and 60°C.
- Warm water must be provided for hand washing. Warm water for personal washing is usually in the range of 20°C to 40°C.

2.8 Sinks

- Provide a double bowl stainless steel sink and draining board connected to an adequate supply of hot and cold portable running water through a single outlet for cleaning of all equipment, appliances and utensils.
- Sink sizes are to be adequate for the largest equipment that is to be washed / sanitised.
- Separate food preparation sinks are required for premises that frequently wash fruit and vegetables.

2.9 Dishwashers / glasswashers

- Dishwashers used to sanitise food contact equipment must have sufficient cycle temperatures and times to effectively clean and sanitise the equipment. Dishwashing and glass washing machines are to be:
 - i. fitted with a thermometer visible to the operator.
 - ii. capable of rinsing utensils at a water temperature of not less than 70°C or a chemical sanitiser must be used between the wash and rinse cycle or as specified in the manufacturers instructions.

2.10 Hand washing facilities

Hand basins are required to be:

- Provided within areas and in close proximity where unpackaged food is handled. In a kitchen a food handler should not have to travel more than 5 metres to the nearest hand basin.
- Located where food handlers can easily access them. Permanent or movable walls, fixtures, equipment or other items, must not obstruct hand washbasins.
- Provided with a hands free device in food preparation areas such as sensors, or knee or foot operated devices.
- Of adequate size to allow for appropriate hand washing. There must be sufficient room for food handlers to move their hands about under running water.
- Be clearly designated and used solely for hand washing only. A single bowl basin or sink separate to food preparation sinks is required.
- Provided with an adequate supply of portable warm running water through a single outlet.
- Provided with liquid soap, disposable paper towels via dispensers or other approved hand drying equipment.

- In certain food premises, more than one hand basin may be required if there is more than one area where hands need to be washed to reduce the risk of contamination to food.

An example of this is where a café has a rear kitchen and a servery area at the front of the shop where food is also prepared. A handwash basin may be required in both the kitchen and servery area depending on the nature of food prepared, the distance between the areas, and other obstructions within the premises.

2.11 Toilets

- If there are toilets on the premises hand basins are required to be installed immediately adjacent to the toilet or toilet cubicles. This is to ensure that food handlers wash their hands immediately after using the toilet to minimise the transfer of pathogens on hands to surfaces within the premises.

Also refer to the Building Code of Australia, which contains requirements for the number of hand basins that must be installed as part of the provision of sanitary fittings.

2.12 Ventilation

- Food premises must have sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapours from the food premises to minimise the likelihood of airborne contamination of food in accordance with the Building Code of Australia. Natural ventilation will only be suitable in premises where little or no cooking occurs.

Premises that are undergoing a fit-out are required to meet natural/mechanical ventilation requirements in the Building Code of Australia (BCA). Contact the Building Department on 9599 4444 for further information.

- Provide a mechanical exhaust system over cooking and/or dishwashing appliances in accordance with Australian Standard No. 1668 and the Building Regulations 1994.

Building and / or planning permits may be required if you are installing a mechanical exhaust system, you can contact Council's Building Department and Town Planning Department on 9599 4444 for further information.

Guidance on the design and installation of mechanical exhaust systems may be found in Australian Standard 1668.2 and the Building Code of Australia.

2.13 Lighting

- Food premises must have an adequate lighting system that provides sufficient natural or artificial lighting to enable staff to carry out food handling operations, cleaning and sanitising and other activities in the premises.

2.14 Light covers

- In areas where open food is handled or stored, light fittings must be designed and constructed to prevent the contamination of food should the globe or tube shatter. Provide a shatterproof cover or sleeve to fittings.
- Light fittings whose purpose is to provide heat and or are part of equipment used to display or process open food are to be designed to prevent the contamination of the food should the globe or tube shatter.

2.15 Pest proofing

- Food premises must be designed to prevent, as far as practicable, the entry of rodents, birds, animals and insects. Suitable pest proofing methods include:
 - Installing self-closing flyscreen doors, double doors, flystrips or air curtains at entrances.
 - Installing mesh screens to windows or other ventilated openings.
 - Ensuring that drains, grease traps and ventilation pipes are sealed.
 - Sealing all gaps around piping/drains/cables/ducts that pass through external walls/ceilings/roofs.
 - Install appropriate flashing, weather strip, draft extractor or the like to the base of external doors.

- Insect control devices are not to be installed directly over food preparation surfaces, exposed food, clean equipment/utensils and unwrapped packaging materials. Insect control devices that are designed to electrocute or stun flying insects are to be designed so that the insect is retained within the device. Please be advised that insect control devices such as ultraviolet zappers are not approved as a means of pest control for entrances and openings, and can be used only as an addition to the approved pest control means listed above.

- Where bi-fold doors or the like are proposed to be installed in a food premises, the main food preparation area must be substantially enclosed to prevent the entry of pests, and further pest control measures may also be required. Please contact Council's Environmental Health Department on 9599 4417 to discuss your proposal before lodging plans.

3. Storage

3.1 Storage and display of potentially hazardous food

- Provide adequate refrigeration for the storage and display of potentially hazardous food at or below 5°C.
- Provide adequate frozen storage for the storage and display of potentially hazardous food at or below -15°C.
- Provide adequate hot storage for the storage and display of potentially hazardous food at or above 60°C.

3.2 Food protection

- Provide covers, sneeze guards or doors to display units for food on display.
- Provide food grade containers with tight fitting lids for the storage of food.
- Provide adequate shelving for the storage and display of food off the floor including within coolrooms and freezer rooms.
- Ensure condensate from coolrooms is drained directly to sewer.

3.3 Dry food and packaging storage

- Provide adequate shelving/pallets for the storage of food and packaging materials in a clean, dry area off the floor.
- Floors, walls and ceiling must be sealed to prevent the entry of pests.

3.4 Personal effects

- Provide adequate facilities for storing personal effects and clothing.
- Enclosed cupboards used for the storage of clothing and personal belongings are to be located separate to food areas.

3.5 Cleaning and other chemicals

- Facilities are to be provided for the storage of chemicals used for cleaning and pest control, and for equipment used for these purposes.
- Facilities are to be located and designed so that food areas and areas used for personal effects storage cannot be contaminated.

3.6 Office materials

- Facilities such as a designated room, enclosed cupboard, drawers or any other sealed storage systems, are to be provided for the storing of business administration paperwork and materials.

4. Food transport

4.1 Food transport vehicles

- Food transport vehicles must be designed and constructed to protect food being transported from contamination. Ensure all parts of the vehicle used to transport food are capable of being effectively cleaned and surfaces in contact with food are capable of being sanitised if necessary.
- Food transport vehicles that are to be used for the transportation of potentially hazardous foods are to ensure that temperature control is maintained.

5. Sewage and waste disposal

Liquid waste is likely to contain pathogenic organisms particularly waste from toilets, personal washing or water contaminated with blood or soil. This liquid waste poses a potential contamination source in food preparation and storage areas.

5.1 Sewage

- Food premises must have a sewage and waste water disposal system that will effectively dispose of all sewage and wastewater. Disposal must be in accordance with statutory requirements including statutory environmental requirements and is to be constructed and located so that there is no likelihood of the sewage and wastewater polluting the water supply of the premises or contaminating food. Access opening to the sanitary drainage system is not to be located in areas of the premises where open food is handled.

5.2 Grease traps / arrestors

- You are required to contact South East Water's Trade Waste Branch on 131 694 to discuss grease trap requirements for your business.
- Grease traps must not be installed in areas where food, equipment or packaging materials are handled or stored.
- Access to grease traps for emptying shall not be through areas where open food is handled or stored or where food contact equipment and packaging materials are handled or stored.

5.3 Garbage and recyclable matter

- Food premises must have adequate facilities for the storage of garbage containers, containers for recyclable materials either in an external area of the premises or in a room made specifically for that purpose.
- The storage area must adequately contain the volume and type of garbage or recyclable matter. The waste should be placed in adequate bins, hoppers, wire cages or other containers suitable for the type of waste. All garbage and recyclable matter must be enclosed where practicable to deter pests and animals.

5.4 Bin wash areas

- The area used to store garbage and recyclable matter must be designed so that it may be easily and effectively cleaned. A bunded area graded and drained to sewer and provided with hot and cold water is required to be installed to facilitate cleaning of waste storage containers.

5.5 Cleaner's sinks / waste water disposal

- Provide a separate cleaners sink supplied with hot and cold water in an area that does not compromise food safety for the disposal of wastewater and for the cleaning of cleaning equipment. Facilities are to be located in a suitable area separate to where open food is handled.

5.6 Toilet facilities

- Food businesses must ensure that adequate toilets are provided for staff and for customers at the premises. Toilets must be provided in accordance with the Building Code of Australia; advice may be obtained from Council's Building Department on 9599 4444.
- Toilets are not to open directly into any area where open food is handled, displayed, or stored. An intervening ventilated space (air lock) fitted with self-closing doors is to be provided between toilet cubicles and food areas.