



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.

Please contact the Environmental Health Team on 9956 6600 or email council@cgg.wa.gov.au, if further information is required.

FOOD BUSINESS

The proprietor of a food business is required to apply to the City for approval **prior to** establishing or significantly altering a food business/kitchen. 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 and completed form.

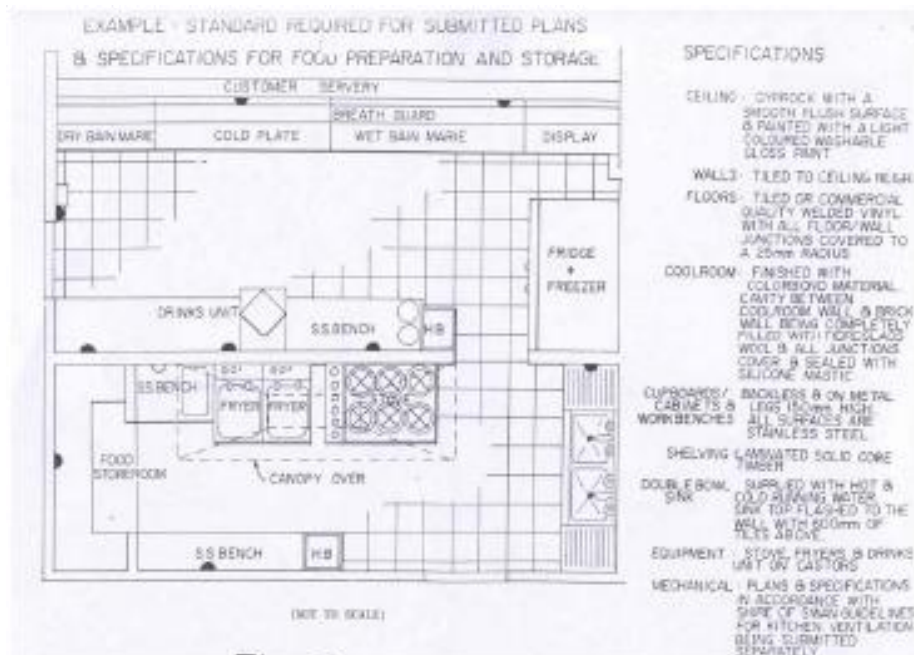
SUBMISSION OF PLANS

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.

Prior to an approval being issued an on-site meeting/inspection with an Environmental Health Officer is required in order to discuss your proposal.

MINIMUM STANDARD OF FLOOR PLAN REQUIRED FOR SUBMISSION



DESIGN REQUIREMENTS

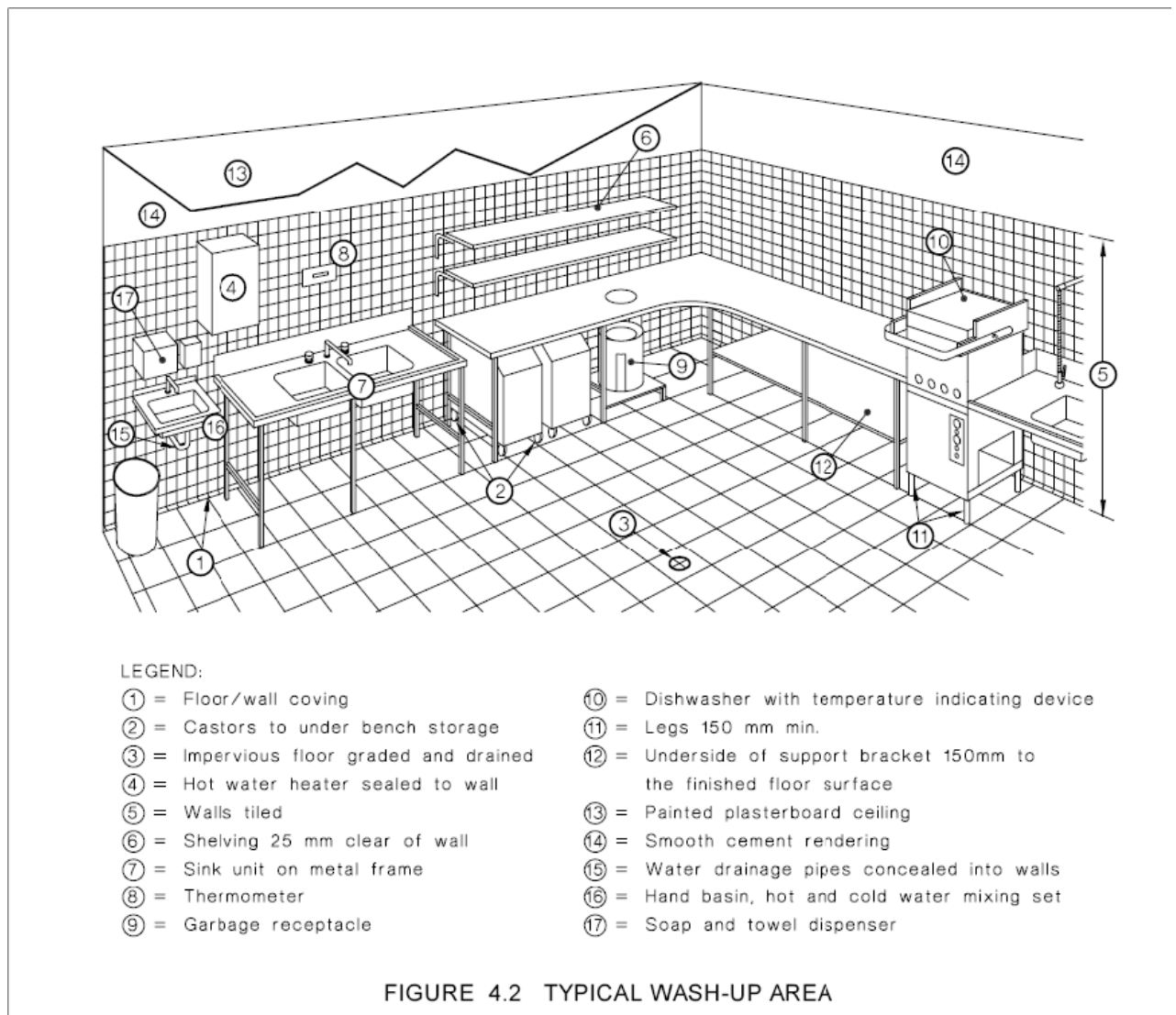
Your food business design must aim to:

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



The following information reflects requirements of the FSANZ Food Safety Standards and City of Geraldton Health Local Laws.

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

- iii. 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. SEWERAGE AND WASTE WATER DISPOSAL

Food business must have a sewage and wastewater 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 Water Corporation to ascertain grease trap requirements in sewered areas www.watercorporation.com.au and non-sewered areas, please contact the City's Health Services 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.

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 patrons require public toilets.

14. VEHICLES USE 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

Refer to Health Local Laws

Ensure that deep sewer is available or apply for a septic system in accordance with the Health (Treatment of sewerage) Regulations 1974.

The City of Greater Geraldton holds no liability as this document is meant as guide only. For full details, refer to the Food Act

<http://www.foodstandards.gov.au/foodsafety/standards/Pages/Foodsafetystandards.aspx>