



## NEW FOOD BUSINESS

The Food Act 2008 requires all food premises to comply with the Food Safety Standards.

### 1. COMPLETE THE “NOTIFICATION/REGISTRATION OF A FOOD BUSINESS” FORM AND SUBMIT THIS ALONG WITH YOUR PLANS AND PAYMENT OF THE REQUIRED FEE

Once the Environmental Health Team receives your application they will assess your proposal and if necessary contact you to discuss before any construction begins to ensure that you are on the right track whilst complying with Food Safety Standard 3.2.3 – Food Premises and Equipment.

**When you submit plans please ensure you provide labels and information about the types of materials used in your kitchen.**

Completed forms (with appropriate fee) can be emailed to [council@cgg.wa.gov.au](mailto:council@cgg.wa.gov.au) or hand delivered to Customer Service at 63 Cathedral Avenue, Geraldton. Forms can also be downloaded from [www.cgg.wa.gov.au](http://www.cgg.wa.gov.au)

**Please Note: Applications will not be processed until payment has been made.**

If you are registering as a home business, change of use, or the premises was not originally a food business you will be required to contact the City's Town planning team for a Development (Town Planning) Application.

### 2. ARRANGE FOR AN INSPECTION ONCE THE KITCHEN IS COMPLETED

To ensure a successful first off approval, please provide evidence of the following before final inspection;

- All cleaning products including detergents, food grade sanitiser and cleaning aids such as brooms, hoses and fittings;
- A probe or laser thermometer;
- All fridges, freezers and hot-holding units operating at the correct temperature i.e. below 5°C or above 60°C; and
- Necessary food training for staff and record keeping procedures.

**A “Certificate of Registration” will only be issued once an Environmental Health Officer has assessed and approved your food premises.**

### 3. KITCHEN DESIGN AND LAYOUT

A well designed food premises makes for safer and more efficient food production. Use the following checklist to ensure your plans allow for the minimum requirements:

#### FLOORS, WALLS AND CEILINGS

- No exposed timber, brick or unsealed concrete in food areas.
- Wall and floor finishes are smooth, impervious, washable, and free of rough joints, cracks, and crevices.

#### FIXTURES, FITTINGS AND EQUIPMENT

- Access to hot potable running water.
- A dedicated permanent hand washbasin, soap and towel dispenser in food preparation areas preferably hands-free and near staff entrances (must be single mixer outlet).
- A double bowl sink and/or dishwasher adequate for largest equipment with draining/drying space.
- Disposal points for all sewerage and wastewater i.e. cleaner's or sluice sink.
- Drainage points in the floor designed to prevent pooling of water.
- Grease traps provided. Contact Water Corporation to determine if needed.
- All benches, shelving, trays and equipment are capable of being moved or easily and effectively cleaned.
- Sufficient ventilation and design to effectively exclude dirt, dust, pests, fumes, smoke, steam and vapours from the food premises i.e. fly screens or flashing on base of doors and mechanical exhaust ventilation.
- Adequate lighting to all food preparation areas.
- Toilet facilities separate from food handling areas with handwashing facilities.

#### STORAGE

- Garbage disposal areas with effective bins that contain the rubbish and prevent access by pests.
- Adequate space for all equipment, food activities and storage of refrigerated food, chemicals, personal items, office materials.
- Pest control measures are in place.

#### **4. NEED MORE INFORMATION?**

“Safe Food Australia” is a great place to start to read more about your responsibilities under the Food Standards Code. You can access the guide online

[http://www.foodstandards.gov.au/publications/documents/complete\\_safefood.pdf](http://www.foodstandards.gov.au/publications/documents/complete_safefood.pdf)

- Standard 3.2.2: Food Safety Practices and General Requirements
- Standard 3.2.3: Food Premises and Equipment

Relevant Australian Standards

- AS4674: Construction and Fit Out of Food Premises
- AS/NZS1668: The Use of Ventilation and Air-Conditioning in Buildings

Food safety training: I'm Alert (free online training)

<http://www.imalert.com.au/foodsafety/training/welcome.php?sub=cgg>

For further queries please contact the City on 9956 6600 or access online information on the City's website [www.cgg.wa.gov.au](http://www.cgg.wa.gov.au)