



Food Premises Guidelines



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Introduction

The following information will assist in setting up, opening and operating a food business by detailing structural and registration requirements in accordance with the *Food Act 1984* (the Act), Food Standards Australia New Zealand (FSANZ) and Regulations.

If you are considering purchasing an existing food premises or fitting out new premises, it is strongly recommended you consult with Council's Planning, Building and Health units prior to any works commencing to seek advice and obtain any relevant approvals.

Starting a Food Business

A food business is an enterprise or activity involving storage, handling, preparing and/or sale of food or drinks. The business can be in a building fit for purpose, a home kitchen or a mobile vehicle such as a van or caravan. Under the Act the sale of food or drinks also includes businesses that do not charge a fee directly for the food but include a fee indirectly as part of another service, for example Bed and Breakfast business.

In Victoria, it is an offence to operate a food business without registration under the Act.

Risk Classification

There are five classifications of food premises 1, 2, 3, 3A and 4. Each risk classification represents the level of risk at the respective premises, relating to the person consuming the food, risk of ingredients/products, and sets out the regulatory requirements.

The classifications are outlined in more detail below, however if you are unsure what classification your food premises should be, please contact Councils Environmental Health Team.

Class 1

Class 1 premises predominantly handle unpackaged potentially hazardous food that is served to vulnerable people such as hospitals, childcare centres, and aged care facilities. Due to the vulnerability of the person consuming the food, the risk is higher.

Class 2

Class 2 businesses are premises where any unpackaged potentially hazardous food is handled or manufactured (and is not Class 1). This includes most restaurants, fast food outlets, pubs, caterers, delicatessens, supermarkets, cafes and most manufacturers.

Class 3

Class 3 includes the supply or handling of unpackaged low risk foods, or sale of pre-packaged potentially hazardous foods. This includes some convenience stores, fruit stalls selling cut fruit and wholesalers distributing pre-packaged foods.

Class 3A

Class 3A is the preparation and cooking of potentially hazardous food which is served to guests for immediate consumption at an accommodation getaway premises for example Bed and Breakfast. Class 3A also covers the preparation and cooking using a specific hot fill process for products such as chutney, relish, salsa, tomato sauce etc.

Class 4

Class 4 includes premises selling shelf stable pre-packaged items and whole uncut fruit and vegetables. This classification is required to lodge notification under the Act.

Registration Requirements

Under the Act, Class 1, 2, 3 and 3A food premises are registered annually from 1 January to 31 December. As part of the registration requirements, a member of the Environmental Health Team must assess your premises on an annual basis to ensure compliance with the relevant standards.

New Food Registration

When opening new food premises and prior to any food products being stored on site, you are required to register with the Glenelg Shire Council. To do so, you will need to lodge the following documentation:

1. Food Act Registration Form. [Food Registration Form Link](#) (Digital form on website)
2. Applicable registration fee. (Will be invoiced upon receipt of your application form)
3. Food Safety Plan (Class 1 & some Class 2 premises only).
4. Food Safety Supervisor Certificate (Class 1, 2 and 3A premises only); *and*
5. Detailed floor plans of the premises showing sinks locations, appliances, storage areas and preparation space preferably drawn to scale of 1:100 (see Appendix 2).

Food Safety Plan

All Class 1 and some Class 2 food premises are required to have a Food Safety Plan.

Food Safety Plans and record documents are designed to help you and your staff ensure that the food is prepared, cooked, reheated or stored safely. These Food Premises must have a copy (either hard copy or electronic copy) of their Food Safety Plan on premises at all times. It is an offence not to have a Food Safety Plan available on request when a program is required.

A Food Safety Plan is a written document that:

- Systematically identifies the potential hazards that may be reasonably expected to occur in each food handling operation that is to be conducted at the food premises.
- Identify where in a food handling operation each hazard identified can be controlled and the means of control.
- Provides appropriate corrective action when that hazard or each of those hazards has the potential to contaminate the food or food environment.
- Provides appropriate records to be made and kept by the proprietor of the food premises demonstrating action taken in relation to or in compliance with the Plan.

Class 1

Premises must have an independent Food Safety Program that is tailored specifically for the food premises and must be audited annually by a Third Party Auditor.

For new premises, you must ensure an audit of your Food Safety Plan is undertaken within the first three months of opening. All audit reports are required to be lodged to Council within 14 days of audit.

Only auditors certified by the Department of Health may undertake audits of food premises and food safety plans in Victoria.

Class 2

Class 2 retail businesses are not required to have a food safety program unless they are doing any of the following:

- off-site catering where ready to eat potentially hazardous food is prepared or partially prepared in one location, transported to another location, where the food is served at a catering event.
- sous vide cooking, (cooking at less than 75 degrees Celsius).
- any potentially hazardous food that does not involve temperature control to minimise the growth of pathogenic or toxigenic organisms as described in Australia and New Zealand Food Standards Code, Standard 3.2.2.
- preparation of acidified/fermented foods or drinks that are ready to eat and have a high level of acidity required to keep food safe.
- preparation of ready to eat foods containing raw unshelled eggs (unpasteurised).
- preparation of ready to eat raw or rare minced/finely chopped red meats or poultry and game meats.
- any other complex food process activity such as, pasteurisation/thermal processing, packaging food where the oxygen has been removed and/or replaced with other gases,
- any food processing activity which does not involve the use of temperature control, to minimise the growth of pathogenic or toxigenic organisms in food, as described in Australia and New Zealand Food Standards Code, Standard 3.2.2.

If you are planning on carrying out any of the above mentioned activities and would like assistance with developing a food safety plan, the Department of Health has a [FoodSmart](#) template available on their website. For those businesses whose activities do not fall within the parameters of the Department of Health program, an independent plan will be required (as per Class 1)

Food Safety Supervisor

Class 1, 2 and 3A food premises must have a qualified Food Safety Supervisor. A Food Safety Supervisor is a person within your food premises who:

- Knows how to recognise, prevent and alleviate the hazards associated with the handling food and cleaning food areas.
- Has successfully obtained a food safety competency qualification. Refer to Appendix 1
- Has the ability and authority to supervise other people handling food to ensure that they are handling food and cleaning food areas safely.

To register for Class 1, 2 or 3a food premises a nominated staff member with the above mentioned qualifications must be nominated and a copy of the certificate supplied with the application to register a food premises.

Food Training for Employees

The proprietor/manager of a food premise must ensure that all staff undertaking food handling and cleaning operations have the skills and knowledge in food safety and food hygiene for the work they do. It is also a requirement under Regulation 3.2.2A to keep a copy of all employees' successful completion certificates.

The Department of Health have developed online food training programs to ensure that food handlers have the skills and knowledge of responsible food handling.

To undertake the free course, please visit [DoFoodSafely](https://www.dofoodsafely.gov.au/)

Structural Requirements

A well designed and built food premises will reduce the risk of food contamination and improve the ability for effective cleaning, sanitising and maintenance.

The layout of a commercial kitchen is pivotal to ensure that the entry/exit points are located so wait staff or delivery people do not have to travel through food preparation areas, this is to reduce the risk of accidents and food contamination.

A commercial kitchen should be designed and constructed in a way that is suitable for food preparation, storage and cleaning. All food contact surfaces are required to be durable, non-toxic, smooth material constructed so they will not contaminate food, can be easily and effectively cleaned and sanitised, and are impervious to grease, food particles or water.

Materials that are not suitable for food preparation areas include lead in ceramic, china and crystal utensils, solder, flux and pewter; galvanised metal in contact with acidic foods; copper and copper alloys in contact with acidic foods.

Walls and Ceilings

Walls and ceilings in areas where food is stored, prepared, manufactured or packed should be rigid, dustproof, non-absorbent material and free from any cracks or openings. Ceilings should be smooth and finished with washable paint.

Access should be provided to spaces above false or suspended ceilings to allow inspection for signs of pests. However, manholes, suspended panel ceilings or drop-in panel ceilings should not be installed in food preparation areas, as they can be very difficult to seal.

Floors

Floors within the food preparation area should be:

- Able to be effectively cleaned and sanitised.
- Unable to absorb grease, oil, food particles or water.
- Laid so water cannot pool.
- Laid in a way that will not allow entry or nesting for pests.
- Smooth, impervious and free of cracks and crevices.
- In the interest of safety, they should be non-slip and non-abrasive.
- Where possible, floors should be light in colour to aid cleaning.

In any room, where liquid is likely to be spilled or due to the nature and volume of the work carried out, large amounts of water are required for cleaning, the floor may need to be graded and drain to an outlet in accordance with building and plumbing regulations.

Floor Coving

It is recommended that floors in food preparation and storage areas are coved. Coving covers the intersections of floors with walls and exposed plinths. Coving should be installed in wet areas and all food preparation areas. The coving material should be extended up the wall or portioned to a height of not less than 70mm. Coving will greatly assist you in the cleaning and maintenance of your premises in the long term.

Cool room and/or freezer room floors must be coved and finished with appropriate floor material as specified in Table 4.7.

Table 4.7: Suitability of floor finishes for food premises areas

Finish	Wet Areas	Food Preparation	Vegetable Prep	Servery	Store Room	Chillers/freezers	Bin Store	Eating Areas	Comments
Stainless steel non-slip profile	✓	✓	✓	✓	✓	✓	✓	✓	Welded joints
Ceramic tiles	✓	✓	✓	✓	✓	✓	✓	✓	Epoxy grout
Quarry tiles	✓	✓	✓	✓	✓	✓	✓	✓	Sealed
Epoxy resins	✓	✓	✓	✓	✓	✓	✓	✓	
Commercial- grade Poly vinyl sheet	✓	✓	✓	✓	✓	✓	✓	✓	Heat welded joints (not suitable adjacent to hot fat appliances)
Commercial- grade Vinyl tiles			✓	✓	✓	✓	✓	✓	Laid over a solid impervious base or an approved underlay is acceptable providing they are laid strictly in accordance with the manufacturer's specifications.
Steel trowel case hardened concrete			✓		✓	✓	✓	✓	Smooth sealed finish, no joints
Carpet/Carpet tiles								✓	
Wooden flooring								✓	Sealed



An example of coving.



Counters, Benches and Shelving

All food storage and preparation surfaces such as tables, benches, shelves, trays, fittings or appliances should be constructed of impervious durable material and be free from cracks and crevices.

Cabinets and shelving should be designed and constructed to withstand regular cleaning and sanitising. Suitable surfaces include stainless steel, sealed timber with an approved sealant, or laminex.

Benches or shelving connected to a wall require sealant at the join to prevent food particles, dust or liquid falling in between the bench and wall. If the bench or shelving is not attached to the wall, a gap of approximately 150mm should be maintained with the lowest shelf not less than 150mm above the floor to allow for cleaning.

Avoid cavities, false bottoms and similar hollow spaces in the construction of fittings and equipment, these spaces provide areas for pests to feed.

Any unpackaged food that is on display in the retail area must have sneeze guards in place to protect food from contamination by customers.

Fixtures, Fittings and Equipment

Ensure all equipment to be used in processing, manufacturing or storage of food, is of a food grade quality. It is important to ensure that the equipment is hard wearing, non-toxic, resistant to water and corrosion, has smooth and impervious surfaces, ensure joints are effectively sealed, easy to clean.

Lighting

Light fixtures should be recessed into the ceiling or fitted flush to the ceiling to enable easy cleaning. They should be covered with approved shatterproof covers or sleeves to prevent light globe breakages from contaminating any food products.

The Building Code of Australia requires all areas including storage rooms, freezers and cool rooms to have adequate lighting whether it be natural or artificial.

Refrigeration

Refrigerators must hold food at or below 5°C and freezers must keep food frozen (less than -15°C). Accurate calibrated thermometers must be available.

Cool room and/or freezer room floors must have appropriate floor material as specified in Table 4.7. They should have internal and external lining that is capable of being effectively cleaned and sanitized, provide sufficient insulation, and be resistant to damage by moisture. Examples of such materials include aluminum, stainless steel and colorbond type insulation panels.

Windows

Windows should be situated away from the food preparation area, as windowsills tend to gather dust. Any window that can be opened must be fitted with a fly screen. Louver windows are not permitted.

Service Fittings

For easy cleaning and to avoid providing hiding places for pests, all service fittings such as pipes or electrical conduits should either be concealed in walls or fixed with brackets to provide approximately 25mm clearance between the pipe and adjacent vertical surface and 100mm between the pipe and adjacent horizontal surface. All gaps around service pipes entering or exiting the food preparation area must be sealed to prevent the entry of pests and vermin. Avoid boxing in exposed pipes as this area provides habitat for cockroaches and mice.

Sink and Washing up Facilities

The number and size of sinks that the food premises need depends on factors such as:

- the type of operations on the premises that need a sink (e.g. washing food, washing/sanitising equipment, waste disposal, personal hygiene)
- the scale of operations, including the:
 - volume of food or equipment that needs to be washed
 - number of staff on site that need to wash hands
 - frequency of various washing tasks (e.g. multiple times a day, at end of day only)
 - amount of adjacent space needed to hold equipment or food for washing or draining
- the size of objects to be washed (e.g. large pots and pans)
- whether objects need to be immersed in water (e.g. sanitising utensils in hot water) or held under running water (e.g. washing foods)
- whether sanitation processes require a rinsing step
- whether the premises has a dishwasher and whether it can sanitise.

The intention is that the number and size of sinks are sufficient to allow the business to easily conduct all its washing and cleaning activities without interference or obstruction, and without posing a food safety risk.

Hand Washing Facilities for Food Preparation Areas

Hand wash basins must be in the immediate area of food preparation no further than 5 metres from any place food handlers are handling food. These basins need to be positioned in an easily accessible location for staff and must be supplied with dispensable soap and single use paper towel or other suitable hand drying equipment.

The basin size should be no smaller than 11 litres in capacity with minimum dimensions of 500mm x 400mm. They must be provided with an adequate supply of hot (around 40°C) and cold water through a single outlet.

They must be controlled by a hands free device. Unless otherwise permitted, hand wash basins should be free standing and not incorporated into an existing food preparation sink or sink used for cleaning utensils.



Cleaners/Chemical Sink

Cleaners/chemical sink for the disposal of sullage water, needs to be installed and supplied with hot and cold water. The sink should be placed at an appropriate height for its intended use. The sink must not be placed in an area where it may compromise chemical safety or contaminate food.

Dishwashers

Dishwashers and glass washers can be used to clean and sanitise plates, bowls, utensils etc and must be capable to undergo a sanitising rinse at 80°C for 2 minutes or 75°C for 10 minutes or 70°C for 15 minutes.

If you install a commercial dishwasher a mechanical exhaust system may be required over the dishwasher when:

- The steam is causing condensation on the walls and ceiling.
- The apparatus has a total maximum electrical power input of 8kW; or a total gas input exceeding 20MJ/h; or the total maximum power input to more than one apparatus exceeds, 0.5kW electrical power; or 1.8MJ gas/m² of floor area of the room or enclosure.

Splashbacks

Splashbacks must adhere directly to the wall with no fixing screws, cracks or crevices and no gaps where pests could hide or liquids and food particles etc. could accumulate.

Guidelines for Splashback Construction:

- Ideally, splash backs should be carried to a height of 450mm above the bench tops, wash hand basins and similar fittings.
- Splash backs situated behind cooking equipment, such as ovens or fryers should be heat resistant. Stainless steel sheet is the preferred splash back behind commercial cooking equipment laid from the floor junction to canopy. Stainless steel is heat resistant and easy to clean. Tiles are not recommended as they may fall off due to the heat generated whilst cooking.
- Floor to wall splashbacks is to extend to a height of 1.8 metres.
- Avoid open joints when attaching sheet materials to walls.
- Architraves, skirting boards, picture rails should be avoided in food preparation areas as they collect dust and add to cleaning duties.
- Suitable Splashback finishes include stainless steel, laminated plastics (Formica, laminex etc) and glazed tiles.



Water Supply

All food premises must have an adequate supply of potable water for all activities conducted on the food premises with an adequate supply of hot and cold water with sufficient capacity for the business to carry out its operation even during peak operating times (e.g. appropriate volume, temperature and pressure).

If the water source is from a rainwater tank, a Private Water Supply Management Plan is required to ensure the water meets Australian Standards, is tested and treated regularly to ensure bacteria and contaminant levels are kept at a potable safe level for consumption.

Grease Traps/Arresters

Contact Wannon Water to determine if your food premises requires a grease trap.

A grease trap is a device designed to collect fat, oils and food scraps to prevent this material going down the sewer and blocking drains. Grease traps require cleaning on a regular basis. The grease trap should be located outside the building to allow cleaning and maintenance to be carried out without the tradesperson entering the building. Access to grease traps for emptying should not be through areas where food is handled, stored or in contact with food equipment or packaging materials are handled.

Storage

Storage areas must be provided for dry goods, packaging materials, crockery and equipment. Food storage areas must not store non food items as this may cause food contamination. All storage areas should be provided with sufficient shelving ensuring that food is not stored on the floor.

All food storage areas must be adequately pest proofed to ensure there is no risk of contamination. This would include ensuring that all dry ingredients are kept in impervious air-tight containers on shelves. Dry goods and/or bulk storage not in impervious containers must be stored at least 250mm above the floor.

Storage facilities for chemicals/cleaning products and equipment, staff personal effects, office supplies and waste should be kept separate from food storage and preparation areas.

Storage of garbage and recyclable matter

An external garbage area with adequate fencing for the storage of garbage and recyclable matter must be of an appropriate size to store garbage and recyclable matter on the property. Garbage needs to be stored in a sealed receptacle that is impervious. All storage bins must be capable of being effectively cleaned.

Pest Proofing

Premises must be designed to prevent the entry and/or nesting of rodents, birds, animals and insects. Gaps under doors and around service pipes are to be eliminated. Doorways must be provided with either:

- A full door fitted with heavy duty self-closer.
- Air curtain.
- A self closing commercial flywire door, or
- Heavy duty plastic strips properly fitted. Strips need to be of a suitable thickness and must span the entire height and width of the doorway.

Ventilation

The Building Code of Australia requires food premises to have adequate mechanical ventilation to effectively remove fumes, smoke, steam and vapour from all cooking or food heating appliances including washing appliances within a food premises.

Exhaust hoods are required to have metal washable grease filters and canopies are required to be installed so that no ledges or voids between the canopy hood and the ceiling are created.

To determine whether a ventilation system is adequate the following should be considered:

- Does food preparation or other activities (such as cleaning) produce fumes, smoke, steam or vapours?
- Does the ventilation system remove ALL steam and fumes?
- Are air intakes located so they enable 'fresh' air to enter the food preparation area?
- Does the system draw air into 'clean' preparation rooms from areas of the premises where operations generate dust or airborne microbiological contaminants that could cause contamination problems?

Smoke Free Dining

Outdoor dining or drinking areas where the roof and walls cover more than 75% of the total outdoor area are required to be smoke free. Smoking is prohibited in enclosed licensed premises. Owners of licensed premises or outdoor dining or drinking area must display "No Smoking" signs to clearly indicate smoke free premises or area.

Note: Please contact Councils Environmental Health Team for a copy of the Smoke Free Guide: Licensed Premises and Outdoor Dining and Drinking Areas and smoke free dining stickers.

Toilet facilities

Not all food premises are required to supply toilets for customers, however staff toilets and hand washing facilities are mandatory. It is recommended that separate toilet facilities are provided for staff and customers, if possible.

Hand wash facilities, with hot and cold running water through a single outlet, must be located immediately adjacent or next to the toilet. Disposable paper towel or air hand dryer and liquid hand soap are to be provided at all times.

The Building Code of Australia outlines the criteria for when a food premises is required to supply customer toilets and the number/type of toilets (e.g. disabled, ambulant access toilets). For further assistance please seek advice from Council's Building Services Unit.

Food Transport Vehicles

Vehicles used to transport food only (e.g. food delivery), must be designed and constructed to protect food from potential contamination and maintain the appropriate temperature of the food whether that is warm, air temperature, cold or frozen upon delivery.

Mobile Food Premises

Vehicles that are used for preparing or selling food are defined as food premises and must comply with the requirements of a food premises, this includes the requirement for being registered and inspected by the local council.

As the vehicle is not a fixed premises it is required to be registered using FoodTrader an online registration platform that permits the vehicle to be traded from anywhere in Victoria as long as the registration is current and a statement of trade is submitted and approved.

Mobile Food Vehicles that are not connected to a reticulated water supply need to ensure the vehicle is supplied with a potable water source and equipped with water storage tanks that have sufficient capacity for the period of trading. The vehicle should also be fitted with a waste water tank external to the vehicle (capacity of at least 50 Litres). All wastewater must be disposed of at an approved wastewater disposal facility.

Itinerary trading permits may be required in certain locations. Please contact Councils' Local Laws department for further information.

Labelling Packaged Foods

For information on labelling requirements for packaged foods that you may handle and/or prepare such as slices, cakes, jams, preservatives etc, please contact Council's Environmental Health Team for a copy of the "*Home Kitchens / Labelling Guidelines*."

Further information

If you require further information or have any questions please do not hesitate to contact Glenelg Shire Council's Environmental Health Team on telephone 03 5522 2229 or Email: health@glenelg.vic.gov.au