

**APPLICATION FOR FITOUT OR PLAN ASSESSMENT UNDER THE FOOD ACT 2001**

**NO FEE REQUIRED**

If you wish to construct or alter the structure of a food premises this application may be completed and submitted along with suitably detailed plans and specifications. A food premises refers to the premises or any part of the premises used by any business involving or incorporating a food business. *Note: Section C is optional, though highly recommended.*

It should be noted that the plan assessment process, in terms of conducting a food business under the *Food Act 2001*, does not constitute any authority to:

1. Carry out any building works or occupy the building or part of the building unless all relevant building permits are obtained from all responsible authorities;
2. Use the land or buildings thereon for any purpose which requires a planning permit unless all relevant planning permits are obtained from all responsible authorities; and
3. Commence the operation of the food business, unless approval has been sought from the Health Protection Service and the business is registered under the *Food Act 2001*.

For food businesses that are already registered under the *Food Act 2001*, if the fit out changes the operation of the business in a way that may have an effect on the safety of the food intended for sale, the proprietor must give notice of the change to the Health Protection Service within 7 days of the changes happening. These changes include a structural change or changes in the fixtures and fittings of the premises. It is advisable that these proposed changes be assessed by a Public Health Officer.

APPLICATION DETAILS					
<b>1</b>	<b>Location of premises for fit out</b>				
	Trading name (if applicable)				
	Shop No	Property Name (eg. Shopping Centre)			
	Street Address				
	Suburb			Postcode	
<b>2</b>	<b>Applicant Details</b>				
	Is this submission by or on behalf of an existing food business proprietor?				YES <input type="checkbox"/> NO <input type="checkbox"/>
	Company Name				
	Location				
	Suburb		State	Postcode	
<b>3</b>	<b>Postal Details</b>				
	Postal Address				
	Suburb		State	Postcode	
<b>4</b>	<b>Contact Details</b>				
	<b>Contact Person</b>	Title	First Name		Surname
	Phone		Fax	Mobile	
	Business Phone		Business Fax	Business Email	
<b>5</b>	<b>Food Business Proprietor Details (or building owner if there is no food proprietor at this stage)</b>				
	Title	First Name		Surname	
	Company				
	Postal Address				
	Suburb		State	Postcode	
	Phone		Fax	Mobile	

<b>6</b>	<b>Building Certifiers Details</b>		
	Title	First Name	Surname
	Company		
	Postal Address		
	Suburb	State	Postcode
	Phone	Fax	Mobile

<b>SECTION A APPLICATION</b>		
<b>7</b>	Is this submission for a new food business?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>8</b>	Was the premises previously used for a food business? If yes      ▪ Previous trading name: _____	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>9</b>	Has or will the business be relocating from another site? If yes, please state: ▪ Food Business Registration number _____ ▪ Business Trading Name _____	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>10</b>	Will the food business be operating during the period of the proposed works? (If "yes": include details of dust protection measures and arrange an inspection prior to the commencement of any works)	YES <input type="checkbox"/> NO <input type="checkbox"/>

<b>SECTION B PLAN SUBMISSION INFORMATION</b>		
<b>11</b>	Have the necessary plans and specifications been submitted? It is necessary for two sets of plans and specifications to be submitted. (If you are unsure please use Section C)	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>12</b>	Existing facilities, including any remote areas, are clearly documented and identified. (Please ensure areas are clearly identified by the name or number as might be recognised by the public or staff members)	YES <input type="checkbox"/> NO <input type="checkbox"/>

**SECTION C SCHEDULE OF DOCUMENTATION**

This section is provided as a checklist, and is highly recommended in assisting your submission of plans. As plans are considered a critical part of the process, you are advised to ensure that clear and accurate plans and specifications are supplied, with all items clearly identified. Facsimiles of plans are **not** ordinarily considered appropriate so please ensure that all the necessary details are submitted with this application.

Please ensure that the plans and specifications submitted provide details of all fixtures, fittings and equipment, as well as surface finish and the proposed fitout construction methods.

**Two copies of each plan are required to be submitted to HPS for approval.**

**PART 1 PLAN DETAILS AND SPECIFICATIONS**

This part provides a list of the typical plans that are necessary, though separate plan sheets for each item are **not** specifically required.

<b>1</b>	Completed Fitout application form	<input type="checkbox"/>
<b>2</b>	Site plan (scale 1:200 min.)	<input type="checkbox"/>
<b>3</b>	Reflected ceiling plans (scale 1:100 min.)	<input type="checkbox"/>
<b>4</b>	Plumbing & drainage plans (scale 1:100 min.)	<input type="checkbox"/>
<b>5</b>	Mechanical & natural ventilation plans (scale 1:100 min.)	<input type="checkbox"/>
<b>6</b>	Demolition plan (scale 1:50 min.)	<input type="checkbox"/>
<b>7</b>	Floor layout plan (scale 1:50 min.)	<input type="checkbox"/>
<b>8</b>	Elevations (scale 1:20 min.)	<input type="checkbox"/>

<b>9</b>	Sections (scale 1:20 min.)	<input type="checkbox"/>
<b>10</b>	Details (scale 1:5 min.)	<input type="checkbox"/>
<b>11</b>	Designated name & use of all areas	<input type="checkbox"/>
<b>12</b>	Designated name & use of all equipment	<input type="checkbox"/>
<b>13</b>	Equipment specifications (incl. power output for cooking appliances)	<input type="checkbox"/>
<b>14</b>	Details of foods to be prepared and sold (menus if possible)	<input type="checkbox"/>
<b>15</b>	Area specific level of food handling	<input type="checkbox"/>
<b>16</b>	Cleaning methods & specifications	<input type="checkbox"/>

**PART 2 CONSTRUCTION AND FINISH DETAILS**

The following checklist is to help ensure that your plans cover all key areas. The information requested in this part will be used to help determine, where possible, that the layout of the premises minimises opportunities for food contamination.

The Food Standards Code, Standard 3.2.3 Food Premises and Equipment, sets out the requirements for food premises and equipment that, if complied with, this will help facilitate compliance by food businesses with the food safety requirements of 3.2.2 Food Safety Practices and General Requirements.

Further guidance on the requirements of Standard 3.2.3 can be found in **Appendix A**.

<b>1</b>	Floors	<input type="checkbox"/>
<b>2</b>	Walls	<input type="checkbox"/>
<b>3</b>	Ceilings	<input type="checkbox"/>
<b>4</b>	Ventilation	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪ mechanical</li> <li>▪ natural</li> </ul>	<input type="checkbox"/>
<b>5</b>	Lighting	<input type="checkbox"/>
<b>6</b>	Cold food storage	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪ cool rooms</li> <li>▪ freezers</li> </ul>	<input type="checkbox"/>
<b>7</b>	Hot food storage	<input type="checkbox"/>
<b>8</b>	Dry food storage	<input type="checkbox"/>
<b>9</b>	Food display	<input type="checkbox"/>
<b>10</b>	Food Preparation surfaces	<input type="checkbox"/>
<b>11</b>	Cooking equipment	<input type="checkbox"/>
<b>12</b>	Water supply	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪ temperature</li> <li>▪ capacity</li> </ul>	<input type="checkbox"/>

<b>13</b>	Sewage and wastewater disposal– <i>specifications for trade waste should be checked with Icon Water (6248 3111)</i>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪ location</li> <li>▪ grease trap</li> <li>▪ drain inlets and piping</li> </ul>	<input type="checkbox"/>
<b>14</b>	Hand washing facilities:	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪ size</li> <li>▪ water supply</li> <li>▪ taps</li> </ul>	<input type="checkbox"/>
<b>15</b>	Equipment washing facilities	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪ sinks</li> <li>▪ dishwashers</li> <li>▪ cleaners sink</li> <li>▪ floor waste</li> <li>▪ bin washing facility</li> </ul>	<input type="checkbox"/>
<b>16</b>	Storage of garbage and recyclable materials	<input type="checkbox"/>
<b>17</b>	Storage of chemicals, clothing and personal items	<input type="checkbox"/>
<b>18</b>	Toilet facilities	<input type="checkbox"/>
<b>19</b>	Food transport vehicles	<input type="checkbox"/>
<b>20</b>	Pest control	<input type="checkbox"/>
<b>21</b>	Smoke-free areas requirements -- <i>if applicable</i>	<input type="checkbox"/>

**SUBMISSIONS WILL NORMALLY BE ASSESSED AND RESPONDED TO WITHIN 10 WORKING DAYS**

## Appendix A

This guide has been designed for businesses involved in the design, construction and fit out of food premises and mobile food vehicles.

It is based on the Food Safety Standard 3.2.3 *Food Premises and Equipment*, which sets out requirements for food premises fixtures fittings and equipment in order to reduce the risk of food contamination. It should be noted that these food safety standards are enforceable under the *Food Act 2001* and all food premises must comply with these standards.

The Australian Standard, AS 4674 *Design, construction and fit-out of food premises*, provides more prescriptive details on the setting up of your food business. It is designed to assist compliance with the Food Safety Standard 3.2.3 and the production of safe food.

### **DESIGN AND CONSTRUCTION OF A FOOD BUSINESS**

#### **General Requirements**

The design and construction of your food premises must:

- *Be appropriate for use for the activities for which the premises are used.*

Layout, location of equipment and facilities, materials used, standard of workmanship, location of air intakes and exhaust outlets and availability of power and other services are all examples that will affect whether the premises is appropriate for use.

Materials used must be able to withstand wear and tear and cleaning chemicals eg. stainless steel for food contact surfaces.

It is best to ensure that the food flow through the premises is in one direction going from receipt, to storage, to preparation, to serving.

- *Provide adequate space for the activities to be conducted on the food premises and for the fixtures, fittings and equipment used for those activities.*

The intended activities include everything related to the handling and preparing of food for sale, displaying, serving, storing of packaging and chemicals and access for deliveries and pick ups such as garbage.

The amount of space required will depend on the food operations of the premises.

- *Permit the food premises to be effectively cleaned and, if necessary, sanitised.*

You will also need to ensure that all parts of equipment are accessible for cleaning. For heavy equipment it is recommended that service wires, pipes or hoses (gas, water and electricity) are capable of being safely disconnected or are flexible or long enough to enable the equipment to be moved. Also equipment should be raised off or sealed to the floor to enable easy access for cleaning.

- *Be designed and constructed to exclude, where practicable dirt, dust, fumes smoke and other contaminants.*

### **FLOORS, WALLS AND CEILINGS**

#### **Floors**

The food premises must have floors that are:

- *designed and constructed in a way that is appropriate for the activities conducted in the food premises.*
- *able to be effectively cleaned*
- *unable to absorb grease, food particles or water,*
- *laid so that there is no 'ponding' of water*
- *unable to provide harbourage for pests.*

For example, a kitchen area, which is hosed down regularly with chemicals and hot water, needs a surface that can withstand the wear and tear of the cleaning chemicals and is able to effectively drain the water so that there is no ponding. Floors should also be smooth and free of cracks and crevices, and floor coverings need to be firmly attached to the surface beneath.

Suitable flooring surface materials for food preparation, storage and washdown areas include:

- *sealed quarry, ceramic or vinyl tiles*
- *commercial sheet polyvinyl with welded seams*

- *laminated thermosetting plastic sheeting*
- *sealed smooth surfaced concrete*
- *epoxy resin*

There is no specific requirement for coving at the junction of the floor and wall. However, coving is effective in areas where floors are intended to be or are likely to be cleaned by flushing with water. Coving is also effective in helping to clean behind difficult to access areas such as behind stoves and food preparation benches.

## **Walls and ceilings**

The food premises must have walls and ceilings that are:

- *Designed and constructed in a way that is appropriate for the activities conducted on the food premises.*
- *Provided where they are necessary to protect food from contamination.*
- *Sealed to prevent the entry of dirt, dusts and pests.*
- *Unable to absorb grease, food particles and water*
- *Able to be easily and effectively cleaned.*
- *Unable to provide harbourage for pests.*

When planning there are certain things that you should consider such as paint that may flake, heat from cooking and damage from equipment being moved.

Suitable wall materials for food preparation, storage and washdown areas include:

- *glazed tiles*
- *stainless steel or aluminium sheeting*
- *laminated plastic sheeting*
- *commercial sheet vinyl with welded seams*
- *or other similar material fitting the requirements given above*
- *dry food storage rooms may be finished with an impervious, washable paint finish*

Suitable ceiling materials for food preparation, storage and washdown areas include:

- *fibrous plaster*
- *plasterboard*
- *fibrous cement*
- *cement render*

## **Ventilation**

The food premises must have:

- *Sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapours from the food premises.*

The type of ventilation you will need will depend on the operations of your business. The premises must meet the natural and mechanical ventilation requirements of the Building Code of Australia. Mechanical ventilation must be installed in accordance with the *Australian Standard No. 1668.2 The Use of Mechanical Ventilation and Air-Conditioning in buildings Part 2 Mechanical Ventilation for acceptable indoor-air quality*. Operations that may require mechanical ventilation include commercial dishwashers, deep fryers etc.

## **Lighting**

The food premises must have:

- *Sufficient lighting that provides natural or artificial light for the activities conducted in the food premises.*

Lighting may either be from a natural or artificial source. Food handlers need to be able to easily check that areas and equipment are clean, spot any signs of pests and to see the food and equipment that they are handling. Refer to *Australian Standard 1680.1* for further detailed information.

All light fittings in food preparation and storage areas needs to be shatterproof or enclosed behind a diffuser.

## **FIXTURES, FITTINGS AND EQUIPMENT**

### **General requirements**

The fixtures, fittings and equipment must be adequate for the production of safe and suitable food and fit for their intended use.

They must be designed, constructed, located and installed so that:

- *There is no likelihood that they will cause food contamination*
- *They are able to be easily and effectively cleaned*
- *The adjacent floors, walls and ceilings and other surfaces are able to be easily and effectively cleaned*

Space should be allowed between equipment and walls to allow access, or equipment should be butted so close together that food debris etc. cannot get in between. Another option is to install heavy equipment on castors, rollers or legs to enable it to be moved.

- *They do not provide harbourage for pests.*

The food contact surfaces must be made of material that:

- *Is able to be easily and effectively cleaned and, if necessary, sanitised*
- *Is unable to absorb grease, food particles and water is there is a likelihood they will cause food contamination.*
- *Is made of a material that will not contaminate food.*

Remember that eating utensils must also be able to be easily and effectively cleaned and sanitised.

### **Cold Food Storage**

You will need to provide sufficient refrigeration space for the storage of perishable foodstuffs. Refrigerators need to be able to keep the food at or below 5°C and freezers must be able to keep food frozen.

Refrigeration equipment should be fitted with adequate, built-in thermometers, calibrated in degrees Celsius.

All internal surfaces must suitable for the purpose and be smooth, impervious and easily cleanable and adequate shelving should be provided.

Any cooling unit discharge must be directed to the sewer system in accordance with water authority requirements.

### **Hot Food Storage**

Hot food storage units will need to be able to maintain food at or above 60°C. All internal surfaces must suitable for the purpose and be smooth, impervious and easily cleanable.

### **Dry Food Storage**

The area provided for the storage of foods that are not perishable needs to be of a suitable size and provide adequate shelving for the storage of food off the floor.

### **Food Display Units**

All food display units must be constructed of suitable materials and ensure that the food is protected from contamination.

### **Water supply**

The food premises must have:

- *An adequate supply of potable water, suitable to drink, for washing food ingredients, cooking, adding to drinks, cleaning and hand washing.*

The premises should also ensure that there is enough water available with sufficient volume, pressure and temperature for all operations in the business. This must also apply to peak times when demand for water is high.

Hot water of greater than 77°C may be required for any cleaning operations involving eating and drinking utensils or food contact surfaces where chemical sanitisers are not being used.

## **Sewerage and waste water disposal**

The food premises must have:

- *A sewage and waste water disposal system to effectively dispose of all the sewage and waste water.*
- *The sewage and waste water disposal system must be constructed and located so there is no likelihood of the sewage and waste water polluting the water supply or contaminating food.*

You must also check the requirements of Icon Water for the acceptance of liquid waste that may contain *fat, oil or grease* ("grease") to the sewerage system from your food premises, as it is conditional that grease be removed prior to discharge. If you have any trade waste enquires please contact Icon Water on 6248 3111

Access to grease arrestors for emptying shall not be through areas where open food is handled or stored or where food contact equipment and packaging is located.

## **Equipment Washing Facilities**

The food premises must have sufficient sink facilities for food preparation, washing and sanitising. The number required will depend on the type of activities being carried out by the business.

Most food businesses will require a food preparation sink for the washing of fruit and vegetables and a double bowl sink for the proper cleaning and sanitising of preparation equipment.

Equipment will also need to be provided for the adequate cleaning of the premises.

## **Hand washing facilities**

The food premises must provide hand washing facilities that located where they can be easily accessed by food handlers:

- *Within areas where food handlers work if their hands are likely to be a source of contamination of food*
- *Immediately adjacent to the toilets*

Hand washing facilities must be:

- *Permanent fixtures*
- *Connected to, or otherwise provided with, a supply of warm running potable water,*
- *A size that allows for effective hand washing*
- *Clearly designated for the sole purpose of washing hands, arms and face.*

Ensure that each hand basin is provided with soap, paper towels or other approved hand drying equipment.

## **MISCELLANEOUS**

### **Storage of garbage and recyclable matter**

The food premises must provide storage facilities for garbage and recyclable matter that:

- *Will adequately contain the volume and type of garbage and recyclable matter on the premises.*
- *Will be able to enclose the garbage or recyclable matter if necessary to keep pests and animals away.*
- *Will be designed and constructed in a way so that it is easily and effectively cleaned.*

You will need to provide containers that are the size and quantity to meet the waste disposal needs of your business. Also, remember to consider the number of collections your business will need. Ensure you cover the containers, enclose or provide lids for them. Locate the containers in an area that will deter pests.

Businesses should also provide a bin washing area with hot and cold water that is graded and drained to the sewer in accordance with Icon Water requirements. The area also needs to be paved with an impervious material.

### **Storage Facilities**

The food premises must provide adequate storage facilities for the storage of items that are likely to be a source of contamination to food, including chemicals, clothing and personal belongings.

They must be located where they will not contaminate food.

### **Toilet Facilities**

The food premises must ensure that there are adequate toilets available for the use of food handlers working for the food business.

### **Food Transport Vehicles**

Vehicles used solely to transport food must be designed and constructed to protect food if there is a likelihood of food being contaminated during transport. They must also be designed to ensure that they are able to be effectively cleaned.

Food contact surfaces in parts of vehicles used to transport food must be designed and constructed to be effectively cleaned and, if necessary, sanitised.

The food compartment also needs to be separate from the driver or passenger areas.

### **Mobile Food Vehicles**

Your food vehicle is required to be built to the same standards as a permanent food premises and be self-sufficient in water supplies and waste disposal.

When designing the layout of your food vehicle, you need to take into consideration that you will be working in a confined area and therefore be restricted with space. You will also need to consider how many food handlers will be in the vehicle at any one time to ensure the food is able to be handled and stored safely.

### **Pest Control**

- *Not permit the entry of pests or provide the harbourage for pests.*

Examples of ways to do this would be by installing self-closing devices on doors, air curtains, heavy fly-strips or fly screens, flashing on the base of doors and sealing around the openings where pipes pass through walls.

If electric insect control devices are installed, they must not be situated above where exposed food is prepared, stored, handled or transported.

The premises should be built and maintained in order to keep out and prevent insects, rodents, vermin and birds from harbouring eg. make sure that pests can not get into any cavities.