



A GUIDELINE TO THE CONSTRUCTION OF FOOD PREMISES AND FOOD VEHICLES

September 2018

INTRODUCTION

This information is provided as a general guide for owners, proprietors, architects and/or builders who intend to design, construct/fit-out and operate a food premises or food vehicle within the City of Gosnells. This guide also details the process for approval and registration of a food business within the City of Gosnells.

The purpose of these guidelines is to provide information so that people may better understand food business requirements. You should not rely solely on this advice. You should seek your own legal advice concerning complying with the appropriate food standards.

LEGISLATION

Food businesses are currently governed by the following state-wide legislation:

- *Food Act 2008* (available from the State Law Publisher at www.slp.wa.gov.au)
- *Food Regulations 2009* (available from the State Law Publisher at www.slp.wa.gov.au)
- *Australia New Zealand Food Standards Code* (available from FSANZ www.foodstandards.gov.au)

Australian Standard (AS 4674-2004) *Design, construction and fit-out of food premises* can provide you with good detail and advice on your proposed food business. This document is copyrighted.

RISK CLASSIFICATION AND INSPECTION FREQUENCY

The City of Gosnells uses a risk-based classification system for food businesses which is determined by the type of food prepared and who the food is prepared for (e.g. elderly people and children). Risk classification determines the initial inspection frequency but this may be altered by the outcome of the routine assessments i.e. If the assessment result is sub-standard then more frequent inspections of the business may be undertaken. This may be at an additional cost to the food business proprietor.

Food businesses are classified into:

- Very Low Risk e.g. pre-packaged non-potentially hazardous foods
- Low Risk e.g. bars selling beverages
- Medium Risk e.g. most cafes and restaurants will fall into this category
- High Risk e.g. food catering business

FEES

Food businesses requiring registration are charged a one-off application for registration fee and then an annual risk assessment/inspection fee. The risk assessment/inspection fee is valid from 1 July and invoicing occurs in May. Exempt food businesses pay a one-off notification fee only.

For the current fee schedule please refer to the City's Application for Registration / Notification Form (available on the City's website at www.gosnells.wa.gov.au) or contact the City's Health Service on 9397 3000.

APPROVAL PROCESS

Planning Services

The premises may require planning approval and a Development Application may need to be submitted to ascertain suitability with the Local Planning Scheme in relation to zoning, parking and other issues. Also many buildings within the City have some historic importance. It is necessary to determine if the chosen premises is heritage listed before alterations are considered.

For more information on planning requirements please contact the City's Planning Services on 9397 3000.

Building Services

You will be required to submit a Building Permit Application for:

- newly constructed premises;
- where coolrooms and exhaust canopies are to be installed; or
- where alterations may affect the structural integrity of the building.

For more information on whether a Building Permit is required please contact the City's Building Services on 9397 3000.

Health Services

Unlike in the past, food businesses are no longer required to submit an application for approval to the City's Health Service. It is the food business' responsibility to comply with legislative requirements.

Food businesses are still required to either Notify (exempt premises only) or obtain a Certificate of Registration from the City prior to operating. This is done by submitting an Application for Registration / Notification Form (available on the City's website at www.gosnells.wa.gov.au).

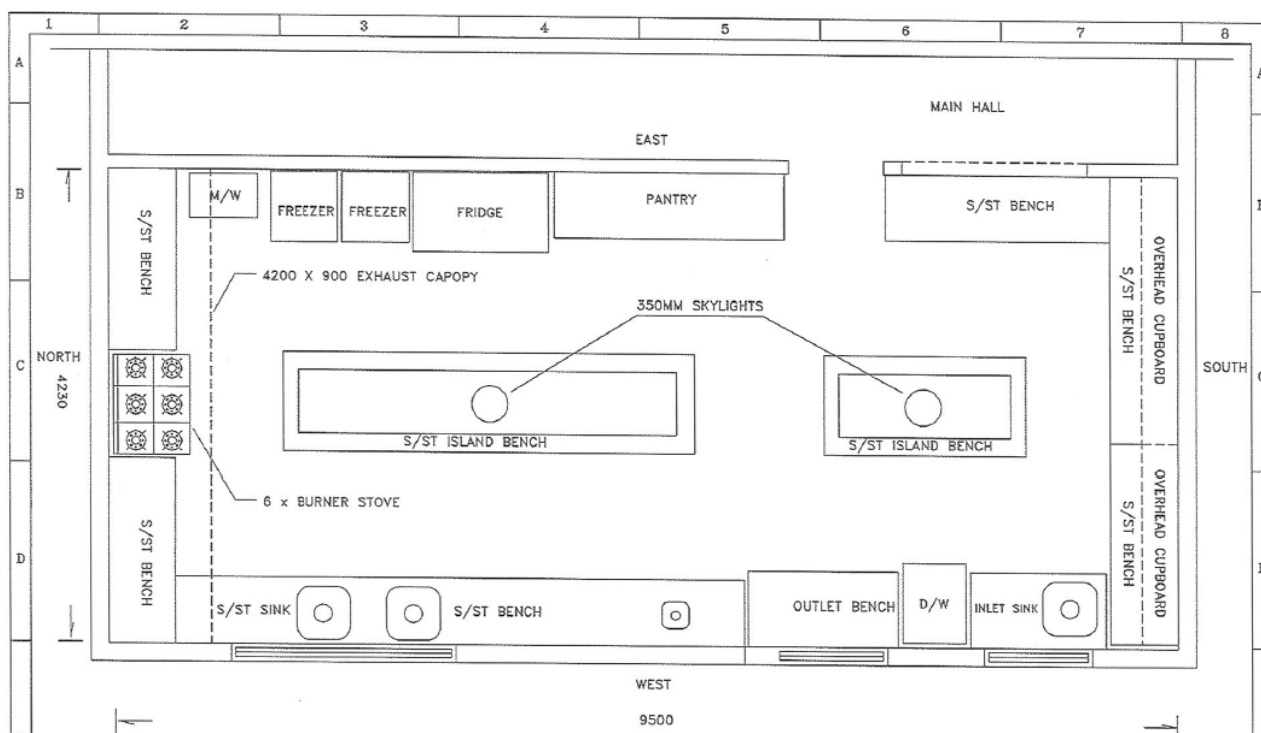
SUBMISSION OF PLANS

When submitting an Application for Registration / Notification Form it is a requirement that a copy of plans are provided. As a minimum, plans should include the following detail:

- (i) to scale (typically 1:100 or 1:200)
- (ii) all dimensions
- (iii) floor plan
- (iv) sectional elevations through walls etc.
- (v) mechanical exhaust ventilation plan
- (vi) finishes of every wall, floor and ceiling
- (vii) the position and type of every fixture, fitting and equipment
- (viii) toilet facilities
- (ix) grease traps
- (x) the estimated number of patrons.

NOTE: Submitted plans must be of a high quality that clearly shows all of the above details. This will help the City's Health Service assess the plans and approve the premises quicker which is both time beneficial for you and the City.

The following diagram is an example of the standard required:



INSPECTION

Upon receipt of a completed Application for Registration Form and satisfactory plan, a City Environmental Health Officer will undertake an inspection of your premises to ascertain compliance with the requirements of the abovementioned legislation.

FOOD BUSINESS REGISTRATION AND ANNUAL RISK ASSESSMENT/INSPECTION FEE

After the premises has undergone a satisfactory inspection, an approval letter will be issued together with an invoice for payment of your annual risk assessment/inspection fee. After payment has been received you will be issued your food business Certificate of Registration and fee receipt.

Registration of your food business occurs once and does not expire. The risk assessment/inspection fee is issued annually.

Please note that failure to pay the risk assessment/inspection fee will result in relevant action being taken that may include cancellation of the food business registration.

STATE GOVERNMENT DEPARTMENTS

Western Power and Alinta Gas

All electrical and gas fittings should be approved by Western Power and Alinta Gas and installed in accordance with the relevant regulations.

Western Power – Phone: 9326 4911 Website: www.wpcorp.com.au

Alinta Gas – Phone: 13 13 59 Website: www.alintacustomer.com.au

Water Corporation

Plumbing is to be carried out by a licensed plumber in accordance with the Metropolitan Water Supply, Sewerage and Drainage Board by-laws.

The Industrial Waste Section at the Water Corporation should be consulted for information regarding provision of grease traps. Most food premises where food preparation occurs will require a grease trap to be installed.

Phone: 13 13 95 Website: www.watercorporation.com.au

DESIGN AND CONSTRUCTION

General Requirements

The food premises must comply with the requirements of Food Safety Standard 3.2.3 – Food Premises and Equipment (FSS 3.2.3). The additional following information may be useful when designing your food premises (follow the FSS 3.2.3 headings which match the ones below).

Your food business design must aim to:

- Exclude locations that may allow harbourage to vermin by such measures as eliminating cavities, cracks and crevices.
- 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.
- 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.

Consider:

- Sufficient dining space, allowing of 1m² per person for dining area;
- Potential for future expansion. If in the future you wish to upgrade the type of food preparation, then you may also need to upgrade the premises to suit.
- The kitchen incorporating utensils/equipment/chemical/food storage, washing areas, wet and dry preparation areas, refrigeration and cooking areas.
- Separation of raw products and cooked/final products
- Sanitary conveniences for both staff and customers
- Space for changerooms and storage area for personal items

Water Supply

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 2 Clause 4	The water supply must be: ▪ Provided in an adequate quantity; ▪ Potable; and ▪ Of an appropriate temperature. The water supply for mobile food vehicles must be: ▪ Of a minimum 25 litres (used solely for cleaning purposes)	▪ Hot water system installed in adequate capacity for the activities occurring at the premises ▪ Scheme water supply ▪ Tank and bore water (Laboratory Certification stating compliance with NHMRC Guidelines must be provided)

Sewage and Waste Water Disposal

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 2 Clause 5	The premises must have a sewage and waste water disposal system which: ▪ Effectively disposes of all sewage and wastewater; and ▪ Is constructed and located so that there is no likelihood of the sewage and wastewater polluting the water supply or contaminating food. <u>Mobile food premises:</u> ▪ Where there is no connection to mains sewer, temporary holding tanks must be installed at 50 litres capacity.	▪ Connection to deep sewer ▪ If the premises is located in areas without deep sewerage you will require on-site disposal. A further application to install apparatus for the treatment of sewage is required. Alternatively, investigate the installation of a reticulated sewerage system connected to the main sewer. ▪ Contact the Water Corporation for information regarding grease traps. The City of Gosnells does not process these applications.

Storage of Garbage and Recyclable Matter

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 2 Clause 6	The premises must have waste facilities that: ▪ Adequately contain the quantity and type of waste and recyclable matter; ▪ Are enclosed, as to not allow access to pests and animals; and ▪ Are designed and constructed to be easily and effectively cleaned.	▪ Premises must have facilities designed to store rubbish until collection. This may require a larger bin store or a more regular collection. ▪ An adequate supply of water should be provided in the bin store e.g. tap and hose cock. Wastewater is not permitted to enter stormwater drainage systems and therefore the floor of the bin store should be graded to a floor waste drain connected to sewer. ▪ Refuse containers serviced by an appropriate contractor with consideration given to how contractors will access the area to enable easy removal of material. ▪ Fats and oils must be stored in leak proof containers and be regularly collected by a waste removal contractor.

Ventilation

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 2 Clause 7	Ventilation throughout the premises must: ▪ Be sufficient and easily and effectively cleaned; and ▪ Effectively remove fumes, smoke, steam and vapours, so as not to cause environmental nuisance. Mechanical exhaust ventilation system to be designed, constructed and installed in accordance with AS 1668 Part 2 (2002).	Mechanical ventilation to be installed for: ▪ Cooking equipment where electrical input exceeds 8kW; ▪ Cooking equipment where gas input exceeds 29MJ/h; and ▪ All deep fryers. (Written certification is required to verify that system meets performance criteria) For more information on the requirements for mechanical ventilation please refer to the separate section below on Exhaust Hoods.

Lighting

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 2 Clause 8	The premises must: ▪ Be sufficiently provided with light; and ▪ Light fittings must be easily and effectively cleaned, unable to provide harbourage for pests and constructed to protect food from contamination.	▪ Natural light ▪ Artificial—recessed and diffuser ▪ Artificial—ceiling mounted and diffuser Light fittings are to be provided with protective plastic covers or sleeves to prevent contamination of food with broken glass.

Floors, walls and ceilings

Floors

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 3 Clause 10	Floors must be: ▪ Constructed appropriately for the activities being carried out within the premises; ▪ Impervious and easily and effectively cleaned; ▪ Laid in a manner so that pooling or ponding of water cannot occur; ▪ Unable to provide harbourage for pests; and ▪ Where floor is subject to heavy washing floor wastes should be provided	▪ Suitable materials include ceramic tiles, commercial grade continuous vinyl, stainless steel (as used in some cool rooms), polished concrete with a sealer or epoxy resins of a light colour. ▪ Timber flooring is generally only suitable in dining areas. ▪ Coving should be provided at the floor wall junction to facilitate cleaning. ▪ In premises using high volumes of water for general cleaning the floor should be graded to a floor waste gully.

Walls and Ceilings

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 3 Clause 11	Walls and ceilings must be: - Constructed appropriately for the activities being carried out within the premises. - Sealed to prevent entry of dirt, dust, pests and vermin. - Unable to provide harbourage for pests; - Unable to absorb grease, food particles or water. - Able to be easily and effectively cleaned.	- Suitable wall materials include ceramic tiles, vinyl sheeting, stainless steel, polished concrete with a sealer or preformed panels (e.g. cool room paneling). - Rendered plaster is not recommended for use in food preparation areas or high traffic areas prone to damage. - Suitable ceiling materials include flush jointed gyprock painted with gloss paint, polished concrete with a sealer or preformed panels (e.g. cool room paneling). Other types of sealed paneled ceilings may be suitable in non food preparation areas. - The ceiling/wall junctions should be effectively sealed to prevent entry by dust, dirt and pests. Where stud framed walls have been used the internal cavity shall be filled with an insulation or similar type material to prevent harbourage by pests.

Fixtures, fittings and equipment

General Requirements

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 4 Clause 12	Fixtures and fittings are to be adequate for the production of safe food and fit for the intended use. Fixtures and fittings should be designed and constructed so that: - There is no likelihood of causing food contamination; - The fixtures and fittings and adjacent floors, walls and ceilings are able to be easily and effectively cleaned; and - They are unable to provide harbourage for pests. Food contact surfaces must be: - Able to be easily and effectively cleaned and sanitised; - Impervious; and Made of material that will not contaminate the food.	Suitable materials include stainless steel, aluminium, plastics, laminates and glass. Iron or mild steel may be used for non food contact surfaces such as shelving brackets but may become corroded over time and require replacing. Fixtures, fittings and equipment should: - Be able to be easily moved (may require castors and flexible connections). - Have 150mm legs and clear of walls - Be sealed to plinth, surfaces, floor and adjacent surfaces - Not have false backs or bottoms - Pipes, ducts, fitting and fixtures should be concealed in the wall, floor or ceiling or bracketed 25mm away from surfaces.

Washing Facilities

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 4 Clause 12	Cooking Equipment and eating/drinking utensils must be able to be easily and effectively cleaned and sanitised.	- Double bowl sink for utensil and equipment washing OR - Single bowl sink and commercial dishwasher AND - Separate sink for fruit and vegetable washing AND - Glass washer

Handwashing Facilities

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 4 Clause 14	A food premises must have a designated hand wash basin that is; - A permanent fixture; - Located in an easily accessible location for all food handlers; - Within immediate area where food handlers work; - Adjacent to the toilets or toilet cubicles at the food premises (if any); - Supplied with warm and cold water through a common spout; - Of a size which allows easy and effective hand washing; - Supplied with paper towels, soap and a waste container.	- A permanent fixture connected with warm potable water (typically between 22°C and 48°C provided via connection to a hot water system. The use of kettles and urns will not be considered acceptable. - Facilities should be of a sufficient size (typically a minimum 11 litre capacity) to allow the moving and rubbing of hands under running water. - Each hand basin must be supplied with soap, paper towels and a waste container

Storage Facilities

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 4 Clause 15	Adequate storage facilities must be provided for items that are likely to contaminate food, including; - Chemicals; - Clothing; and - Personal belongings. Storage facilities should be located where there is no likelihood of the above items contaminating food or food contact surfaces	- Separated staff room - Clearly designated room, shelf or cupboard for staff items - Clearly designated chemical/cleaning items storage room, shelf or cupboard.

Toilet Facilities

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 5 Clause 16	Adequate toilet facilities must be available for the use of food handlers.	Facilities must comply with the Building Code of Australia. Facilities for the disabled are required for newly constructed premises and may be required for premises undergoing alterations. Businesses accommodating more than 20 patrons require public toilets.

Refer to the following table which is extracted from the Building Code of Australia for number of facilities required for staff and patrons of each gender.

STAFF FACILITIES									
Numbers of:	Toilets			Urinals			Hand-wash Basins		
Facilities	1	2	Each extra	1	2	Each extra	1	2	Each extra
Males	20	40	20	25	50	50	30	60	30
Females	15	30	15				30	60	30
PATRON FACILITIES									
Numbers of:	Toilets			Urinals			Hand-wash Basins		
Facilities	1	2	Each extra	1	2	Each extra	1	2	Each extra
Males	100	300	200	50	100	50	20	200	200
Females	25	50	50				50	150	200

NOTE: Where the number of male patrons exceeds 250, not less than 5 urinals must be provided plus one additional urinal for every additional 100 in excess of 250. Where the number of female patrons exceeds 250, not less than 6 closet fixtures must be provided plus one additional closet fixture for every 100 females in excess of 250. If not more than 10 persons are employed a unisex toilet facility may be provided.

Food Vehicles

Food Transport Vehicles

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 17	Food Transport Vehicles must be: - Designed and constructed to protect food if there is a likelihood of contamination during transport; - Designed and constructed to be easily and effectively cleaned and if necessary, sanitised.	- Smooth impervious surfaces to the storage compartment - Food is to be transported in such a way as to prevent contamination (e.g. packaged in food grade storage containers).

Mobile Food Vehicles

Mobile Food Vehicles are required to comply with the Food Safety Standards. Acceptable solutions to compliance are:

- Food preparation area must be sealed off from the driving area;
- Hand wash basin must be of adequate size, connected to a holding tank of sufficient size to contain all waste water and have a supply of liquid hand soap and single use paper towels at all times;
- Utensil washing sink to be provided in addition to hand wash basin and connected to water holding tank;
- Holding tank must be located beneath the vehicle and all waste water disposed of to sewer;
- Vehicles must be designed and constructed so food is protected from contamination during transport;
- Vehicles must be designed and constructed so they can be easily cleaned;
- Food contact surfaces must be designed and constructed so they can be easily cleaned and sanitised;
- Food vehicles must be kept in a clean condition and parts must be maintained in good working order;
- Provision of adequate storage of food, whether potentially hazardous and perishable or non-potentially hazardous; and

No animals are permitted to enter the food vehicle at any time

Exhaust Hoods

The following diagrams have been taken from AS 1668.2. Further information on the requirements of this standard can be obtained from SAI Global at www.saiglobal.com. It is recommended that anyone installing exhaust hoods use a reputable installer familiar with this standard. It should also be noted that a building permit is generally required prior to installation and food proprietors should contact the City's Building Services for more information.

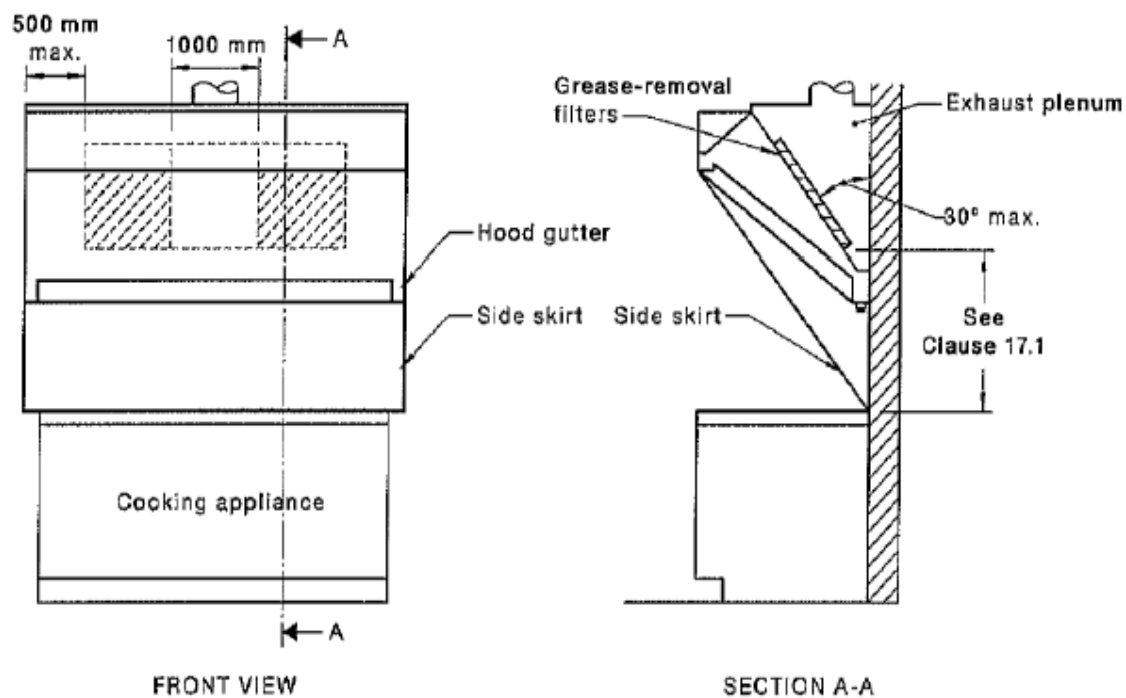
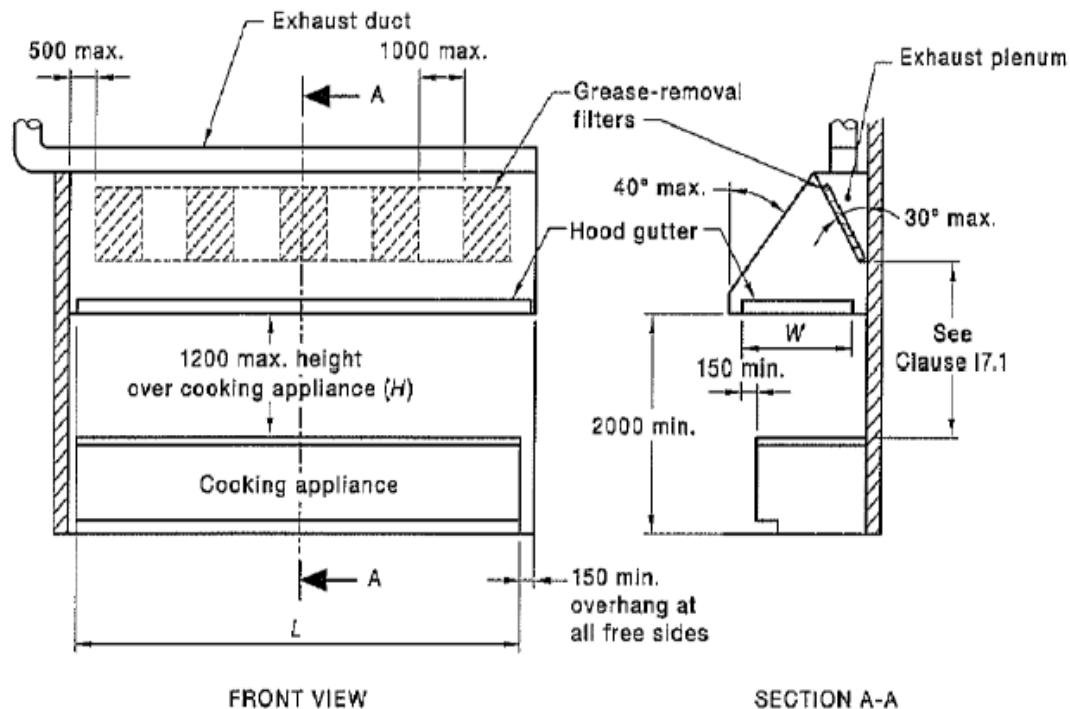
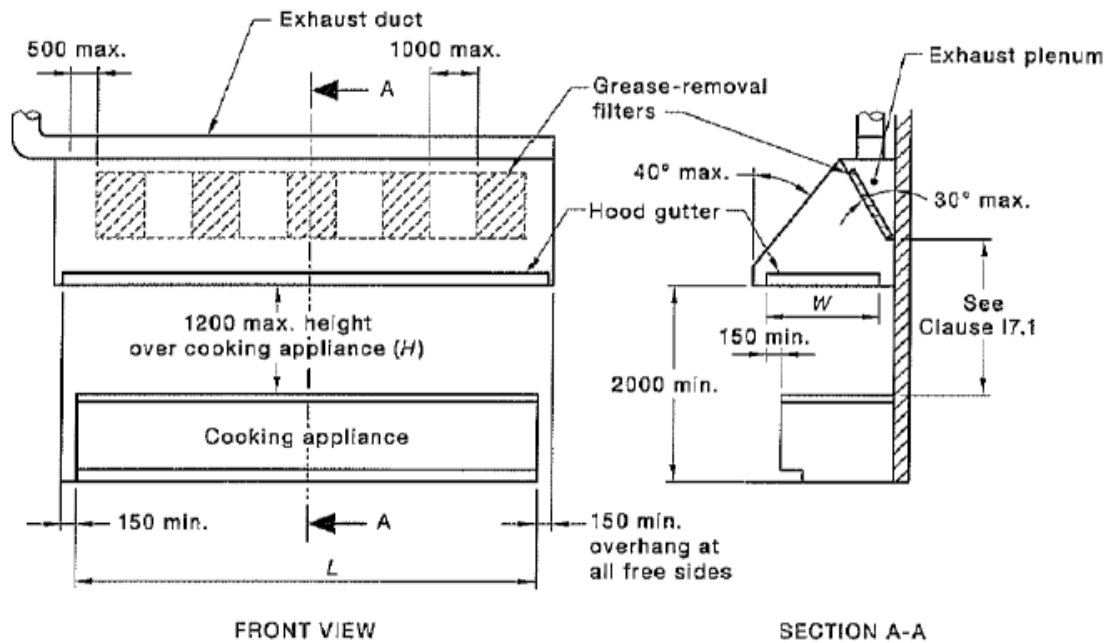


FIGURE E3 TYPICAL LOW SIDEWALL (BACK SHELF) TYPE 1 HOOD INCORPORATING GREASE-REMOVAL FILTERS



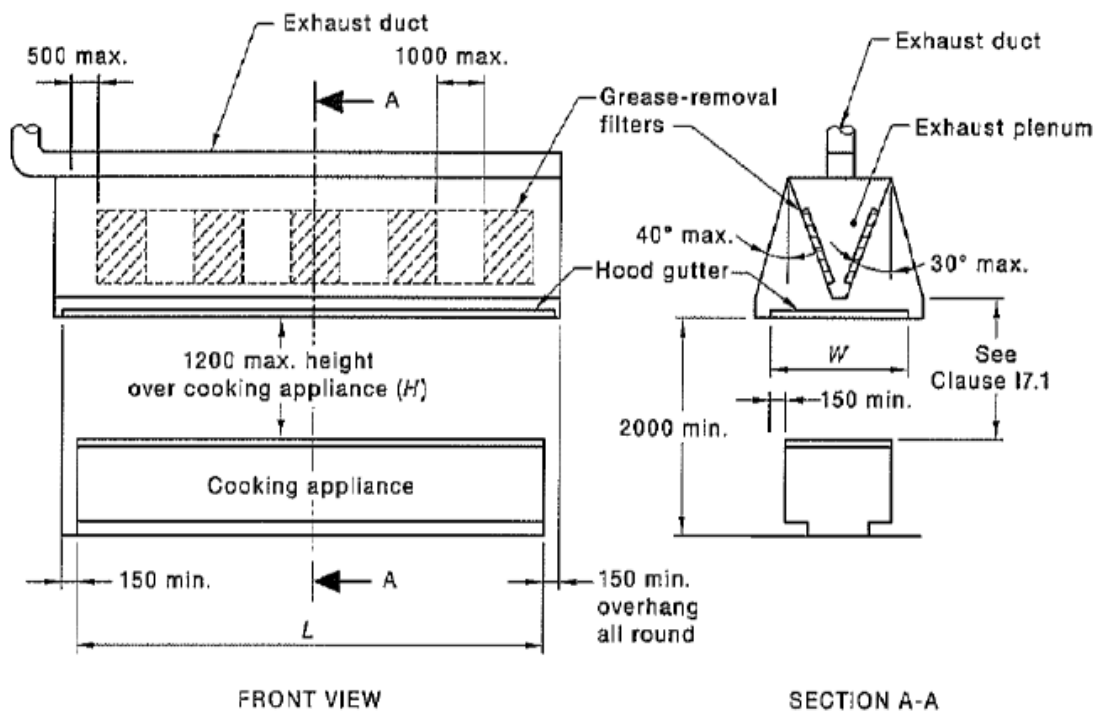
DIMENSIONS IN MILLIMETRES

FIGURE E4 TYPICAL CORNER-MOUNTED HOOD TYPE 2—INCORPORATING GREASE-REMOVAL DEVICES



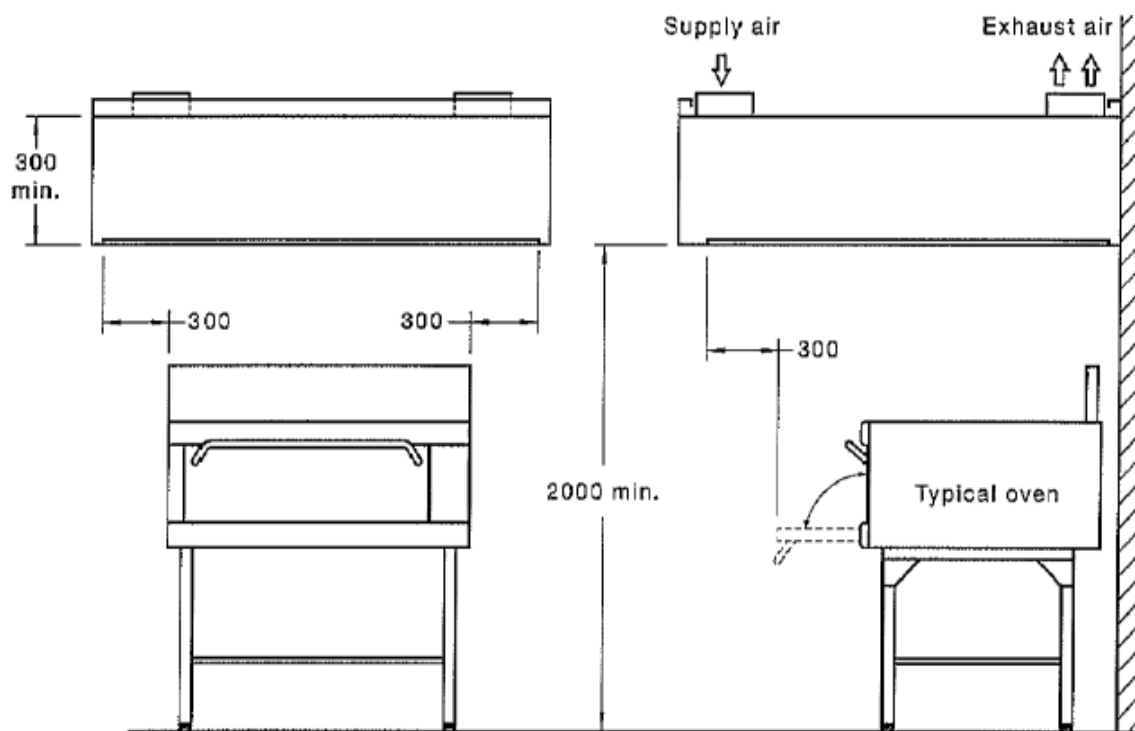
DIMENSIONS IN MILLIMETRES

FIGURE E5 TYPICAL TYPE 3 SIDEWALL HOOD CANOPY INCORPORATING GREASE-REMOVAL DEVICES



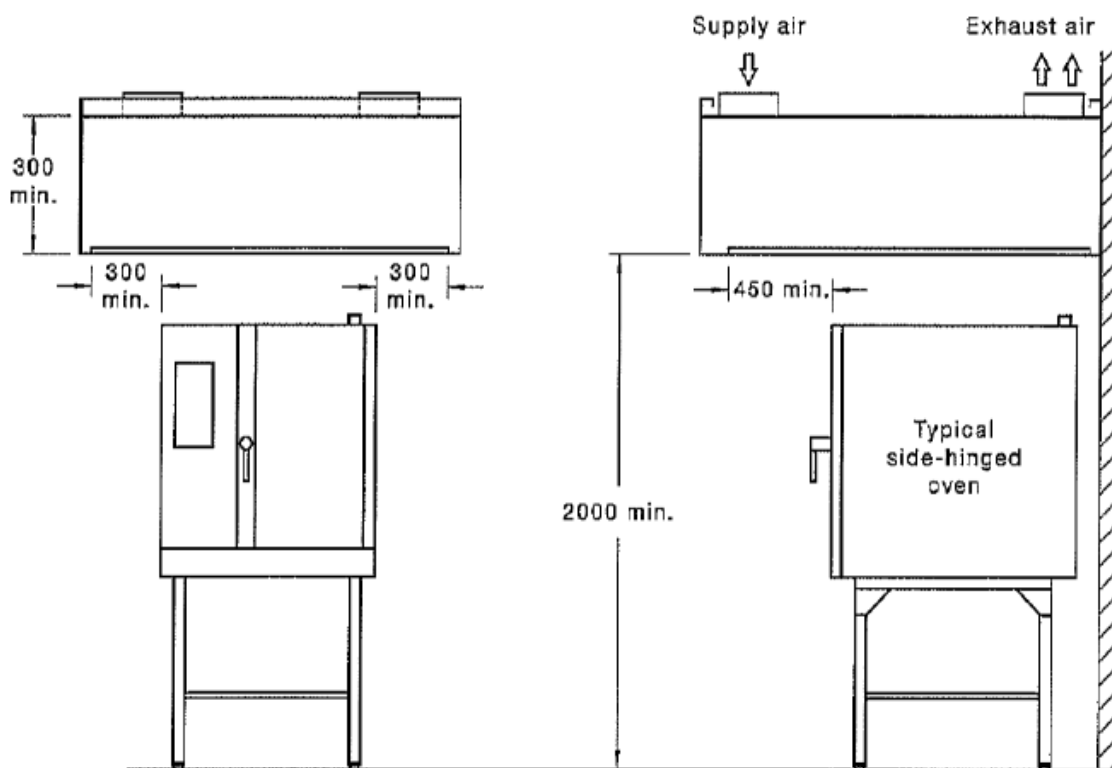
DIMENSIONS IN MILLIMETRES

FIGURE E6 TYPICAL ISLAND HOOD TYPE 4 CANOPY INCORPORATING GREASE-REMOVAL DEVICES



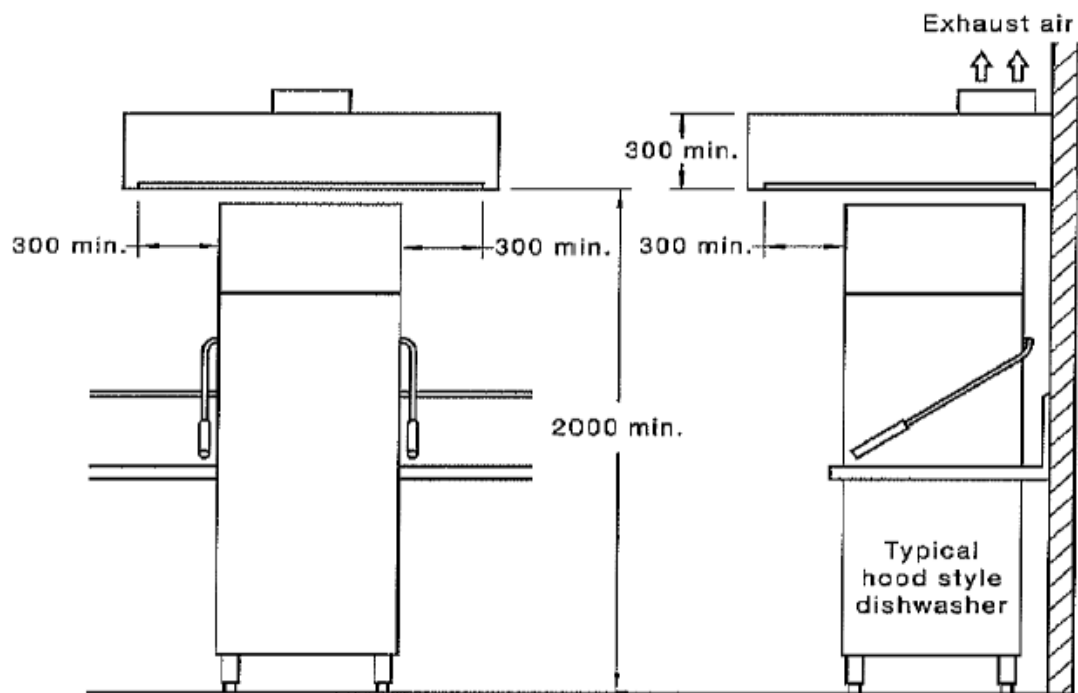
DIMENSIONS IN MILLIMETRES

FIGURE E7 TYPICAL PIZZA OVEN HOOD TYPE 3 CANOPY
INCORPORATING GREASE-REMOVAL DEVICES



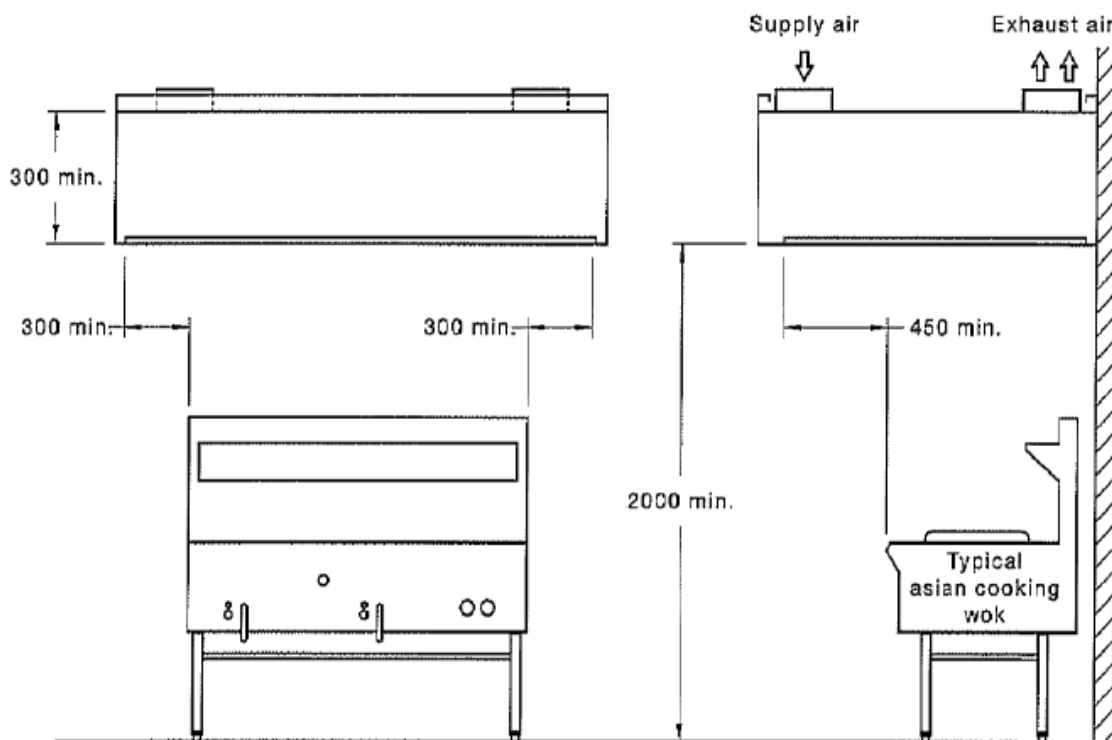
DIMENSIONS IN MILLIMETRES

FIGURE E8 TYPICAL SIDE HINGED OVEN CANOPY HOOD TYPE 3
INCORPORATING GREASE-REMOVAL DEVICES



DIMENSIONS IN MILLIMETRES

FIGURE E9 TYPICAL HOOD DISHWASHER STYLE CANOPY HOOD TYPE 3



DIMENSIONS IN MILLIMETRES

FIGURE E11 TYPICAL WOK STYLE HOOD TYPE 3 CANOPY
INCORPORATING GREASE-REMOVAL DEVICES

Coolroom and Walk in Freezers

The installation of a walk in coolroom or freezer requires a building permit and food proprietors should contact the City's Building Services for more information. In general a coolroom or freezer should be designed so that;

- All internal angles between walls, ceilings and floors are coved.
- Graded to a floor waste if required.
- All racks and shelving should be of a smooth, non absorbant, easily cleanable and non corrosive material.
- Coolroom condensates should discharge to a drainage system located outside the coolroom or freezer ie. tundish.
- A thermometer and guage indicating temperature within +/- 1°C.
- All doors are fitted with a rubber or similar seal which effectively prevents the escape of cold air or the entry of warm air and the door must be capable of being opened from the inside at all times.
- An alarm is required to be provided on the outside of the the coolroom which is controlled only from the inside of the coolroom.
- Internal lighting controlled by a switch located adjacent to the entrance of the coolroom.

OPERATIONAL REQUIREMENTS

Like the structural requirements operational requirements are also covered by the Food Standards Code. This covers such issues as food storage, food handling and preparation, cleaning, waste disposal, maintenance, personal hygiene and pest control. The requirements and practices of the food business will be dependent on the type of activities undertaken.

How a food business meets these requirements is largely up to them. However some businesses find the use of checklists particularly useful. To further explain these requirements food proprietors may wish to refer to the City's 'A Guideline to the Operational Requirements of Food Premises'.

Simple Checklist for New Food Premises

The checklist below has been designed as a simple guide to some of the basic requirements. New Food Business Proprietors should not rely on it solely but always refer to the specific requirements of the legislation. The specific requirements will vary between premises and be dependant of the activities of the business. The checklist is intended for individual reference and is not required to be submitted to the City.

Criteria to be met	Yes	No	N/A
Do I need Planning Approval (contact 9397 3000 for further information)			
Do I need Building Approval (contact 9397 3000) for further information)			
Is the premises appropriate for the intended activity			
Is there sufficient storage space for all items			
Is the premise/equipment easily cleaned			
Does the premises provide entry by dirt, dust, fumes and pests			
Does the premises have an appropriate water supply			
Does the premises have an approved waste water disposal system			
Will a grease trap be required (Contact Water Corp on 13 13 95 for further information)			
Does bin store have a tap and floor waste drain			
Is a mechanical exhaust canopy required			
Does mechanical exhaust canopy comply with AS 1668.2			
Does the premises have sufficient lighting			
Are floor/wall/ceiling surfaces suitable and easily cleaned			
Is coving required at floor/wall junctions			
Is there a separate designated hand wash basin			
Are there sufficient other sinks provided for food preparation			
Are there sufficient other sinks provided for equipment washing			
Are personal items and chemicals stored so as not to contaminate food			
Are there adequate toilet facilities as required by the Building Code of Australia			
Is there a cool room or walk in freezer			
If yes, has the cool room/freezer been approved by Building Services			
Has the required Notification/Application for Registration form been submitted to the City			
Is the food proprietor aware of operational requirements			

If you are unsure whether your premises will meet the above requirements or would like to discuss your proposal further, please contact the City's Health Service on 9397 3000.