

## New Food Business Information Package



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## INTRODUCTION

**Considering opening a food business in Wakefield Regional Council. In starting this process there are many steps to consider ensuring your business is successful and that you have met your legal requirements. Following is a step by step guide in relation to ensuring that your premises meets the requirements of the *Food Act 2001* and the *Food Safety Standards*.**

## STARTING A FOOD BUSINESS

### First Steps

Under the *Food Act 2001* a food business is a business, enterprise or activity that involves the storage, preparation and/or sale of food; food sale may include any businesses that do or do not charge a fee for food but may charge a fee indirectly as part of another service, for example a bed and breakfast.

### Agencies

Is/Does your business?	Food Regulator you need to contact
<ul style="list-style-type: none"> <li>○ A Butcher</li> <li>○ Meat or Chicken Processor</li> <li>○ Transport fresh meats or sells fresh meat?</li> <li>○ Sell, Transport, Prepare or Process Fish or Seafood?</li> <li>○ A Dairy Farm</li> <li>○ A Dairy Manufacturer</li> <li>○ A Dairy distribution business</li> <li>○ Dairy food carrier (Milk Tanker)</li> </ul>	Department of Primary Industries and Regions (Clare) (08) 8842 6222 <a href="https://pir.sa.gov.au/">https://pir.sa.gov.au/</a>
<ul style="list-style-type: none"> <li>○ Sell, Make or Transport other foods or a range of foods?</li> <li>○ Operate from a Temporary or Mobile food premise across a variety of council locations.</li> </ul>	Wakefield Regional Council Environmental Health (08) 8862 0800 <a href="http://www.wrc.sa.gov.au">www.wrc.sa.gov.au</a> <a href="mailto:admin@wrc.sa.gov.au">admin@wrc.sa.gov.au</a>

*\*NOTE: if other services in addition to food are to be provided, such as accommodation, hairdressing, beauty therapy, or body piercing procedures registration with council under relevant legislation is required.*

### Food Business Classification

Food businesses will be classified into one of four separate levels- Priority 1, Priority 2, Priority 3 and Priority 4.

*Priority 1* businesses exclusively handle potentially hazardous food processed and supplied for vulnerable populations such as hospitals, childcare centres and aged care facilities.

*Priority 2* businesses are food businesses with the main activity of handling unpackaged potentially hazardous foods in need of temperature control during their food handling process. Examples of a Priority 2 food business include Restaurants, Fast Food Outlets, Pubs, Caterers, Supermarkets, Supermarkets with Delicatessens, Cafes and most Manufacturers.

*Priority 3* businesses are food businesses whose main activity is the selling of foods that are of low risk in terms of food poisoning. This includes the supply or handling of unpackaged low risk or pre-packaged potentially hazardous foods which require temperature control to ensure safety. Businesses that are Priority 3 include convenience stores, fruit stalls selling cut fruit and wholesalers distributing pre-packaged foods.

Priority 3 also includes the supply or handling of unpackaged low risk or pre-packaged potentially hazardous foods which require temperature control to ensure safety. This includes home based premises and temporary food premises.

*Priority 4* businesses are those who handle food that pose low risk to public health. These include premises selling shelf stable pre-packaged items and whole uncut fruit and vegetables.

### Additional Food Act Registration Requirements

Table 1: Indicates which food business category require a Food Safety Program and/or Food Safety Supervisor.

Category 1	Category 2
<ul style="list-style-type: none"> <li>○ Priority 1</li> <li>○ Priority 2</li> </ul>	<ul style="list-style-type: none"> <li>○ Priority 3</li> </ul>
Must Implement all three tools below	Must implement the food handler training and food safety supervisor tools.

### Food Safety Supervisor Requirements

Businesses must appoint a person who has been certified as a food safety supervisor (FSS) within the last 5 years. The FSS needs to be available to oversee day to day food handling operations, to help all food handlers to handle food safely and to make sure food safety risks are managed. The FSS should have skills and knowledge in food safety, especially around high-risk foods

### Food Training for Employees

Food businesses have a legal responsibility under Standard 3.2.2 Clause 3 of the Food Standards Code to ensure staff who **undertake or supervise food handling activities have skills and knowledge in food safety and food hygiene** commensurate with their work activities, to ensure safe food is prepared.

Food business proprietors and food handlers must have knowledge of food safety risks and controls and must know and comply with all relevant Standards in the [Food Standards Code](#).

Businesses must make sure that before food handlers start handling high risk food they:

- Complete a food safety training course in safe food handling, food contamination, cleaning and sanitising and personal hygiene (such as the free, online DoFoodSafely program)

OR

- Demonstrate they know and understand safe food handling, food contamination, cleaning and sanitising and personal hygiene.
- Some food handlers may be able to show that they know and can apply food safety principles through prior experience and or training.
- Businesses should be able to show food regulators how they know their food handlers have adequate skills and knowledge before they start working with high risk foods.

For further information on food handler skills and knowledge can be gained from:

- teaching institutions such as TAFE SA or other RTOs
- industry associations

## INITIAL REQUIREMENTS

Prior to lodging an application with Wakefield Regional Council ensure all requirements are approved.

including:

- Councils Planning Department is contacted for the requirements of Councils Planning Scheme. This includes aspects of business such as the planning of seating, signage, tables and possible car park provisions.
- Councils Building Department or a private building surveyor should be contacted for requirements regarding lighting, ventilation, toilets and disability requirements under the Building Code of Australia.
- Councils Environmental Health is the necessary agency to contact for wastewater allowances, trade waste agreements and grease trap requirements.

### Submission of New Food Premises Application and Plans

You must arrange a suitable time with an Environmental Health Officer (EHO) at Council to discuss your initial proposal.

To assist with discussions, it is encouraged that you have basic plans/layouts of premises and a proposed menu to review.

Please be advised that different food types have different legal requirements to comply with, these will be discussed by an EHO.

Following these preliminary discussions, you will need to arrange an onsite inspection of the proposed premises with the EHO. This will give you advice regarding the equipment required and modifications you may be required to undertake.

It is also important that all relevant utility providers (water, sewerage, gas, electricity) are contacted to determine their connection and supply requirements.

SA Water	<b>1300 SA WATER (729283)</b>	<a href="http://www.sawater.com.au">www.sawater.com.au</a>
<b>SA Power Network</b>	13 12 61	<a href="http://www.sapowernetworks.com.au">www.sapowernetworks.com.au</a>
Origin	1300 661 544	<a href="http://www.originenergy.com.au">www.originenergy.com.au</a>

(Note\*\* this list is not a complete list of all providers)

If you are intending to sell alcohol you will be required to contact Liquor Licensing South Australia through Consumer and Business Services (<https://www.cbs.sa.gov.au/liquor-gambling-lotteries>) to obtain a license.

### Inspections before opening

We encourage business operators and builders to work closely with your EHO at all stages of construction.

You may request an EHO to undertake an on-site inspection any time throughout your premise development.

### Final Inspection and Completing your Registration Process

Wakefield Regional Council registers food premises annually from 1 January to 31 December. Registration requirements involve a member of the Environmental Health Unit to complete an annual inspection of your premise to ensure compliance with relevant standards. A final inspection is mandatory prior to the Registration being granted.

Approval to Operate is dependent on the following items:

- Application to Register New Food Premise is lodged with Council.
- Detailed floor plan of the premise drawn (scale of not less than 1:100)
- Final Inspection of the premises by an Environmental Health Officer
- Complete the Food Business Notification form provided following the inspection

\*NOTE: it is an offence to commence trading without a Notification of food business under the *Food Act 2001*

## STRUCTURAL REQUIREMENTS

### Ceilings

Ceilings should be designed and constructed in a way that is appropriate for the activities conducted at the food premises. Ceilings in areas where food is stored, prepared, manufactured or packed should be rigid, dustproof and non-absorbent material that is free from any cracks.

Access should be provided to spaces above suspended ceilings so that the spaces can be inspected for signs of pests.

### Cleaners/Chemical Sink

A Cleaners/Chemical sink with hot and cold water must be installed to dispose of sullage water. The sink should be at an appropriate height for its intended use.

### Construction Materials

All food contact surfaces are required to be constructed so that they will not contaminate food and can be easily and effectively cleaned and sanitised. They should also be impervious to grease, food particles and water.

Materials used should be durable, non-toxic, smooth and impervious so they can be easily cleaned.



### Counters, Benches and Shelving

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

Benches and shelves should be designed so that they are capable of being easily cleaned with shelving located a sufficient distance from walls unless they are sealed/joined.

Shelving should be kept 150mm clear from the wall and be fixed on metal supports. Lowest shelf should not be any less than 150mm above the floor to allow for cleaning underneath.

### Coving

Coving will greatly assist you in the cleaning and maintenance of your premises in the long term by concealing sections between wall and floor. Coving must be installed in new food premises where food preparation occurs. The coving material should be extended up the wall or to a height of not less than 70mm using concavely rounded coving material.



### Fixtures, Fittings and Equipment

Fixtures includes items such as benches, shelves, sinks, washbasins, cupboards, light fittings and ventilation ducts. Equipment relates to items used in the preparation, manufacture and sale of food. All equipment and fixtures must be appropriate for the activities undertaken at the food premise.





## Floors

Floors within the food preparation area must be designed and constructed so that they are:

- Suitable for the processes to be undertaken at the premise
- Able to be effectively cleaned
- Unable to absorb grease, oil, food particles or water
- Laid so that there is no ponding of water
- Does not provide space for pest harbourage
- Smooth, impervious and free of cracks and crevices
- Non-slip and non-abrasive



## Food Preparation and Washing Up Facilities

It is essential to separate washing up and food preparation areas. The washing facilities must be supplied with a continuous source of potable hot and cold water through a single outlet.

### Food Preparation Sink

If food business processes include the frequent washing of fresh fruit and vegetable, then a food preparation sink is a requirement. This sink is required to have a hot and cold-water supply.

### Washing up Facilities

A designated sink should also be provided for the cleaning of appliances and equipment. This sink should not be near a food preparation area as wastewater, cleaning chemicals and steam during the cleaning process are all potential food contaminants.

A minimum of one stainless steel double bowl sink that has an adequate supply of hot water (77°C) and cold water through a single outlet is a requirement. Please ensure sink is large enough to wash the largest piece of equipment within your premises.

Dishwashers and glass washers can be used to sanitise food contact surfaces and utensils. Equipment must undergo a sanitising rinse at 80°C for 2 minutes or 75°C for 10 minutes or 70°C for 15 minutes.

## General Construction Requirements

When creating a food business, it is important to potentially reduce all risks of food contamination. A well-designed premise will improve the ability for effective cleaning, sanitising and future maintenance to be undertaken.

Therefore, a premise must:

- Be appropriate for the activities in which it will be used.
- Provide sufficient space for food production and equipment storage.
- Promote ease of cleaning, sanitising and maintenance.
- Prevent access for the harbourage of pests.
- Keep out dust, dirt fumes, smoke and other contaminants.

## Hand Washing Facilities for Food Preparation Areas

Location of Hand Washing Facility:

- Where exposed food is handled;
- In a position that is easily accessible to staff and not obstructed by other equipment/items.
- No further than 5 metres from any place where food handlers are handling open food.

Construction Requirements:

- Must be a permanent fixture
- Supplied with an adequate supply of hot and cold potable water through a single outlet and provided with warm running water of around 40°C.
- Clearly designated for the sole purpose of washing hands and arms.
- Size that allows for easy and effective hand washing, it is advised to be controlled by a hands-free device such as:
  - Food Pedal
  - Knee Lever
  - Sensor pad or eye
  - Push timer tap
  - Flick mixer tap
- Seal to a wall and be provided with an impervious splashback
- Must be supplied with dispensable soap and single use paper towels or other suitable hand drying equipment.

## Layout

When designing a food business, it is essential for the entry/exit points to be located so that non-food handlers do not have to travel through food preparation areas and there is adequate space for activities to be conducted on the food premise, additional to storage space.

## Lighting

The Building Code of Australia specifies that lighting must be in accordance with *Australian Standard 1680 Part 1-1990 Interior Lighting: General Principles and recommendations*.

All areas must have a lighting system that provides appropriate amount of natural and artificial light for activities that are undertaken at the food premises.

Light fixtures should be recessed into the ceiling or fitted and covered with approved shatterproof diffuser covers/sleeves for ease of cleaning and to prevent physical contamination of food if light globes were to break.

## Pest Proofing

Premises must be designed to prevent the entry and harbourage of pests such as rodents, birds, animals and insects.

It is essential that all gaps under doors and around service pipes are eliminated and doorways are fitted with appropriate materials to prevent pest entry.

Examples of appropriate material include:

- A full door fitted with heavy duty self-closer
- Air curtain
- A self-closing commercial fly wire door
- Heavy duty plastic strips properly fitted.

## Refrigeration

Adequate refrigeration and freezer space is essential for the storage of perishable food within a food premise. Refrigeration cabinets need to be able to keep food at a safe temperature below 5°C, and freezers must be less than -15°C.

Cool room and freezer room floors must be covered and finished with an appropriate floor material. Internal and external lining of surfaces should be able to be effectively cleaned and provide sufficient insulation and are resistant to damage by moisture. Examples of suitable material include aluminium, stainless steel and Colourbond type insulation panels.

## Service Fittings

For easy cleaning and avoidance of nooks for pest harbourage, all service fittings such as pipes or electrical conduit should be concealed or fixed on brackets to provide appropriately 25mm clearance between the pipe and adjacent vertical surface, and 100mm between pipe and adjacent horizontal surface.

Avoid boxing in of exposed pipes as this provides excellent harbourage for pests such as cockroaches and mice.

## Sewage and Wastewater Disposal

All wastewater from the premise must be effectively disposed of directly to the sewer or approved onsite wastewater treatment system.

## Grease Traps/ Arresters

A Grease Trap is a device used to collect fat, oils and food scraps and prevent this material from going down the sewer and blocking the drains.

Grease traps require cleaning on a regular basis by a contractor.

A grease trap must be situated outside of the building and therefore all cleaning and maintenance can be done externally. Access for grease traps for emptying should not go through areas exposed to where food and/or food equipment is handled or stored.

Contact Councils Environmental Health Unit to determine if your food premises require a grease trap.

## Smoke Free Dining

Smoking is prohibited in an enclosed licensed premise.

Smoking is banned in outdoor dining areas at all times that food is being offered or provided.

Owners of enclosed licensed premises or an outdoor dining or drinking area must display acceptable “No Smoking” signs to clearly indicate smoke free premises and area.

## Splashbacks

Splashbacks should adhere directly to the wall so that there are no gaps where pests may stay, or liquids and food particles may collect.

There must not be any fixing screws, cracks or crevices.

### Guidelines for Splashback Construction:

- Splashbacks should be carried to a height of 450mm above the bench tops, wash hand basins and similar fittings.
- Splashbacks 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, as it is heat resistant, smooth and impervious.
- Floor to wall splashbacks are to extend to a height of 1.8 metres.
- Avoid open joints when attaching sheeting 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 and glazed tiles.



## Storage

Storage areas for the nature of the business must be provided for dry goods, packaging and wrapping materials and crockery and equipment. All food storage areas must be in a suitable location where there is no likelihood for contamination of food or food contact surfaces.

All food storage areas should have sufficient shelving to ensure that food is not stored on the floor.

Food storage areas must also ensure they are adequately pest proofed to ensure there is no risk of pest contamination.

Dry goods must be kept in impervious air-tight containers with tight fitting lids on shelves or on castors. Dry storage and/or bulk storage not in impervious containers must be stored at least 250mm above the floor.

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

### Storage of Garbage and Recyclable Matter

A separate area with a bin wash facility is to be provided for the storage of rubbish bins and recycling materials.

The storage area is to be paved, graded and drained to the sewer or approved wastewater treatment system. This area should be provided with hot and cold-water supply. Any external garbage areas are to be fenced or secured.

Store all garbage in a sealed receptacle that is impervious and is supplied with a close-fitting lid. All storage bins must be capable of being effectively cleaned.

### Toilet Facilities

All provision of sanitary facilities for staff are to be constructed in accordance with *The Building Code of Australia*. *The Building Code of Australia* provides guidance on what is an adequate number of toilets and toilet type. Please contact Council's Building Department for further assistance (08) 8862 0800.

Hand wash facilities, with potable 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 soap is to be provided always.

### Ventilation

Food Premises must have adequate mechanical ventilation to remove fumes, smoke, steam and vapour effectively from food premises.

The Building Code of Australia requires equipment to be provided in accordance with *Australian Standard 1668.2* for collection, conveyance and discharge of fumes or vapour from all cooking or food heating appliances.

A mechanical exhaust system that complies with *Australian Standard 1668.2* must be provided for all cooking equipment such as deep fryers, hot plates, ovens and doughnut machines. If you are installing a commercial dishwasher, you may require a mechanical exhaust system.



\*NOTE: Generally, cooking appliances exceeding 8kW of electrical power or 29 megajoules of gas are required to be provided with a commercial exhaust ventilation system.

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

- Does food preparation or other activities produce fumes, smoke, steam or vapours?
- Does the ventilation system remove all steam and fumes?
- Are air intakes for 'make-up air' located so they enable 'fresh' air to enter the food preparation area?
- Does the system raw air into 'clean' preparation rooms from areas of the premises where operations generate dust or airborne microbiological contaminants that could contaminate foods?

If you answered yes to any of the above questions, mechanical ventilation may be needed. A copy of *Australian Standard 1668.2* can be purchased from [www.saiglobal.com.au](http://www.saiglobal.com.au)

## Walls

Walls should be designed and constructed in a way that is appropriate for the activities conducted at the food premise. All walls in food preparation areas are to be of an impervious material to a height of at least 1.8m from floor level.

All wall surfaces, including doors and their surrounding fittings in the food preparation, handling and storage areas are required to be smooth, impervious, hard wearing and capable of being readily cleansed.

In areas prone to damage such as behind cooking appliances, food preparation benches and water fixtures; a hard-wearing impact resistance surface is essential e.g., stainless steel.



### Water Supply

It is essential there is an adequate supply of potable water for all activities conducted on food premises. If water supply is from a rainwater tank, then the proprietor must ensure water meets Australian Standard by adequate testing.

Water supply must also be adequate for the capacity to carry out the operations during peak operating times (Such as appropriate time, volume and pressure).

### Windows

Windows and windowsills capable of gathering dust must be situated away from food preparation areas. Any window that can be opened must be fitted with a fly screen- Louver windows are not permitted.

## READY TO OPEN

Once you have completed the renovations for your premises, conducted a final clean and prior to ordering food stocks, you need to contact the Environmental Health Office to arrange for a final inspection. It is recommended that sufficient time be left between the final inspection and proposed opening date to allow for any items to be rectified prior to opening.

If your premises receive approval to operate from the Environmental Health Officer, you will be required to complete a Food Business Notification Form. This form is provided by the EHO once the final inspection is complete.

## TRADING

After commencing trading the Environmental Health Officer will continue to monitor your premises for compliance with the legislation. This will involve the assessment of the business along with the structural and cleanliness of the premises. Routine assessments will then be conducted on schedule based on Food Business Classification.



## TEMPORARY AND MOBILE FOOD PREMISES

### Mobile Food Premises

Mobile Food Premises are vehicles such as vans, trailers or carts used for the preparation and selling food and must comply with the requirements of a food premises.

Mobile Food Vehicles that are not connected to a reticulated water supply will have to ensure that the vehicles are supplied with a potable water source equipped with water storage tanks having a sufficient amount for the period of trading.

### Temporary Food Premises

Temporary Food Premises are temporary stalls or tents in which food is sold, examples include market and festival stalls. It can be a structure that is not permanently fixed to a site at both indoor and outdoor events or the occasional use of a hall or pavilion.

Covered stalls consist of the roof and three sides being covered with plastic sheeting, vinyl, or other approved material. Uncovered stalls consist of tables or trestles and shall only be used for low-risk pre-packaged foods.

### Community Groups

The registration also applies for community groups and non-profit organisations.

If a Temporary Food Application is for a community group, members of the group can make food at home and donate food to the event. They do not need to register at home if they are not getting reimbursement of any part of the profit.

### Statements of Trade

Once you have received your Food Business Registration, you must inform all relevant Councils about your trading intentions outside of Wakefield Regional Council.

## WATER TRANSPORT VEHICLES

Water carters that deliver water for human consumption, or other purposes that relate to human consumption must register under the *Safe Drinking Water Act 2011*. For further information please contact SA Health Water Quality Unit (08) 8226 7100.

## FOOD TRANSPORT VEHICLES

Vehicles used to transport food only, must be designed and constructed to protect food from contaminants.

## HOME KITCHENS

Is classified as a food premises and must comply with the same requirements as a commercial food premise.

## **LABELLING PACKAGED FOODS**

Please contact Wakefield Regional Council's Environmental Health Team for information regarding the labelling of packaged foods such as slices, cakes, jams, preservatives etc.

## **STREET NUMBER**

Street numbers are to be prominently displayed above or near the front door, so the home kitchen can be easily identifiable.

## **FURTHER INFORMATION**

For further information on how to comply with Food Safety Standards, please refer to Food Standards Australia New Zealand (FSANZ) document 'Food Safety: Guidance on skills and knowledge for food businesses- Food Safety Standard 3.2.2' from: [www.foodstandards.gov.au](http://www.foodstandards.gov.au); or Telephone +61 2 6271 2222.

## ITEMS TO CONSIDER WHEN DESIGNING A FOOD PREMISES:

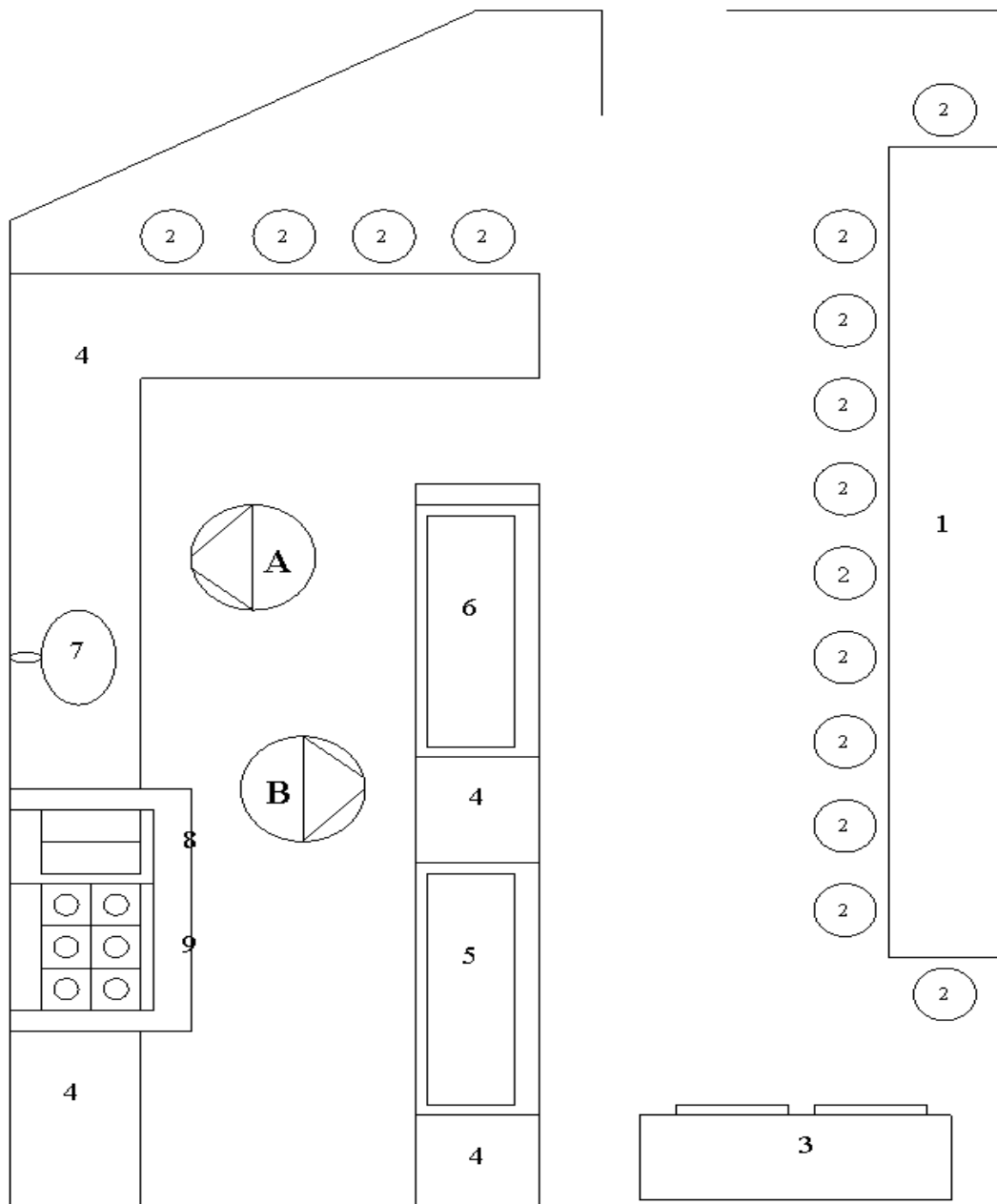
Items	Details included in Plans
1. Adequate space to permit a workflow that will separate food handling areas to prevent cross contamination between food handled in one area and another.	
2. All areas of premises able to be effectively cleaned.	
3. Premises constructed to eliminate entry and harbourage of pests (e.g., Fly screens on doors and windows, all cracks and crevices sealed, self-closers on doors, pest strips on doors)	
4. All equipment and benches placed to allow for effective and regular cleaning (spaced from wall, raised 150mm from floor or provided with castors)	
5. Wall surfaces behind wet areas and food preparation areas are provided with smooth and impervious splash backs (e.g., Sheet vinyl, stainless steel or tiles to minimum 450mm above benches/ equipment or 1.8m above floor level)	
6. Wall surfaces behind cooking equipment continuous from floor level to base of mechanical extraction system.	
7. Wall surfaces and ceilings are provided with a smooth and impervious finish that facilitates cleaning (plaster board painted with high gloss washable light-coloured paint)	
8. Floor surfaces are smooth and impervious, unable to absorb grease and food particles and do not create ponding of water (e.g., Commercial vinyl, ceramic tiles). Floors should be adequately coved to walls (recommended 50mm diameter coving).	
9. Suitable frozen, cold and hot storage equipment provided.	
10. Adequate storage space provided for staff personal items and office items.	
11. Adequate shelving /racking and space provided for dry ingredients storage.	
12. Adequate storage space provided for storage of cleaning equipment and chemicals.	
13. Adequate storage space provided for storage of cleaning equipment and chemicals.	
14. Adequate storage space provided for storage of packaging materials (e.g. Coffee cups)	
15. Premises connected to a potable water supply. If not on town water, routine water sampling will be required.	
16. All plumbing fixtures connected to reticulated sewerage system or approved septic tank system.	
17. Wastewater pipes and electrical conduits adequately bracketed off walls (25mm) to facilitate cleaning.	
18. Grease trap provided in an area that prevents food contamination and allows for easy access for emptying.	
19. Adequate cleaners sink provided with hot and cold-water supply.	

20. Adequate toilet facilities provided for staff. Hand wash facilities provided to toilets with hot and cold water through a single outlet along with soap and paper towel in dispensers.	
21. Designated hand wash basin provided in immediate food preparation areas and is unobstructed, provided with hot and cold water through a single outlet along with soap and paper towel in dispensers. Hands free devices are preferred (knee, foot or infrared operation).	
22. Adequate cleaners sink provided with hot and cold-water supply.	
23. Adequate hot water service provided. Location of unit does not create pest harbourage areas.	
24. Adequate double bowl sink provided. Bowls should be large enough to wash up all equipment associated with premises.	
25. Any floor waste drain provided has adequate fall (1:100 grade)	
26. Condensate from cool room is direct to approved sewer point.	
27. Mechanical Extraction System (MES) constructed in accordance with Australian Standard 1668. More detailed information can be provided by contacting the Environmental Health Office.	
28. Cooking equipment positioned to allow for effective and regular cleaning or provided with flexible gas links, securely chained and placed on castors.	
29. Food vehicles associated with premises can be effectively cleaned and refrigerated where required.	
30. Provision of adequate numbers and types of garbage and recycling receptacles.	
31. Outside storage area for garbage and recycling receptacles appropriate/vermin proof.	
32. Sufficient and appropriate lighting provided. All light fittings (including with refrigeration) must be fitted with adequate diffuser covers / shatter guards.	
33. Rear sheds and yards are maintained in an adequate condition.	



## SAMPLE PLANS – FLOOR PLANS

### Front of Shop (Facing Street)



#### **General Notes**

Floor finish to be listed, including coving at all floor and wall junctions.

Wall finish to be listed, up to 1.8m and above 1.8m to the ceiling.

Ceiling to be flush jointed plasterboard sealed with light coloured washable paint.

Splashbacks finish to be listed, and up to 450mm above sinks and hand basins

Paper towel dispensers to be supplied at all basins

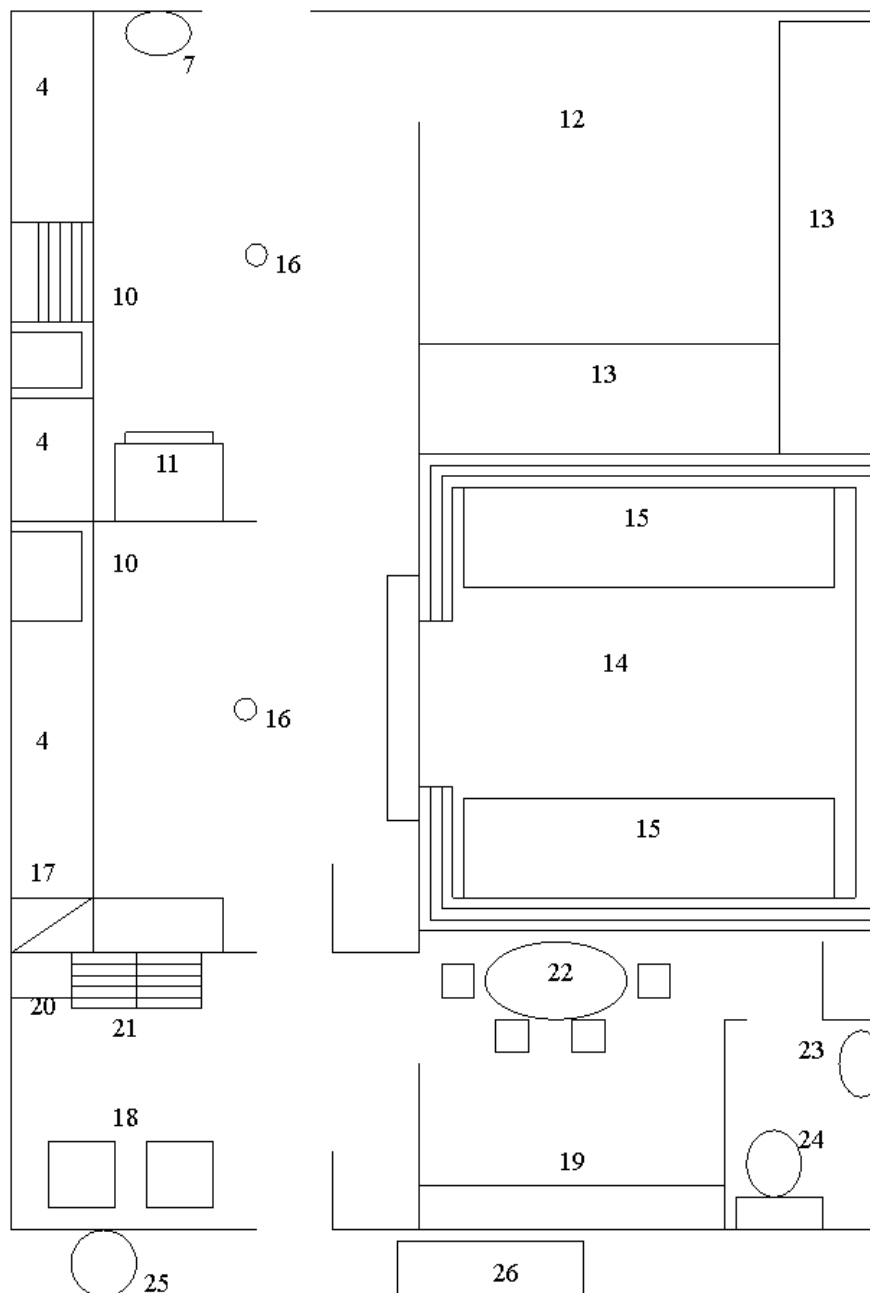
All plumbing in accordance with Gippsland Water and council requirements.

All plumbing pipes and electrical wiring to be concealed behind floors, walls, ceilings, plinths, etc.

Condensate from cool room to be directed to sewer via tundish and pipe bracketed 50mm off wall.

Self-Closure mechanisms to be installed on all doors.

Ventilation hood to be installed as per AS 1668.1&2



Rear of Shop (Staff Parking)

**Legend**

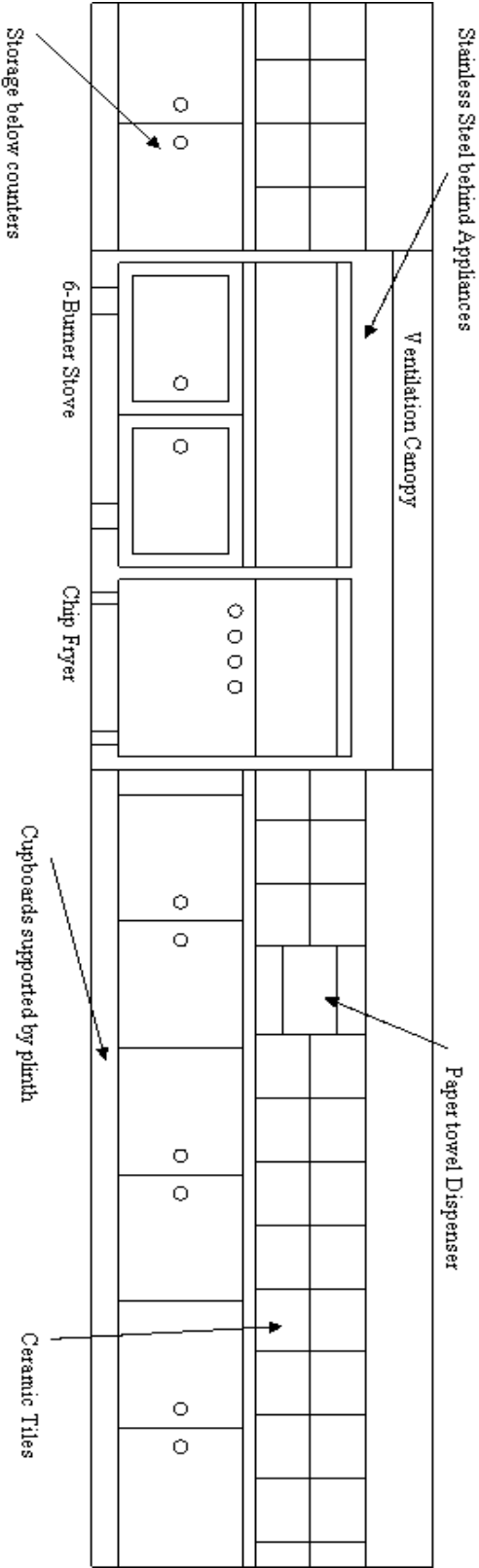
1. Customer dining	2. Customer Seats (15 in total)
3. Drinks Fridge	4. Bench with storage below
5. Bain Marie	6. Refrigerated Sandwich bar
7. Hands Free basin with hot and cold-water supply	8. Cooking Appliances (6-Burner Stove & Chip Fryer
9. Ventilation Hood	10 Commercial Sink with hot and cold-water supply
11. Upright Freezer on metal legs	12. Dry Storage Room
13. Shelving	14. Cool Room (with digital temperature reading)
15. Shelving	16. Floor waste drain
17. Commercial dish washer (with dial thermometer)	18. 240-litre Rubbish Bins
19. Staff Storage Lockers	20. Cleaners Storage
21. Cleaners Sink	22. Staff Table & Chairs (4)
23. Wash Basin with hot and cold-water supply	24. Staff Toilet
25. Hot Water Unit	26. Grease Trap





**SAMPLE PLANS - ELEVATIONS**

**Elevation A**



**Elevation B**

