



GUIDELINES FOR THE ESTABLISHMENT OF FOOD PREMISES

Updated October 2012 by:
Environmental Health Services
Town of Cambridge
1 Bold Park Drive, Floreat, WA 6014
PO Box 15, Floreat, WA 6014
Ph: 08 9347 6000
Fax: 08 9347 6060
Email: mail@cambridge.wa.gov.au

1.0 INTRODUCTION

These guidelines are designed to provide summary information regarding the legislative and Local Government requirements for the construction of food premises within the Town of Cambridge. Food premises that are designed and constructed in accordance with the Food Standards Code will be easy to clean, reduce vermin entry and reduce the probability of contamination to food products. A correctly designed premises will improve efficiency and the overall success of the business.

All food premises and vehicles must be designed and constructed to:

- (1) Limit the risk of contamination of food products;
- (2) Enable easy cleaning by ensuring that all surfaces and areas are smooth, durable, impervious, washable and accessible;
- (3) Prevent the entry of pests and vectors of disease; and
- (4) Provide a logical and continuous work flow.

Prior to alterations or installations at a food premises, an onsite meeting with an Environmental Health Officer is required in order to discuss the proposal in detail so that potential problem areas can be identified.

2.0 LEGISLATION

Food businesses are governed by the following legislation:

- Food Act 2008 (The Act);
- Food Regulations 2009;
- Australia New Zealand Food Standards Code (Australia only) Chapter 3;
- Town of Cambridge Trading in Public Places Local law.

Copies of the legislation can be downloaded at the State Law Publisher website www.slp.wa.gov.au and at the FSANZ website www.foodstandards.gov.au.

3.0 DEFINITIONS

In the Act, a food business means:

“a business, enterprise or activity (other than a business, enterprise or activity that is primary food production) that involves:-

- *the handling of food intended for sale;*
- *or the sale of food, regardless of whether, subject to section 6, the business, enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves the handling or sale of food on one occasion only.”*

In the Act, food means:

“any substance or thing of a kind used, or represented as being for use, for human consumption (whether it is live, raw, prepared or partly prepared) and includes beverages and alcohol.

All work must conform in all respects with the requirements of the Food Act 2008, the Food Regulations 2009, and the Australia New Zealand Food Standards Code (Australia only) Chapter 3.

Food business proprietors have a legal responsibility to comply with legislation.

4.0 CLASSIFICATION OF FOOD PREMISES & FEES

The Town of Cambridge uses the risk-based ANZFA priority classification system to classify food businesses into priority ratings based on the risk they present to public health and safety. The number of annual inspections of a food business and the annual fees charged for these inspections, are based on this classification system.

High risk food businesses include premises such as nursing homes, hospitals, caterers and child care centres. Medium risk rated food businesses include restaurants, takeaways and supermarkets, and low risk rated food businesses include coffee vendors and confectionary shops. Food businesses who have numerous classifications within the one business (ie supermarkets with a butcher, delicatessen, bakery etc) are classified as food businesses with additional classifications.

The Act requires all food businesses within the Town to complete a Notification/Registration form and to pay a one off fee of either \$50.00 for Notification, or \$140.00 for Registration, before the food business can commence trading.

The annual inspections fees are available on the Council's website under the heading Council, then Publications.

5.0 COUNCIL REQUIREMENTS

Planning Services – The premises may require planning approval and a development application may need to be submitted to ascertain suitability and compliance with the Local Planning Scheme in relation to zoning, parking, etc. Planning Services can be contacted on telephone 9347 6000.

Building Services - Following planning approval you will be required to submit a Building Licence Application for the construction (or fit-out) of a new premises, or you may be required to submit an application for alterations to existing premises. Building Services can be contacted on telephone 9347 6000.

Environmental Health Services – Prior approval must be obtained from Environmental Health Services, even if planning approval or a building licence is not required. Environmental Health Services can be contacted on telephone 9347 6000.

Approval of Plans – After plans have been approved, a Building Licence will be issued; this will have ‘Environmental Health Conditions of Approval’ attached. Commencement of the construction of the food premises can then commence.

Final Inspection - Once construction is complete, an Environmental Health Officer will undertake a final inspection for compliance with the approved plans and conditions of approval.

Food Business Notification/Registration & Annual Inspection Fees - Prior to commencing business, a completed Notification/Registration form and appropriate fee are to be forwarded to the Town, along with payment for annual inspection fees.

6.0 SUBMISSION OF PLANS

Detailed scaled drawings of all proposed food premises and alterations to existing premises must be submitted to Council’s Environmental Health Services Section and approval obtained prior to commencement of work.

A Building Application to construct a food premises must be completed and returned to the Town together with scaled floor plans and specifications which include the following details:

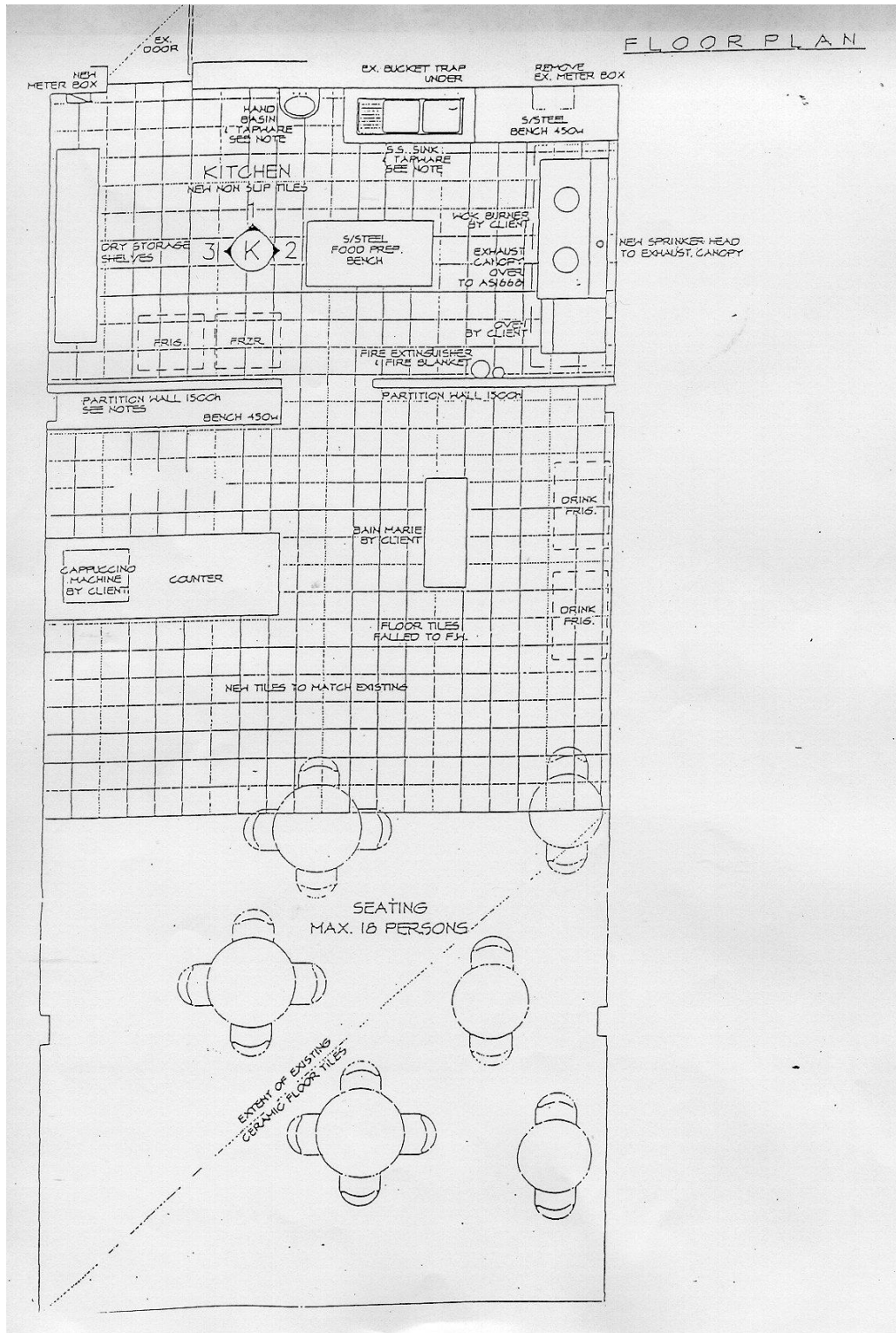
- (1) the use of every room;
- (2) the structural finishes of every wall, floor and ceiling;
- (3) the position and type of every fixture and fitting;

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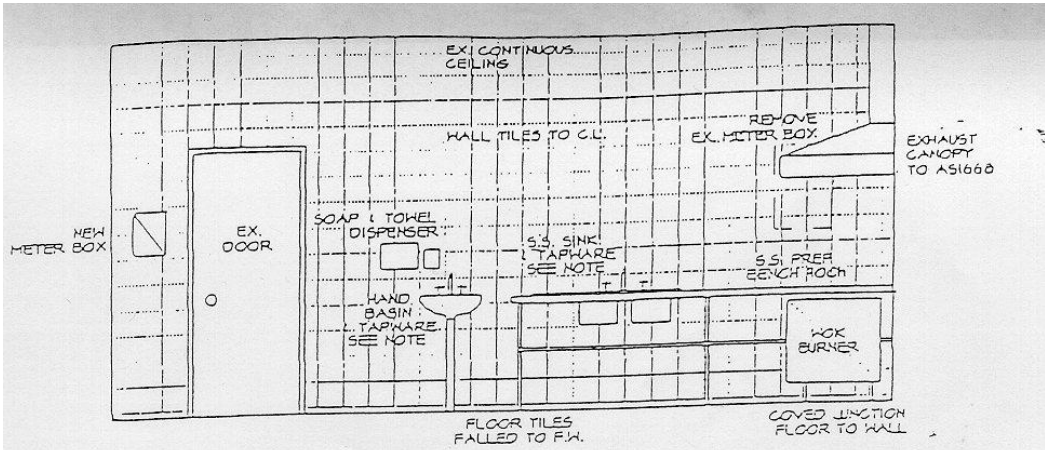
- (4) all sanitary conveniences, change rooms, ventilating systems, drains, grease traps and provision for waste disposal;
- (5) detailed plans and specifications of the mechanical exhaust system if cooking is to take place in the food premises;
- (6) detailed plans and specification of the cool room/freezer, if one is proposed to be installed;
- (7i) the estimated number of staff at the premises at any one time, including the proprietor or proprietors, engaged in the preparation, manufacture, processing, cooking or serving of meals; and
- (8) floor plan of all dining areas.

Refer to examples on the following pages.

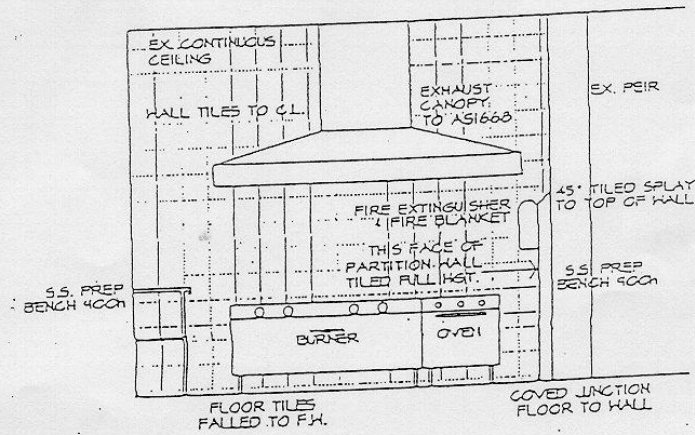
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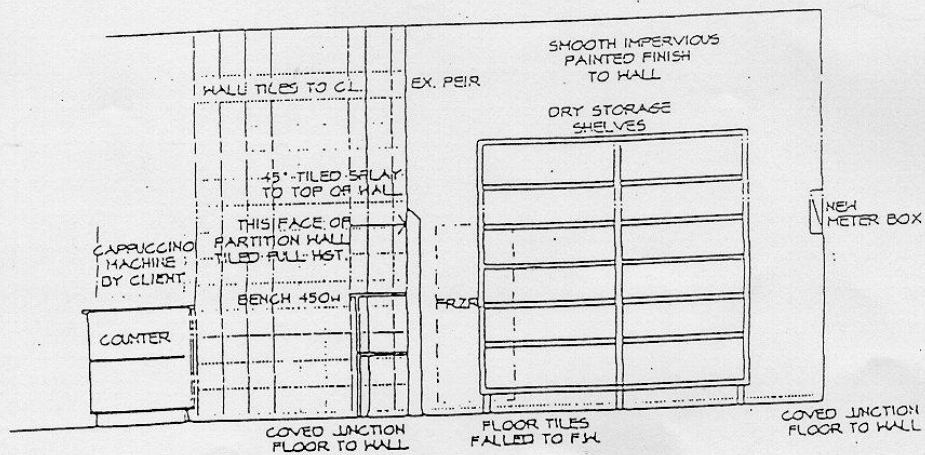
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ELEV. K1



ELEV. K2



ELEV. K3

7.0 CONSTRUCTION

Standard 3.2.3 of the Food Standards Code provides details of the method of construction, materials and internal finishes suitable for food premises.

7.1 GENERAL REQUIRMENTS

Consideration must be given to the following:

- (1) Sufficient dining space, allowing 1m² per person for dining area
- (2) Potential for future expansion. At some time in the future you may want to upgrade or expand the business, then you will also need to upgrade the premises to suit.
- (3) Kitchen design incorporating adequate areas for storage of food, crockery, equipment and chemicals; washing up, wet and dry food preparation and cooking areas, & refrigeration.
- (4) Separation of raw products and cooked and/or final products.
- (5) Sanitary conveniences for staff and patrons (can be combined)
- (6) Storage area for staff personal items.

7.2 RUBBISH ROOMS AND RUBBISH ENCLOSURES

The location and size of the rubbish receptacle area is to be to the satisfaction of the Principal Environmental Health Officer and is to be provided with:

- (1) a tap connected to an adequate supply of water;
- (2) smooth impervious walls constructed of approved material not less than 1.8 metres in height;
- (3) an access way not less than 1 metre in width for a 240 litre MGB or 1.5 metre width for 1100 litre MGB, fitted with a self closing gate;
- (4) smooth impervious floor of not less than 75mm thickness, evenly graded and adequately drained to a minimum 100mm diameter industrial grade floor waste;
- (5) easy access to allow for the removal of containers;
- (6) a floor area of rubbish room as determined upon application, by Principle Environmental Health Officer; and
- (7) internal bin areas must be sealed from other internal rooms and be provided with mechanical ventilation capable of exhausting not less than 5 litres of air per second per 1 square metre of floor area, ducted to the outside air.

7.3 HAND WASHING FACILITIES

Standard 3.2.3 of the Food Standards Code provides details of hand basins.

- (1) Food premises and vehicles must be provided with hand basins that are a permanent fixture and are:
 - (a) within or adjacent to each toilet facility;

- (b) in the food preparation area; and
 - (c) in any part of the food premises where the nature of the activities performed is such that hands may contaminate food.
- (2) Each hand basin:
- (a) must be of adequate size;
 - (b) must be connected to, or otherwise provided with, a supply of warm running potable water.
 - (c) must be of hands-free operation unless otherwise approved by Environmental Health Services;
 - (d) must be connected to an approved waste disposal system;
 - (e) must not be installed under counters, cabinets, consoles or similar fixtures and fittings (it must have unobstructed access at all times); and
 - (f) must be supplied with soap (preferably in a dispenser) and single use towels (ie paper towels), or other approved hand drying facilities.

7.4 SANITARY CONVENIENCES

Sanitary facilities are to be constructed in accordance with the Building Code of Australia, Australian New Zealand Food Standards Code, the Metropolitan Water Supply, Sewerage and Drainage Board Local Laws 1981 and the Sewerage (Lighting, Ventilation and Construction) Regulations 1971.

Sanitary facilities for patrons and employees are to be provided in accordance with the table below:

MALES	
W.C's	1 per 100 males, then 1 per 200 thereafter
Wash Basin	1 per 50 males', 1 for next 150 then 1 per 200 thereafter
Urinal	1 per 50 males', 1 for next 50 then 1 per 50 thereafter

FEMALES	
W.C's	1 per 25 females', 1 for next 25, then 1 per 50 thereafter
Wash Basin	1 Per 50 females', I for next 100, then 1 per 200 thereafter

Sanitary facilities for patrons need not be provided if the building accommodates less than 20 people (employees and patrons). Staff and patron facilities may be combined as per the Australian New Zealand Food Standards Code.

If there are less than ten employees separate toilets for males and females need not be provided and a unisex toilet is satisfactory. However if there are ten or more employees, the food premises is required to have sanitary facilities for each gender.

As per the Building Code Australia requirements, facilities for the disabled may be required in a food premises when any alterations and additions are to be undertaken. . A change in use of the building to a food premises will also require facilities for the disabled to be fitted.

7.5 KITCHEN EXHAUST SYSTEM

Food premises must have sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapours from the food premises, therefore mechanical exhaust systems should be installed over all cooking equipment. The design must be of commercial quality complying with the Australian Standard AS 1668.2 - 2002 for construction and performance.

Detailed plans and specifications of all exhaust hoods must be submitted to Council's Environmental Health Services Section for approval prior to construction or installation. These plans should be submitted with the overall plans and specifications of the proposed food premises.

An Environmental Health Officer can assist in understanding the requirements for Kitchen Exhaust Hoods and provide the associated guidelines.

7.6 WALLS AND CEILINGS

Walls and ceilings are required to provide protection for food and are to be constructed of materials that are appropriate to the food handling activities to be undertaken. They must not provide places for pests to hide and must be capable of being kept clean.

Walls and ceilings should be sealed to prevent dirt, dust and pests getting into the area and must be impervious to grease, food particles and water, as well as easy to clean.

Appropriate internal wall surfaces include:

- (1) walls that are smooth, durable, resistant to corrosion, nontoxic, impervious to water and non-absorbent (ie brick, concrete, blocks, reinforced plaster panels, gyprock or similar material finished with glazed tiles, stainless steel sheeting or smooth hardwall plaster;
- (2) materials such as stainless steel or tiles where walls are subject to splashing,
- (3) those that are free from cracks, crevices, cavities and other defects;

- (4) those without skirting, picture rail, architrave, cover strip or other moulding fitted to it in areas where dust or food particles may accumulate.

Pre-formed material must be made of rigid, foam-filled sandwich/colorbond boards and comply with items specified in (1).

All stud walls must be closed and the internal void filled with tightly packed fibreglass wool or other suitable material (ie polystyrene foam).

7.7 FLOORS

Floors are to be appropriate for the activity, able to be effectively cleaned, impervious to grease, food particles and water and must not provide harbourage for pests.

Floors should be:

- (1) smooth to facilitate cleaning, rigid, durable, slip resistant, resistant to corrosion, non-toxic and impervious to water (ie vinyl, concrete, ceramic tiles);
- (2) free from cracks and crevices;
- (3) evenly graded to trap floor waste outlets (100mm diameter) connected to an approved waste disposal drainage system where cleaning operations or other activities release water or other liquids onto floors;
- (4) slip resistant

If preformed material is used to cover the floor, ensure that:

- (1) all joints and edges are sealed; and
- (2) the preformed material continues up the walls and other vertical surfaces for at least 70mm above floor level.

(Water and mould resistant additives must be added to ceramic tile grouting (ie epoxy grout).

7.8 CLEANING EQUIPMENT

Food premises and vehicles where eating utensils or drinking utensils are used, must have:

- (1) glass washing machines;
- (2) dish washing machines;
- (3) double bowl sinks;
- (4) tubs consisting of 2 compartments;
- (5) draining boards (stainless steel is recommended);
- (6) drying and storage facilities and;
- (7) a vegetable preparation sink where appropriate; as required by an Environmental Health Officer in relation to the food handling activities of the food business.

7.9 WATER SUPPLY

Provide an adequate supply of potable hot and cold water to sinks in food preparation areas.

7.10 LIGHTING

Food premises and vehicles must -

- (1) be provided at all times with natural or artificial lighting suitable for the activities conducted.
- (2) comply with BCA requirements.

Light fittings must be constructed so that contamination of food with dirt, dust or any other material falling from the light fitting is prevented.

Light fittings must be provided with protective covers. Alternatively, install non-shatter or shatter-proof light fittings.

7.11 COOLROOM AND FREEZER ROOMS

The cool room/freezer is to be constructed as follows:

- (1) Internal and external finishes to be constructed of colorbond metal sheeting;
- (2) The floor to be properly sealed and have an even fall to an approved floor waste outlet located outside the cool room and freezer;
- (3) Condensate to be discharged into the floor waste or drainage system via a trapped tundish;
- (4) Where the unit(s) are built with an inaccessible cavity between the top and the ceiling above, or between the walls of the room and the cool room/freezer such cavities to be filled with fibreglass wool and sealed with approved metal trims;
- (5) Shelving or racks to be constructed of corrosion resistant, smooth material that does not absorb liquids or odours (ie, hot dipped galvanised metal);
- (6) The angle between the walls and floor in the cool room/freezer to be coved with a minimum radius of 9.5mm;
- (7) Internal service lines to be stood 16mm off the walls;
- (8) Doors to be fitted with rubber seals and be capable of being opened from the inside at all times;
- (9) It is recommended that refrigerators plant be located externally or separated from food handling areas;
- (10) Every cool room/freezer must be equipped with a thermometer or thermograph indicating or recording temperature in the warmest part of the room accurate to \pm one degree Celsius and located so that it is easily readable.

7.12 EXCLUSION OF PEST/INSECTS

All external openings are to be protected so as to exclude the entry of pests and insects (ie flies).

7.13 GREASE TRAPS

Any installation of a grease trap shall be subjected to the following conditions:

- (1) The grease trap is not to be installed in the kitchen or the food preparation area. The grease trap is to be installed outside the food handling premises;
- (2) Approval for the installation shall be obtained from the Water Corporation WA (Industrial Waste Section);
- (3) The grease trap shall be constructed of solid impervious materials sealed to prevent the escape of odours;
- (4) The door/lids to be fitted with a gasket to provide a seal when closed;
- (5) Independent access to the trap be provided away from the food handling areas and where possible outside the building; and
- (5) It is recommended that the grease trap be provided with an evacuation pipe to ground level in order to facilitate the easy cleaning of the grease trap.

7.14 PIPES, DUCTS AND CONDUITS

All pipes, ducts, conduits and wiring should be:

- (1) concealed in walls, floors or ceiling; or
- (2) fixed in brackets so that there is a clearance of not less than 16mm between the wall;
- (3) must not be installed in the junction of a floor and any vertical surface and spaces beneath fixtures, fittings and appliances.

7.15 FIXTURES, FITTINGS AND APPLIANCES

Every appliance must be constructed:

- (1) of materials that are impervious to water, durable, non toxic and resistant to corrosion (ie stainless steel);
- (2) so that it is free from cracks and crevices; and
- (3) so vermin are excluded from the appliance.

Benches, cupboards, cabinets and other equipment which are fixed to walls are to be:

- (1) Supported on metal legs which shall be at least 150mm high, smooth, free from angles, recesses and crevices; or
- (2) Placed on a concrete plinth at least 100mm in height, with a base of the equipment sealed to the plinth with a silicone sealer and overhanging the plinth (the plinth/floor junction to be coved to a radius of 9.5mm);
- (3) sealed to the walls to prevent access of vermin; and
- (4) constructed without backs.

Benches, cupboards, cabinets and other equipment which are not fixed to walls are to be:

- (1) readily mobile, fitted with castors or wheels and with flexible leads where necessary to enable the equipment to be moved so that the floor beneath can be completely exposed for ease of cleaning; or
- (2) kept 150mm clear of walls, with sufficient space between cabinets to provide easy access for cleaning and 150mm off the floor;

Where an appliance has a mass greater than 16kg it must be;

- (1) sealed to the adjacent surface ; or
- (2) mounted on wheels or castors capable of supporting it when loaded, to facilitate easy cleaning.

Work surfaces subject to high levels of liquid spillage, including draining boards, must be made of stainless steel.

An appliance that is located or mounted on a counter, bench, work table or similar surface must be -

- (1) located or mounted so that a clear space of not less than 75mm is maintained between -
 - (a) the appliance and the surface; and
 - (b) the appliance and each adjacent wall or other vertical surface; and
- (2) sealed to the adjacent wall or other vertical surface.

Any plinths used to support appliances must be -

- (1) built as an integral part of the floor;
- (2) constructed of solid concrete or masonry;
- (3) finished to a smooth level surface;
- (4) of a height at least 100mm above the floor and flushed with the vertical surface of an appliance;
- (5) rounded or bull-nosed at exposed edges or corners; and
- (f) coved at its junction with the floor or any wall or other adjacent surface to a radius of at least 9.5mm.

All brackets must be sealed to contact surfaces to avoid crevices, voids or inaccessible cavities.

Fixtures must not contain false or separate backs or bottoms.

Shelves comprising or forming part of a shelving unit must be at least 150mm above the floor.

A motor or compressor that forms part of a refrigerator, frozen food cabinet or similar equipment must be mounted so that it cannot contaminate the food.

7.16 STORAGE FOR CLOTHING AND PERSONAL BELONGINGS

Staff are to be provided with space to store their belongings to avoid the storage of clothing, bags etc on bench tops or other places where food is stored or prepared.

7.17 INSPECTION OPENINGS

Exposed pipes or openings for the inspection or cleaning of drainage shall not be installed in food premises or vehicles.

8.0 FOOD SAFETY TRAINING

The Food Standards Code requires all persons undertaking or supervising food handling operations have the skills and knowledge in food safety and food hygiene matters commensurate with their work activities. The Town strongly recommends that formal food safety training is undertaken, such as the free on-line training available on the Town's website at www.cambridge.imalert.com.au

9.0 OUTDOOR EATING AREAS

An outdoor eating area is licensed by the Town of Cambridge where the dining area falls onto the Town's land. An application must be submitted following approval of the food business. For further information contact Environmental Health Services on telephone 9347 6000.

10. NOTES

Further information relating to the contents of this document or food safety, in general, can be obtained by contacting Council's Environmental Health Services on 9347 6000.

Copies of the legislation can be downloaded at the State Law Publisher website www.slp.wa.gov.au and at the FSANZ website www.foodstandards.gov.au.

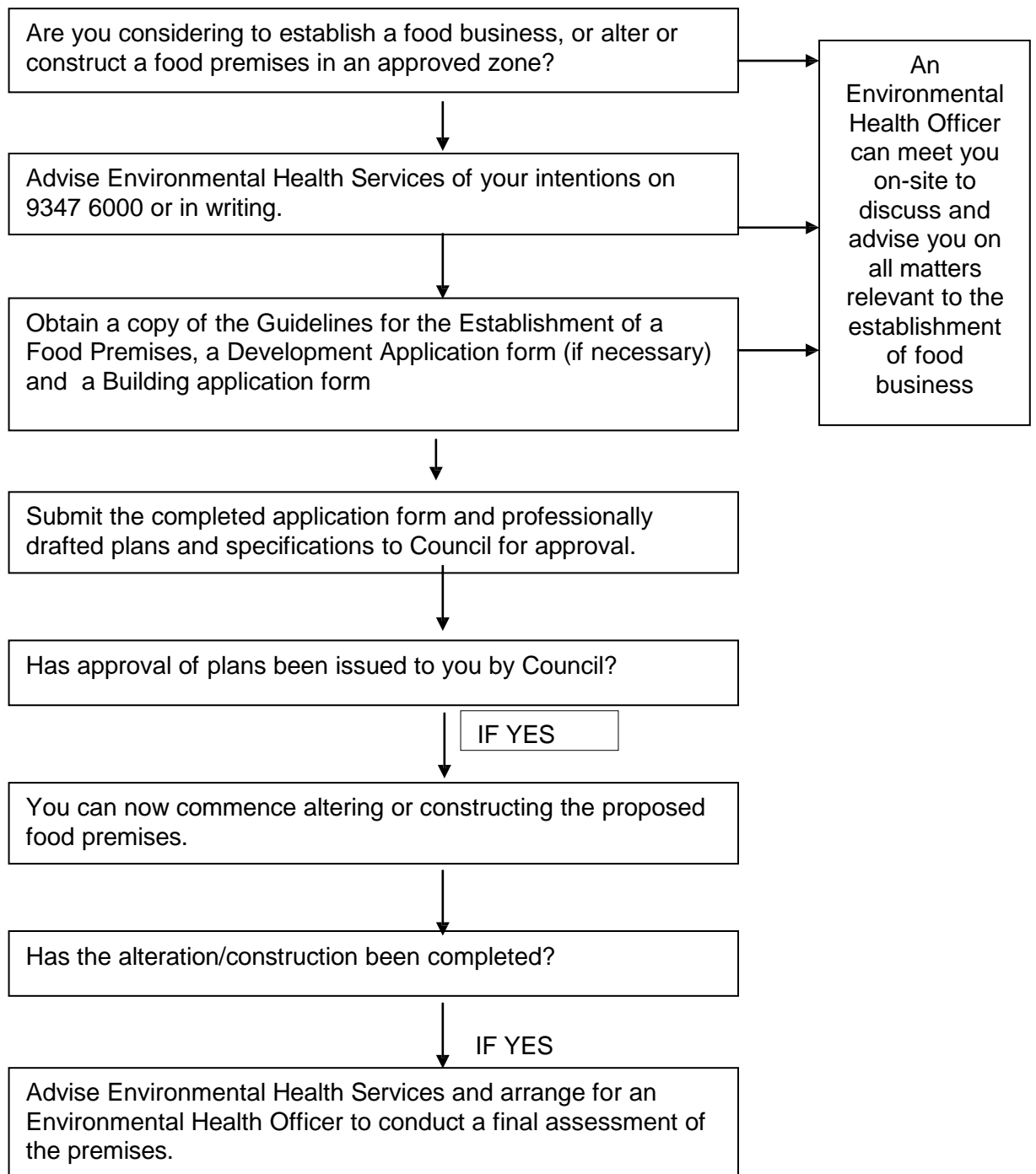
In addition, Australian Standard (AS 4674-2004) provides detail and advice on design, fit-out and construction of food premises. A copy can be viewed at the Town.

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ABN: 12196299070

11.0 APPROVAL PROCESS

Council must be notified if you are planning to purchase or alter an existing food premises or construct a new food premises within the Town of Cambridge.

The following flowchart describes the application and approval process for the construction or alteration of a food premises.



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Only after the Council issues an approval to operate, can open your food premises and prepare and sell food to the public.