

Registration of a Food Premises



Your Legal Requirements

Congratulations on deciding to open a food premises in the Wellington Shire. In starting this process there are many steps to consider to ensure 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 1984*.

First Steps

Once you have decided on a location for your premises and the type of food you will be selling but before you sign a lease, you will need to discuss the proposal with Council's Planning Department (1300 366 244) to determine if a planning permit is required for your activities (including for liquor licenses). You will also need to gain advice from a local building surveyor on the requirements for a building permit if fit out works are being undertaken. This ensures you have all the relevant advice and will prevent delays during the registration process.

Next arrange a suitable time with an Environmental Health Officer (EHO) at the Council Offices 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 the 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 in regards to the equipment required and modifications you may be required to undertake (such as ventilation system). These alterations may need to be discussed with the property owner before you sign a lease agreement.

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

Gippsland Water 1800 066 401 or www.gippswater.com.au

SP Ausnet 1300 360 795 or www.sp-ausnet.com.au

Origin 13 29 72 or www.originenergy.com.au

TruEnergy 13 34 66 or www.truenergy.com.au

Please note that this list is not a complete list of all providers.

Energy Safe Victoria may also provide important information for your business:

www.esv.vic.gov.au or 03 9203 9700

Submitting Plans For Review

Once you have determined the proposed fit out of the premises and confirmed your menu, you are required to submit detailed structural plans and specifications to the Environmental Health Office. These plans will be reviewed to ensure compliance with the Food Act 1984, Food Standards Australia New Zealand (FSANZ) Food Safety Standards (please refer to enclosed document) and the Australian Standard 4674 Design, construction and fit-out of food premises.

Your submission plans should include:

- Floor plans and elevations drawn to scale
- Details of all fixtures, equipment and finishes
- Specifications on Mechanical Extraction Systems (if required) to show compliance with Australian Standards 1668.

Please refer to the enclosed checklist for issues to consider when designing your premises. A review letter will be provided if further information is required to assess your proposal.

Getting Started

Once you have been notified that your plans have the approval of the Environmental Health Office and you have received the appropriate planning and building permits if required, you can commence the fit out of the premises.

It is important during this stage to regularly make contact with the Environmental Health Office if you have any questions or concerns. An Environmental Health Officer will conduct regular pre registration inspections throughout the construction process.

If you are intending to sell alcohol you will be required to contact Liquor Licensing Victoria to obtain a license on 1300 650 367 or www.justice.vic.gov.au.

For the provision of outdoor seating or advertising signage you will require a permit from Council's Local Laws Unit. Please contact Local Laws to discuss further 1300 366 244.

Food Safety Programs & Food Safety Training

Depending on the type of food to be sold from your premises, you may be required to submit a Food Safety Program (FSP) to Council. This program will require you to nominate a Food Safety Supervisor (FSS) for the premises. Please refer to the attached information sheets on where to get a FSP and Requirements to be a FSS. The Environmental Health Officer will advise you of the requirements.

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 receives approval to operate from the Environmental Health Officer, you will be required to complete an Application for Food Act Registration. This form is provided by the EHO and must be accompanied by the prescribed fees. Food Act registration fees are charged on a pro rata basis. Please contact the Environmental Health Office for the most up to date fee structure.

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 FSP implementation into the business along with the structural and cleanliness of the premises.

Routine assessments will then be conducted on an annual basis.

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 (eg. 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 (eg. 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 (eg. 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 (eg. 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.	

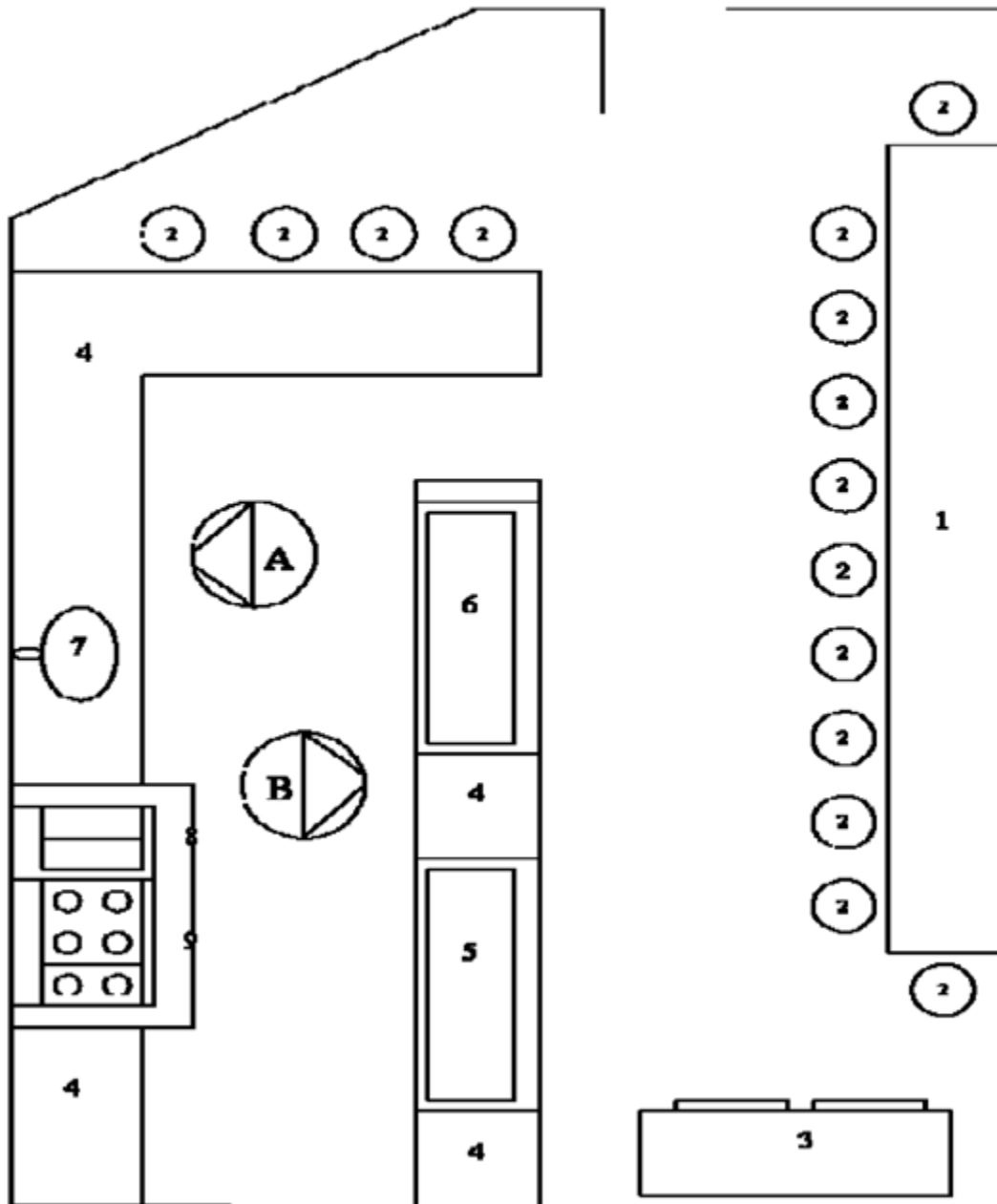


17. Wastewater pipes and electrical conduits adequately bracketed off walls (25mm) to facilitate cleaning.	
18. Grease trap provided in an area that prevents food contamination and allows for easy access for emptying.	
19. Adequate cleaners sink provided with hot and cold water supply.	
20. Adequate 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 coolroom 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.	



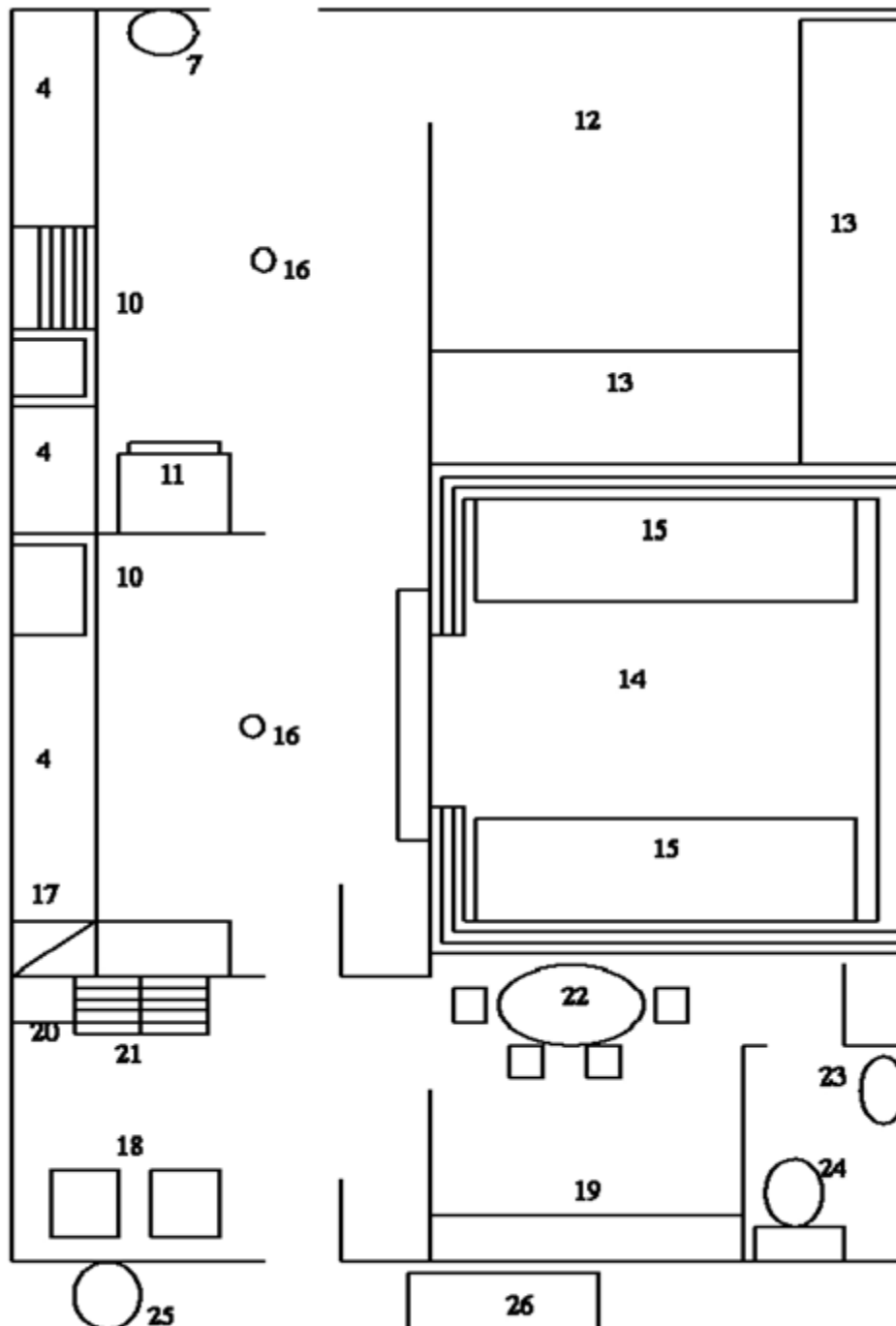
Sample Plans – Floor Plans

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

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| 1. Customer dining | 10. Commercial sink with hot and cold water supply | 18. 240-litre rubbish bins |
| 2. Customer seats (15 in total) | 11. Upright freezer on metal legs | 19. Staff storage lockers |
| 3. Drinks fridge | 12. Dry storage room | 20. Cleaners storage |
| 4. Bench with storage below | 13. Shelving | 21. Cleaners sink |
| 5. Bain marie | 14. Cool room (with digital temperature reading) | 22. Staff table & chairs (4) |
| 6. Refrigerated sandwich bar | 15. Shelving | 23. Wash basin with hot and cold water supply |
| 7. Hands free basin with hot and cold water supply | 16. Floor waste drain | 24. Staff toilet |
| 8. Cooking appliances (6-burner stove & chip fryer) | 17. Commercial dish washer (with dial thermometer) | 25. Hot water unit |
| 9. Ventilation hood | | 26. Grease trap |

Sample Plans – Elevations

