



# HUME CITY COUNCIL STARTING A FOOD BUSINESS

This code has been designed to assist  
with registration of your food business  
under the Food Act 1984

[www.hume.vic.gov.au](http://www.hume.vic.gov.au)

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## INTRODUCTION

Under the Food Act 1984, food businesses operating in Victoria cannot sell food to the public unless they register as a food business with their local council. A small number of businesses do not need to register with their council; however they are still required to notify council of their intended food business activities.

This booklet has been developed to assist new and existing food businesses to meet the requirements of the Food Standards Code, Food Act 1984 and Australian Standards. It serves as a guide to the construction and design of a food premises in order to obtain registration with Council.

## FOOD PREMISES CLASSIFICATION

Councils are responsible for classifying every food premises within their municipal districts under the Food Act. The classification system is risk-based, that is it seeks to better match regulation with the food safety risk that different food business activities pose to public health.

Our council will consider the following questions when classifying your food premises:

- Who is the food being served to?
- Is the food packaged or unpackaged?
- Is the food potentially hazardous?
- Is this a community run event?

The following table provides a description of each class; however it is best to speak with an Environmental Health Officer to determine which risk category you fall under.

Class 1	Class 2	Class 3	Class 4
Food premises that predominantly handle potentially hazardous food that is served to vulnerable people.  E.g. Hospitals, child care centres providing long day care, and aged care facilities such as nursing homes.	Food premises that handle unpackaged potentially hazardous foods which need correct temperature control during the food handling process - including cooking and storage - to keep them safe  E.g. Restaurants, supermarkets, cafes, most manufacturers etc.	Food premises whose main activities include the supply or handling of unpackaged low risk foods, or sale of pre-packaged potentially hazardous foods.  E.g. Greengrocers selling cut fruit, wholesalers distributing pre-packaged foods, milk bars, convenience stores and coffee bars.	Food premises whose handling activities pose low risk to public health. This includes shelf stable pre-packaged confectionery and uncut fruit and vegetables  E.g. newsagents, pharmacies, video stores, bottle shops and greengrocers

## REGISTRATION PROCESS

Prior to granting registration as required under the Food Act 1984, The Public Health Unit must be satisfied that;

### 1.) **Application Form- Food Act Premises has been submitted to Council with relevant documentation**

- A copy of your floor plan submitted with the Application Form -Food Act Premises; The floor plan should show every part of the food premises;
- Show the location of all fixtures, equipment and furniture (i.e. benches, cooking equipment, refrigerator etc.); and
- Specify the materials in the area to be used (i.e. ceramic floor tiles, stainless steel wall panels/benches, plaster board ceiling painted in a white coloured washable gloss finish etc.).
- The floor plan will be assessed by an Environmental Health Officer and you will be notified in writing of any necessary alteration works that would be required.
- Provide a description of what types of food are going to be prepared or stored, and who they are going to be served to i.e. Childcare, General Public.

### 2.) **A progress and final inspection of the food premises**

- This inspection will be conducted by an Environmental Health Officer to ensure that the construction and fit-out is completed satisfactorily and in accordance with the submitted plan and food safety legislation.
- Please contact Council at least 5 business days prior to the inspection to allow for appointment scheduling.

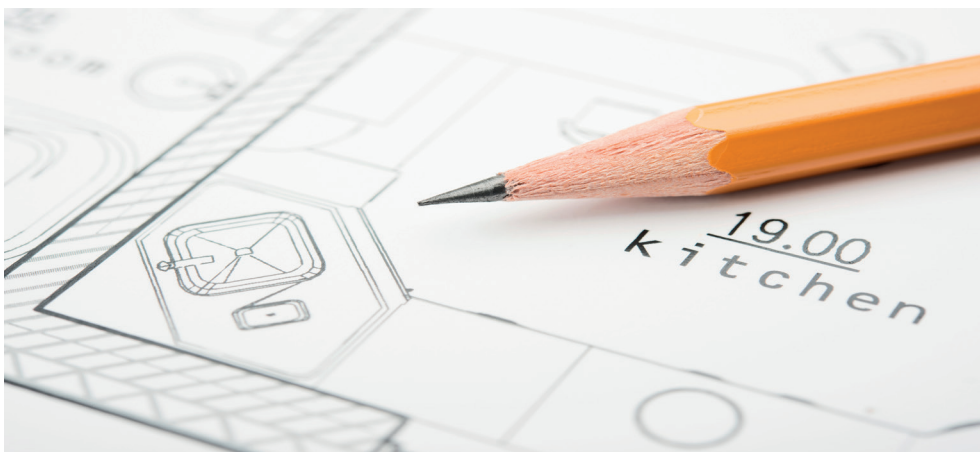
### 3.) **An application form for registration is completed and returned to Hume City Council with the appropriate fee.**

- This will be provided to the applicant once the Environmental Health Officer is satisfied that the premises have met Councils requirements.

### 4.) **A Food Safety Program for class 1 or 2 premises has been implemented.**

- Council can provide you with a copy of an approved template or you can access a digital copy online at <http://www.health.vic.gov.au/foodsafety/bus/templates.htm>

### 5.) **A Food Safety Supervisor Certificate has been submitted for class 1 or 2 premises only.**



## FOOD SAFETY SUPERVISOR (FSS)

A food safety supervisor is someone who:

- knows how to recognise, prevent and alleviate food handling hazards at your premises;
- has a Statement of Attainment that shows the required food safety competencies from a Registered Training Organisation (RTO);
- has the ability and authority to supervise other people handling food at the premises and ensure that food handling is done safely.

## FOOD SAFETY TRAINING

- 1.) All Class 1 and Class 2 premises are required to have a Food Safety Supervisor.
- 2.) The proprietor of a food premises is required, by declaration under Section 19C of the Food Act, to ensure there is a Food Safety Supervisor for the premises.
- 3.) A Food Safety Supervisor is not required where a food premises uses a Quality Assurance food safety program that includes competency-based or accredited training for staff of the premises.
- 4.) The Food Safety Supervisor may be the proprietor or an employee of the business.
- 5.) More information about requirements can be found on the Department of Health's Website.  
[http://www.health.vic.gov.au/foodsafety/skills\\_knowledge/fss.htm](http://www.health.vic.gov.au/foodsafety/skills_knowledge/fss.htm)



## **OTHER PERMITS REQUIRED**

### **BUILDING PERMIT**

Before the commencement of any structural building works please contact either;

Hume City Council Building Department – 9205 2325 OR A Private Consultant Building Surveyor

### **PLANNING PERMIT**

It is important for applicants to contact Councils Town Planning Department prior to seeking approval from Health Services.

Planning Permits cover such things as; Hours of Operation; Car Parking; advertising signs and outdoor seating arrangements.

Hume City Council Planning Department – 9205 2309

### **TRADE WASTE**

You must contact your relevant water authority to discuss Trade Waste Agreements and Grease Traps.

YARRA VALLEY WATER:                      General Enquiries 131 721

WESTERN WATER:                          General Enquiries 1300 650 425

CITY WEST WATER:                      General Enquiries 131 691

### **LIQUOR LICENCE**

Any person or organisation that intends to supply liquor in Victoria must apply for a licence. The type of licence required will depend on the type of applicant and how they wish to supply the liquor. Contact the Victorian Commission for Gambling and Liquor Regulation on 1300 182 457 or visit the website at <http://www.vcglr.vic.gov.au> for further information.

### **TOBACCO LEGISLATION**

For further information regarding the Tobacco Act please refer to the Department of Health Tobacco website <http://www.health.vic.gov.au/tobaccoreforms/legislation.htm> or alternatively on 1300 136 775.



## DESIGN AND CONSTRUCTION OF A FOOD PREMISES

### WATER SUPPLY

FSANZ – Standard 3.2.3 Div 2 (4)

Water used for any activities involved in the preparation of food, personal hygiene, cleaning and sanitising must be POTABLE. This means that the water must be fit for human consumption.

### SEWAGE AND WASTE WATER DISPOSAL

FSANZ - Standard 3.2.3 Div 2 (5)

Premises must have a sewage and waste water system designed to effectively dispose of sewage and waste water.

Your food business may require a grease trap and a trade waste agreement with your local water authority. Trade waste is any liquid waste, other than domestic sewage, generated by industrial and commercial business activities and discharged to the sewerage system. Trade waste can contain oils, grease or chemicals that have adverse impacts on the sewerage system.

Grease traps **MUST NOT** be situated in any area where equipment, food or packaging materials are handled or stored which may jeopardise food safety, outside is the preferred location.

Access for emptying grease traps should not be through areas where any food is handled or stored or where food contact equipment and packaging materials are handled or stored.

## GARBAGE AND RECYCLABLE MATERIAL

FSANZ - Standard 3.2.3 Div 2 (6)

Measures must be taken to ensure that garbage and recyclable matter can be adequately contained for the volume and type of garbage matter that is produced by the food premises. Garbage and refuse should be contained in a durable and impervious receptacle that has a tight fitting lid.

Provisions should be made for the temporary storage of all refuse containing food waste matter in receptacles in a separate room or enclosure or in a yard on a stand sited above a paving of impervious material and in a manner denying access to flies, insects and rodents.

The provision of a hot and cold water hose-cocks/outlet and a graded and drained area for bin wash down purposes is recommended.



## VENTILATION

FSANZ - Standard 3.2.3 Div 2 (7)

**Food premises must have a sufficient amount of ventilation to ensure that smoke, fumes, vapours and steam can be affectively removed and prevent any airborne contamination of food.**

In order to ensure compliance with ventilation, compliance needs to be met in accordance with the Building Code of Australia (BCA). This is to ensure that unpleasant odours, contamination by micro-organisms and any other products that are carried by the air such as toxins, are contained in a safe manner.

A ventilation system should be installed directly above a commercial dishwasher or any equipment that is used for cooking.

Please refer to the Australian Standard 1668 Part 1 and Part 2 for the installation of your mechanical exhaust. By meeting these standards you will also meet the requirements of the BCA.

## LIGHTING

FSANZ - Standard 3.2.3 Div 2 (8)

Food premises must have a lighting system that provided sufficient natural or artificial light for the activities conducted on the food premises.

Minimum lighting in areas where food is manufactured, prepared or packed must be in accordance with Australian Standard 1680.

Light fixtures should be flush mounted or alternatively recessed into the ceiling. In areas where exposed food is handled or stored, light fixtures must be provided with wrap around or other dust-proof diffusers.

ACTIVITY	LEVEL OF LIGHT (LUX)
Food & equipment storage	110-150
Retail, dishwashing, handwashing, toilet areas	200-300
At food preparation surfaces	500





## FSANZ - Standard 3.2.3 DIV 3 (10)

Floors located in food preparation or storage areas must be designed and constructed in a way that is appropriate for that area. They must be smooth, impervious and able to be effectively cleaned.

- (a) Appropriate for the area;
- (b) Able to be effectively cleaned;
- (c) Non-absorbent; and
- (d) Laid according to the relevant standard

so that there is no ponding of water and harbouring of pests.

[illegible]

## Coving

Coving is designed to aid in the cleaning of floor and wall surfaces that come into contact with food, water, fats and oils. It also makes cleaning hard to reach areas such as underneath stoves or deep fryers much easier.

Provision of coving should be provided at all intersections between a vertical surface and a floor in those parts of the food premises where open food is handled, prepared, cooked or displayed.

Coving should extend up the wall or other vertical surfaces to a height of not less than 75 millimetres and be constructed in such a way as to produce a smooth continuous union.

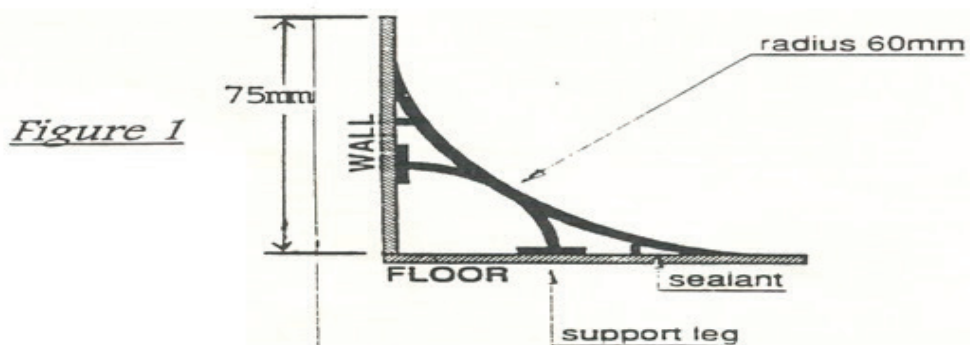
Coving should have a minimum radius of 25 millimetres (wherever possible samples should be submitted for approval prior to installation). An example of coving is shown in

**Kick boards are to be an integral part of the floor, constructed of solid material similar to the flooring material and should be:**

- a) At least 75 millimetres high;
- b) Finished level to smooth even surface;
- c) Recessed under fittings to provide a space not more than 50 millimetres;
- d) Rounded at exposed edges; and
- e) Coved at the intersection with the floor and exposed walls.

The use of feather edged skirting is not permitted.

## Coving example



## WALLS

FSANZ - Standard 3.2.3 Div 3 (11)

Walls (including doors, hatches and their surrounding architectural fittings) should be smooth and impervious with an easily washable gloss paint surface of a light coloured finish.

Walls surfaces in kitchens and other processing areas must be finished with materials such as ceramic tiling, vinyl sheeting or stainless steel. Plasterboard & similar absorbent wall surfaces are not suitable unless protected by tiles or other impervious materials in areas likely to be splashed by water or be in contact with food.

Walls in storage areas with open food shall meet the specifications for walls in food preparation areas.

The junction between adjacent wall finishes shall not form a ledge upon which dust or grease can accumulate.



## Suitability of Wall Finishes

<div>Wall Area</div> <div>Finish</div>	Wet washed areas	Food preparation areas	Vegetable Preparation	Servery	Store Room	Chillers / Freezers	Bin Store areas	Eating areas	Comments
Stainless steel	●	●	●	●	●	●	●	●	Welded joints Waterproof screw covers
Ceramic Tiles	●	●	●	●	●	●	●	●	Epoxy Grout
Vinyl Sheet	●	●	●	●	●	●	●	●	Heat Welded Joints
Painted Plaster					●		●	●	Smooth Finish
Feature Brick								●	
Aluminium sheet	●	●	●	●	●	●	●	●	Welded or sealed joints
Steel sheet							●		Welded or sealed joints
Trowelled cement		●	●	●	●	●	●	●	Polished surface
Wood Panelling								●	Wood sealed
Painted Brickwork					●		●	●	Flush joints and solid surfaces
Concrete					●		●	●	Sealed smooth finish
Pre-formed Panels	●	●	●	●	●	●	●	●	H bars joints mastic sealed. In wet areas/food preparation shall be integrated into a dwarf wall or set on plinth.



## CEILINGS

FSANZ - Standard 3.2.3 Div 3 (11)

The ceiling in all parts of an establishment must be capable of being readily and thoroughly cleaned.

The ceilings of those parts of an establishment wherein food is manufactured, prepared, packed or stored other than in unopened packages must:

- a) be finished with a smooth, dust-proof, non porous material; and
- b) be painted in a washable gloss paint of light colour.

The junction between the ceiling and walls must be tightly sealed to prevent pests, dirt and dust accessing a food area.

### Suspended Ceiling Panels

Suspended ceilings with drop-in removable panels are **not accepted** over areas where unwrapped or exposed/open food is handled, stored, displayed or served.

## SINKS

FSANZ - Standard 3.2.3 Div 4 (12)

Sinks need to be of a sufficient size, to enable the cleaning of all appliances and utensils used in connection with the manufacture, preparation or packing of the food.

Sinks should be provided with a continuous supply of hot and cold water and be installed in positions approved by the Council (washing operations minimum of 45°C Celsius). All sinks shall be provided with adjacent loading and draining/drying space.

Where food handling involves frequent washing of fruit and vegetables a food preparation sink should be installed

All fittings, fixtures and equipment shall be designed and constructed so as to be capable of being easily and effectively cleaned.







## HAND WASH BASINS (HWB)

FSANZ - Standard 3.2.3 Div 4 (14)

Hand wash basins are required to ensure that hands can be effectively cleaned prior to handling/preparing food, putting on gloves and before entering a food preparation area.

Each hand wash basin must be:

Of adequate size to avoid splashing;

Permanent fixture and preferably provided with electronic or foot operated water controls or other approved methods;

Provided in every room where food is manufactured, prepared or packed;

Located in close proximity to where food is prepared and be readily accessible;

Supplied with hot and cold water through the same outlet, and through an approved mixing device which can be adjusted to enable hands to be washed under hot running water (minimum of 40 degrees Celcius);

Provided with liquid soap, paper towel and a waste bin; and

Provided immediately adjacent to the toilet or toilet cubicles.



**No items are to be stored in or on the hand wash basin at ANY TIME except for hand wash, this includes utensils, clothes etc.**

## STORAGE FACILITIES

FSANZ - Standard 3.2.3 Div 4 (15)

Adequate facilities such as a cleaner's room, locker or suitable cupboard, should be provided for the storage of cleaning equipment and materials, and be constructed of an impervious, durable material.

Adequate facilities such as a cupboard or locker should be provided for the storage of staff personal items including clothes and personal belongings.

## TOILET FACILITIES

FSANZ - Standard 3.2.3 Div 4 (16)

A food business must ensure that adequate toilets are available for the use of food handlers working for the food business

Toilets must be separated by airlock and/or self-closing doors.

The room containing the toilet should not open directly into:-

- a) a kitchen or pantry; or
- b) a public dining room or restaurant.

**NOTE:** All Sanitary Facilities (toilets, urinals, wash hand basins) and airlocks requirements must be in accordance with the Building Code of Australia.

## GENERAL REQUIREMENTS

All fittings, fixtures and equipment shall be designed and constructed so as to be capable of being easily and effectively cleaned.

FITTING FIXTURE OR EQUIPMENT TYPE	GUIDELINE
Tables/Benches Shelves / Trays Storage Units	Must be constructed of an impervious durable material  <u>AND</u> Must be free from cracks or crevices and be constructed with the minimum number of joints which is practicable.
Refrigerator Frozen food unit Cooking stove/oven Deep Fryer / heating appliance	Unless easily moveable must be at least 200mm from any wall or be sealed to the wall  <u>AND</u> Must be placed on legs at least 150mm high or sealed to the floor
Hot Water Heater Washing Machine Units Cupboards Counters	Unless easily moveable must be at least 200mm from any wall or be sealed to the wall  <u>AND</u> Must be placed on legs at least 150mm high or sealed to the floor
Temperature Control Units Washing Equipment (dishwasher)	Provided with an efficient thermometer calibrated in the Celsius scale

## **ANIMALS AND PESTS**

FSANZ - Standard 3.2.2 Div 6 (24)

Animals and pests can carry pathogenic organisms that can contaminate food.

You also must take all practicable measures to prevent pests from entering the premises and take all practicable measures to eradicate and prevent harbourage of pests on the food premises.

## **FOOD LABELLING**

FSANZ – Part 1.2

All packaged food products that you sell must bear labels displaying their name, best before/use by date, ingredients, name and address of manufacture, nutritional panel and mandatory declarations of any allergens.

Information about what needs to be included on a food label can be found at [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

## **FOOD TRANSPORT VEHICLES**

FSANZ - Standard 3.2.3 Div 5 (17)

All vehicles used to transport food and ingredients are to be designed and constructed to protect food if there is any likelihood of food being contaminated during transport.

The vehicle must also be maintained in a clean condition.

## **MOBILE AND TEMPORARY FOOD PREMISES**

Food Act 1984

“Mobile food premises” are vehicles such as vans, trailers or carts from which food is sold.

“Temporary food premises” are temporary stalls or tents from which food is sold, such as at a market or festival.

Mobile food premises must follow the same construction requirements to that of a fixed premises, however these requirements will depend on the types of food being prepared.

Registration for temporary premises must be completed online, on the Streatrader website as follows;

[https://streatrader.health.vic.gov.au/public\\_site](https://streatrader.health.vic.gov.au/public_site)

## **IDENTIFICATION OF THE PROPRIETOR**

Food Act 1984

**The name of the proprietor is to be clearly displayed on the front of the premises. This is not the Trading name of the business but the registered owner, for example, company name or sole trader name.**

## **FURTHER INFORMATION**

For further information please contact the Public Health Unit on 9205 2599 or visit

[www.hume.vic.gov.au](http://www.hume.vic.gov.au)