



RURAL CITY OF
WANGARATTA

Rural City of Wangaratta

Food Premise Design and Fit Out Guidelines

Environmental Health Department

For further information, please contact

Environmental Health

62 – 68 Ovens Street, Wangaratta 3677

Phone: 03 5722 0888

Email: envhealth@wangaratta.vic.gov.au

Website: www.wangaratta.vic.gov.au

INTRODUCTION

A successful food business relies upon excellent planning and preparation. The way you design, construct and fit out your premise impacts significantly on this, thus The Rural City of Wangaratta (RCoW) has implemented these guidelines for you to assist you in your success.

In Victoria, under the Food Act 1984, all food businesses which prepare, store and handle food for sale are required to be registered or provide notification to their local Council.

These guidelines have been developed in – line with the Food Standards Australia and New Zealand (FSANZ) Food Safety Standard 3.2.2 and 3.2.3. More information regarding FSANZ can be found at www.foodstandards.gov.au or by calling FSANZ on (02) 6271 2222.

When fitting out your premise, something important to consider includes the thought of *'food flow'*, ensuring that food only flows in the one direction, *from receipt, storage, preparation, storage and finished goods.*

Before proceeding with registration the Rural City of Wangaratta advises you to contact the below authorities and departments to prevent any unnecessary delay in completing your registration;

- **Environmental Health Department** → **03 5722 0888**
 - For registration requirements, initial inspection processes and approval of registration.
- **Building and Planning** → **03 5722 0888**
 - Home occupation, change of use of the building, car parking requirements, proposed structural changes to the building and for public and staff toilet requirements
- **Community Compliance,** → **03 5722 0888**
 - signage and footpath activity
- **North East Water** → **1300 361 633**
 - grease traps and food waste
- **Energy Safe Victoria,** → **1800 652 563**
 - For the requirements of gas appliances to food premises.

We ask that all proprietors take the time to read these guidelines and that if you have any further queries, please don't hesitate to contact the Environmental Health Department for assistance

SETTING UP A FOOD ACT BUSINESS

The following information is a step – by – step guide to setting up or altering a food premise with the Wangaratta Municipality.

You must ensure that each step is followed with approval being granted by an Environmental Health Officer before storing or selling from a permanent food premise or mobile food vehicle.

1. Approval from relevant authorities
 - All authorities listed in the introduction are to be contacted and granted approval from.
2. The Application Process
 - Discuss your initial proposal with Planning/Building and Environmental Health providing;
 - i. Detailed floor plan of the premise
 - ii. A sample menu
 - iii. Any other relevant details/particulars (such as location and discharge point of any mechanical exhaust systems)
 - Arrange with your local Environmental Health Officer to conduct an onsite inspection of the premise (recommended before securing a lease). Advantages include advice will be given on major internal fit – out and finishes required.
 - Ensure that all utilities are contacted so that you comply with their particular standards/codes
3. Final Inspection and Application for Registration
 - Arrange an inspection with your local Environmental Health Officer which should be arranged approximately **1 week** prior to the proposed opening date.
 - Submission of an 'Application for Registration' form must be submitted with all prescribed fees.
 - For Class 1 & 2 premises, registration will be approved based on the implementation of a Food Safety Program of which a template will be provided by your local Environmental Health Officer during the registration process, evidence of a Trained Food Safety Supervisor.

All further enquiries need to be directed to the Environmental Health Department.

FOOD PREMISE CLASSIFICATION

Throughout Victoria, food businesses are classified into four different 'categories' based on the highest risk food handling activity being conducted at the premises.

The Department of Health and Human Services has developed a food business classification tool to provide a consistent approach to the categorisation of food premises. It can be viewed at <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-business-classification/food-business-classification-tool>

CLASS	DESCRIPTION	COMMON EXAMPLES
CLASS 1	Premise handles potentially hazardous food which is served to vulnerable groups	Aged Care facilities, child care centres and hospitals
CLASS 2	Premise handles unpackaged potentially hazardous food which needs temperature control	Restaurants, Cafes, fast food outlets, caterers, most manufacturers
CLASS 3	Premise handles low risk unpackaged food, or pre – packaged potentially hazardous foods which needs refrigeration	Milk bars, convenience stores
CLASS 4	Premise handles only low risk pre – packaged foods	Pharmacies, bottle shops, newsagents

FOOD SAFETY PROGRAMS & SUPERVISORS

Class 1 and 2 food businesses are required to have a Food Safety Program in place before they can be registered under the Food Act. A food safety program is a written document, which shows how food is being prepared, served, manufactured or sold, ensuring it is conducted in a safe manner.

A class 1 premise must also provide an independent food safety program which is tailored to take into account the food handling activities at that premise. A class 2 premise may choose to create their own independent program or utilise a template which has been approved by the Victorian Department of Health and Human Services. Should your business create their own independent program, an approved auditor from the Department of Health and Human Services must audit the program.

For Further information regarding food safety programs, please go to www.health.vic.gov.au/foodsafety/bus/templates.htm

Class 1 and 2 food premises are required to have a Food Safety Supervisor and most notify Council of their nominated person. The Food Safety Supervisor must have a Statement of Attainment which shows completion of the required food safety competencies from a registered training organisation. For more information, go to www.health.vic.gov.au/foodsafety/skills_knowledge/fss.htm

SHARING A FOOD BUSINESS

If you are moving into an already existing food premises, you are required to have a separate Food Act registration and therefore will be required to submit the 'Application form for Food Premises' **along with a 'Consent to Disclose Information' Form?**

Both registered proprietors will be equally responsible for the activities conducted on the premises. It is vital that arrangements of how the facility will be shared are made clear in the application and that both parties have an agreement in place, clarifying how the premise will be shared and how the operations will be separated.

It is the responsibility of all proprietors to ensure they are operating in accordance with the requirements of the Food Act 1984 and the Food Standards Code of Australia New Zealand

HOME BASED FOOD BUSINESSES

If you are wishing to set up a class 1 or 2 business within your home registration may only be granted if they have all requirements from this guide, in an area separate to the living room. Registration for Class 3 and 4 are more likely to be granted however more information will be required from your local Environmental Health Officer.

- Recommended that a sink can be designated as a hand wash basin for the purpose of the business.
- All equipment must be adequately cleaned and sanitised → proprietor to determine whether food contact surfaces will fit within dishwasher/double bowl sink
- Details of how equipment/food/packaging being used by business will be stored separately → can be provided through a floor plan and explanatory note.

TRANSFER INSPECTION AND REPORT

If you are buying a business it is recommended to request a 'transfer inspection' prior to settlement, ensuring that the premise complies with the requirements of the Food Act and Food Standards Code. To request an inspection, please contact Council's Environmental Health Officer.

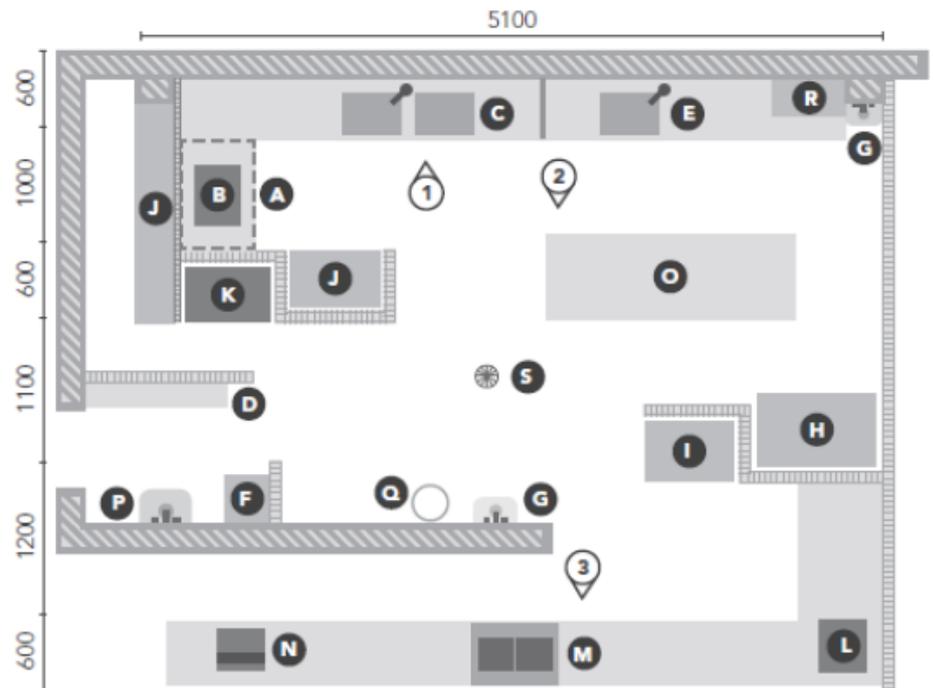
At the completion of the inspection, a report will be prepared and provided to you, including an '*Application to Transfer*' the registration under the Food Act from the current proprietor to the purchaser. This form **MUST** be signed by both parties.

The Rural City of Wangaratta also recommends contact all parties listed in the introduction, ensuring that approval is granted from the relevant organisations.

SAMPLE FLOOR PLAN

Equipment List

- A** Mechanical exhaust ventilation
- B** Deep fryer
- C** Double bowl stainless steel wash sink (both 400mmx500mm)
- D** Staff personal effects storage
- E** Stainless steel food preparation sink
- F** Chemical storage unit
- G** Stainless steel hand wash basin (11L capacity)
- H** Upright commercial refrigeration unit
- I** Upright drinks fridge
- J** Dry goods storage
- K** Commercial pie warmer
- L** Coffee machine
- M** Refrigerated display cabinet
- N** Cash register
- O** Stainless steel food preparation bench
- P** Cleaners' sink
- Q** Waste bin
- R** Storage cupboard
- S** Floor waste drain
- T** 300mm stainless steel splashback



Floor Plan

Finishes Schedule

Floor and coving:	Ceramic tiles and coving to all walls.
Walls:	Timber framing.
Wall lining:	10mm plasterboard, white gloss enamel finish
Benches:	Stainless steel bench, splashback and frame.
Front counter:	Laminex bench top, beige.
Ceiling:	Sealed plasterboard, white gloss enamel finish.

A sample floor plan similar to what is pictured above must be submitted with all applications to register a food premise. Registration will not be granted unless a floor plan is submitted.

STRUCTURAL GUIDELINES

It is important to have the correct 'fit out' of your premise before commencing operation as it can be costly and difficult to make changes.

- Consider the flow of deliveries, productions and finished food products → logical order. (garbage areas should be separate from food preparation areas)
- Adequate spacing for your processes
- Eliminate any dead space or seal any gaps/cracks which can hinder cleaning and provide a home for pests
- Avoid use of skirting boards, rails or other ledges which can attract dust
- Materials which are used need to be smooth, impervious and durable. A list of appropriate materials can be found in Appendix 1 to this document.

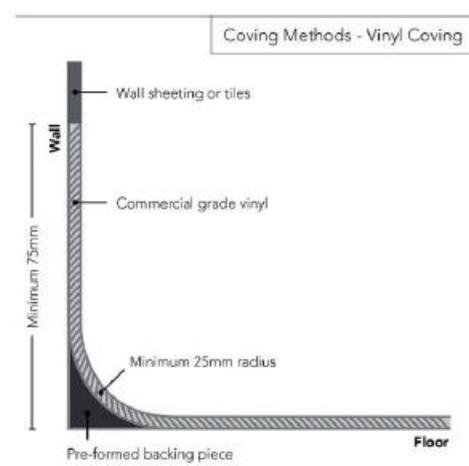
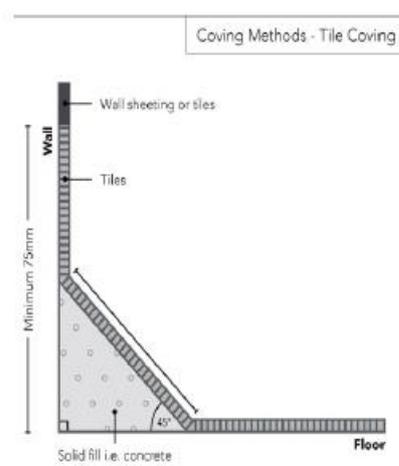
Floors

Floors in food preparation and storage areas must be durable and non – porous. Suitable materials can be found in Appendix 1.

Coving is required at the floor wall junction of all wet areas and at food preparation and storage areas.

Suitable materials may include but are not limited to;

- Vinyl sheeting with welded seams laid over a preformed fillet/extrusion
- Formed concrete
- Ceramic coving tiles of 100mm wide. Tiles to be laid at 45 degree angle
- Aluminium coving may be used where it is cemented into the corner.



Floors which are hosed down on a constant basis must install appropriately graded floor waste drains which are connected to sewer or septic.

Walls and Ceilings

Walls and ceilings in food preparation and storage areas must be smooth, durable and impervious as they are required to be effectively cleaned and sealed to prevent the entry of dirt, dust or pests. All junctions, corners and gaps must also be sealed to prevent the accumulation of dust and food debris and prevent the entry to or the harbourage for pests on the premises.

Wall surfaces next to food preparation, cooking and washing up areas should be finalised with a splashback which is;

- Made from durable material such as ceramic tiles, vinyl sheeting or stainless steel wall panel/sheets
- Must be at least 1.8m in height from floor or at the rear of all cooking equipment, food preparation and wash up area or to a height of at least 450mm at the rear of all sinks or bench tops which are attached to the wall.
- All splashbacks must be securely attached to the wall and properly sealed.

Ceilings above food preparation and storage areas must be of a smooth continuous construction, e.g. plasterboard.

Note: Removable drop – in or suspended ceiling panels are not suitable for use in food preparation or storage areas.

Fixtures, Fittings and Equipment

Fixtures, fittings and equipment must be;

- Fit for intended purpose and commercially grade
- Designed and installed to allow for safe; receiving, storage, processing, packaging and sale of food
- Constructed from durable non – corrosive material, able to be thoroughly cleaned
- Installed no less than 150mm off the floor or on lockable castors to allow movement
- Recommended that all cooking appliances are installed with flexible piping to allow for movement and access for cleaning
- Designed not provide harbourage for pests
- Connected to the sewerage system (if they generate liquid, i.e. cool room, coffee machine)
- Readily accessible access to panels in ducts, as well as readily removable of grease filters in extraction hoods

Sinks

All food premises who are required to be registered with Council are required to have the following sink installations;

- A **double bowl** sink with a continuous supply of running hot/cold water through a single outlet, this is for the cleaning and sanitising of utensils and equipment. Adequate space racking to be provided adjacent to the sink for loading and drying
- A **commercial dishwasher** with a minimum 82°C sanitising rinse cycle in addition to the double bowl sink. Alternatively you may wish to install a triple bowl sink.
- In addition, a separate **food preparation** sink must be installed if your business regularly prepares fruit and vegetables, as well as the thawing of some meats and seafood (which can be safely done under running water). This sink is for the sole purpose of food preparation and must be installed away from the cleaning and sanitising sinks to avoid contamination.
- A **hand wash basin** must be installed in all areas where unpackaged food is being handled.
 - Must be easily accessible to all food handlers, no further than 5m
 - Single outlet with hot/cold running water
 - Supply of liquid soap and paper towels dispensers, mounted to the wall
 - Designated for HAND WASHING ONLY and be unobstructed at ALL times
 - A bin with a lid must be located nearby for all disposal of paper towels
- A **cleaners sink** is required to be installed for all the cleaning, sanitising of cleaning equipment and for the disposal of mop/bucket waste water. The sink is to be installed with running hot/cold water and connected to sewer or septic. It is recommended to have this sink installed close to the ground, assisting staff with lifting heavy buckets of water. Most proprietors will have a cleaners sink installed outdoors away from any food preparation areas.

Please Note: all service pipes should be concealed within walls or fixed away from walls with brackets.

Storage

Adequate amounts of storage space must be provided for all items required by the business. Storage will be needed for the following;

- Dry goods
- Packaging and wrapping materials
- Crockery and equipment

Open food must be stored in sealed, food grade containers which are pest proof. All exposed food within the business must be protected from contamination

Further storage for cleaning equipment, chemicals must be within a preferably locked cupboard for safety reasons. All other staff personal items stored separately.

Ventilation

Suitable and sufficient natural or mechanical extract ventilation must be installed above all cooking and wash up areas to effectively remove fumes, smoke, steam and vapours

Exhaust canopies must comply with Australian Standard 1668.2 – 1991. The hood of an exhaust canopy must extend a minimum of 150mm beyond the front, rear and sides of all heat emitting appliances

Food businesses should note that inappropriate siting and installation of flues, vents, motors and fans may cause an ineffective extraction resulting in nuisance related to noise and odours, to either the adjoining premise or public.

Please confirm with the Building and Planning department that approval is granted prior to the installation of a flue.

Lighting

Food premises must have a lighting system which provides sufficient natural or artificial light for the activities conducted on the food premise.

- Must be sufficient to enable food handlers to readily see whether areas and equipment are clean, to detect signs of pest and to clearly see the food and equipment they are handling

Australian Standard 1680 Part 1 – 1990 *Interior lighting: General Principles and recommendations* and AS/NZ 1680.2.4 1997: *Industrial tasks and processes* provide comprehensive information on interior lighting. These standards give recommendations for industrial tasks and processes including food processing.

Activity	Levels of illuminance (LUX)
Food & equipment storage areas	110 – 150
Retail, dishwashing, toilet areas	200 – 300
Food preparations services	500
Reading inspection and monitoring equipment	600 - 1200

Table 1: examples of minimum maintenance levels

Lights are to be enclosed in unbreakable diffusers (alternatively, shatter – proof light globes may be used).

The fixtures are to be designed to prevent the accumulation of dust, i.e. flush with ceiling, completely recessed or designed with angled surfaces.

Toilet Facilities

Toilets must be provided for staff within the food premises, or nearby if the premises is within a large retail complex.

An **airlock** must be provided between a toilet cubicle and any space where food is stored, prepared or served. Toilet and airlock doors must be self – closing. There must be adequate ventilation provided and must contain a hand wash basin with liquid soap, paper towel or adequate air dryer and a waste bin.

Toilets must be accessible at all times that the business is in operation and must be clean and in good working order at all times.

The number of toilets required is determined by the Building Code of Australia. For your convenience, the Rural City of Wangaratta has included these figures within this document. Please note that separate female and male toilets is not a food safety issue and will need to be discussed with the Building department should there be any issues.

No. of toilets required for Patrons

	Male			Female		Total	
	Toilets	Urinals	H/basins	Toilets	H/basins	Toilets + urinals	H/basins
No Seating or ≤ 20	No public toilets required: staff toilets are required						
Seating max of 50 Assume 25 males Assume 25 females	1	1	1	1	1	3	2
Seating max of 100 Assume 50 males Assume 50 females	1	1	1	2	1	4	2
Seating max of 200 Assume 100 males Assume 100 females	1	2	2	3	2	6	4
Seating max of 300 Assume 150 males Assume 150 females	2	3	2	4	2	9	4

No. of toilets required for Staff

	Unisex facility: 1 toilet + 1 H/basin ♦ it must include adequate means of sanitary towel disposal ♦ facilities must have walls, partitions and doors ensuring privacy					
	Toilets		Urinals		H/basins	
	Design occupancy	Number	Design occupancy	Number	Design occupancy	Number
Max of 10 staff Male and female working at same time						
Greater than 10 ▪ Male Employees	1 – 20 > 20	1 Add 1 per 20	1 – 10 11– 25 26 – 50 > 50	0 1 2 Add 1 per 50	1 – 30 > 30	1 Add 1 per 30
Greater than 10 ▪ Female Employees	1 – 15 > 15	1 Add 1 per 15	N/A	N/A	1 – 30 > 30	1 Add 1 per 30

Any enquiries relating to the structural component of the toilets must be discussed with the Building Department on 03 5722 0888

MISCELLANEOUS

Temperature Measuring Devices

All food businesses that handle potentially hazardous food must have a temperature measuring device (thermometer) at the premise where the food is being handled.

Fixed thermometers which are include with equipment to monitor the temperature of the equipment does NOT satisfy this requirement. A probe thermometer that is accurate to at least +/- 1°C is appropriate.

Should you have any further queries regarding your thermometer and temperature regulations regarding potentially hazardous foods, please refer to your Food Safety Plan before contacting your local Environmental Health Officer.

Tobacco Act

Any food business with a dining area is required to display 'No Smoking' signs. The signs can be downloaded from www.health.vic.gov.au/tobaccoreforms/resources.htm or alternatively you can contact the Environmental Health Department.

If you intend to provide outdoor dining and/or smoking areas, please ensure you are up to date with all regulations regarding smoking in outdoor dining areas. As of August 2017 the Department of Health and Human Services will introduce a ban on smoking in outdoor dining areas. Further information regarding this new law can be found at www.health.vic.gov.au/tobaccoreforms.htm or by contacting the Environmental Health Department.

Cleaning, Sanitising and Sterilising

Cleaning, sanitising and sterilising are all different procedures.

Cleaning → is the food industry is a process that removes visible contamination such as food waste, dirt and grease from surfaces. This process is usually achieved by the use of water and detergent. During the cleaning process, microorganisms will be removed by the cleaning process is not designed to destroy microorganisms

Sanitising → is a process which destroys microorganisms thereby reducing the numbers of microorganisms on a surface. This is usually achieved by the use of both heat and water or chemicals

Sterilising → is a process designed to destroy all microorganisms including microorganisms that have formed a protect coat – spores. Eating and drinking utensils as well as food contact surfaces do not need to be sterilised.

Cleaning and sanitising should typically be completed as a separate process. A surface needs to be thoroughly cleaned before being sanitised as the sanitisers are unlikely to be effective in the presence of food residues and detergents. Thus a food premise must ensure that sufficient chemicals and equipment are present to ensure effective cleaning and sanitising.

Please refer to your Food Safety Program for a Cleaning and Sanitising Procedure.

Pest Control

The premises should be built in a way to prevent the entry of pests including rodent, birds, animals and insects. Exterior doors should be fitted with a 'self – closer' and a 'pest strip' at the base. Windows should be fitted with a tight fitting mesh or be permanently closed. All doors which are to be left open during operation house must be fitted with a fly screen or air – Curtin

All holes, gaps and spaces in walls, floors and ceilings must be sealed to prevent the entry and harbourage of pests. This includes where pipes and conduits pass through walls, ceilings and floors.

As a proactive control measure, prior to opening your food business, approved bait stations must be positioned throughout the premises for the continuous monitoring of pests.

Garbage

The premises must have enough bins for the disposal of refuse and recyclable materials both inside and outside of the premises.

The outside bin storage area must:

- Be located in a separate, suitable area of the premise
- Be large enough to include all bins
- It is recommended to include a **wash bin area** which is paved, sealed, graded and drained via a silt trap to sewer or septic, supplied with hot/cold running water. This must be located outside. This is to stop a build-up of rubbish stuck to the inside of the bins

FINAL INSPECTION CHECKLIST FOR FOOD PREMISES

Address: _____ Ph: _____ (BH)
 _____ (AH)
 Postal Address: _____ (FAX)
 _____ (MOB)

 Proprietor: _____
 Manager: _____
 Trading Name: _____
 Premises Type: _____

INSPECTION CHECK LIST

Floors	<input type="checkbox"/>	Uniform Storage	<input type="checkbox"/>	Temperature Check:	
Walls	<input type="checkbox"/>	Bin Wash	<input type="checkbox"/>	Hot Food	<input type="checkbox"/> Cool Room <input type="checkbox"/>
Ceiling	<input type="checkbox"/>	Cooking Appliances	<input type="checkbox"/>	Cold Display	<input type="checkbox"/> Fridge <input type="checkbox"/>
Food Covered/Protected	<input type="checkbox"/>	Hand Basin	<input type="checkbox"/>	Bin Marle	<input type="checkbox"/> Freezer <input type="checkbox"/>
Counters	<input type="checkbox"/>	Hands Free	<input type="checkbox"/>	Tobacco:	
Benches	<input type="checkbox"/>	Soap/Paper Towel	<input type="checkbox"/>	Dining	<input type="checkbox"/> Licensed <input type="checkbox"/>
Shelving	<input type="checkbox"/>	Sink Design	<input type="checkbox"/>	Retailing	<input type="checkbox"/> Signage <input type="checkbox"/>
Ledges	<input type="checkbox"/>	Toilets	<input type="checkbox"/>	Gaming	<input type="checkbox"/> Bingo <input type="checkbox"/>
Utensil Storage	<input type="checkbox"/>	Fly Proofing	<input type="checkbox"/>	Food Safety Program:	
Glass Storage	<input type="checkbox"/>	Vermin	<input type="checkbox"/>	Full FSP On Site	<input type="checkbox"/> Record Sheets <input type="checkbox"/>
Take Away Container Storage	<input type="checkbox"/>	Cleaner's Sink	<input type="checkbox"/>	Cleaning Schedule	<input type="checkbox"/> Probe Thermometer <input type="checkbox"/>
Crockery/Cutlery	<input type="checkbox"/>	Self Service Food Cabinet	<input type="checkbox"/>	Sanitising Swabs	<input type="checkbox"/> Coloured Band Aids <input type="checkbox"/>
Dry Store	<input type="checkbox"/>	Grease Trap	<input type="checkbox"/>	Food Handler Gloves	<input type="checkbox"/> FSS <input type="checkbox"/>
Ventilation	<input type="checkbox"/>	Yard	<input type="checkbox"/>	Name on Premises <input type="checkbox"/>	
Chemical Storage	<input type="checkbox"/>	Process Separation	<input type="checkbox"/>	Food Transport Vehicle <input type="checkbox"/>	
Personal Belongings	<input type="checkbox"/>		<input type="checkbox"/>		

Premises Suitable for Registration EHO: _____ DATE: _____

APPENDIX 1

Floor Finishes for food premises Table 1

Finish	Wet washed areas	Food Prep	Vegetable Prep	Servery	Store Room	Chillers/Freezers	Bin Store	Eating areas	Comments
Stainless Steel non slip profile	•	•	•	•	•	•	•	•	Welded joints
Ceramic tiles	•	•	•	•	•	•	•	•	Epoxy grout
Quarry tiles	•	•	•	•	•	•	•	•	Sealed
Steel trowel case hardened concrete			•		•	•	•	•	Smooth-sealed finish, no joints
Carpet/carpet tiles								•	
Wooden flooring								•	Sealed
Polyvinyl Sheet	•	•	•	•	•	•	•	•	Heat welded joints (not suitable adjacent hot fat appliances)
Laminated thermosetting plastic sheet	•	•	•	•	•	•	•	•	Heat welded joints (not suitable adjacent hot fat appliances)
Vinyl tiles					•			•	
Plastic Matting				•				•	Should be used for safety reasons only. It shall be easily cleaned and laid in sections that can be removable for cleaning
Cork tiles								•	Sealed
Epoxy resins	•	•	•	•	•	•	•	•	Complying with AS 3554