

# Commercial Food Business Handbook



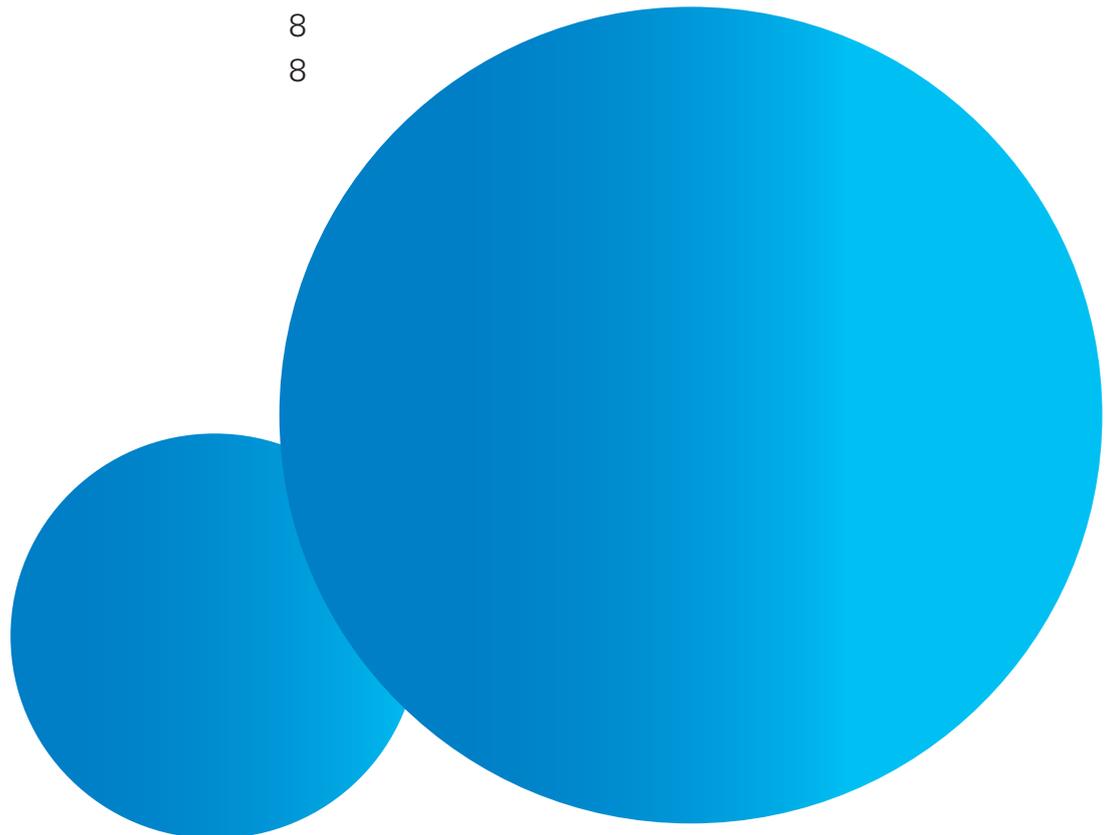
# Introduction

**Maroondah City Council's Commercial Food Business Handbook aims to assist proprietors in designing a food establishment that meets the legislative provisions of the Food Act 1984 and the Australia and New Zealand Food Standards Code.**

The following requirements are in relation to the Community Health Services team only. Further consultation may be required with Council's Building and Planning Departments as well as other external agencies including electricity, gas and water authorities to ensure compliance is being met in these areas and to avoid delays in the approval process

# Contents

<b>Introduction</b>	<b>2</b>	<b>Storage facilities</b>	<b>9</b>
<b>Approval process for registration</b>	<b>4</b>	Cool rooms/freezers	9
Submitting floor plans	4	Dry storage area	9
Inspection requirements	4	Personal belongings	9
<b>Premises design and construction specifications</b>	<b>5</b>	Cleaning chemicals	9
Floors	5	Refuse disposal	9
Coving	5	Toilet facilities	9
Floor waste	5	<b>Pest control</b>	<b>10</b>
Grease traps	5	Windows	10
Ceilings	5	Openings	10
Walls	6	Doorways	10
Lighting	6	Insect control devices	10
Ventilation	6	Yards	10
<b>Appliances, fixtures, fittings and equipment</b>	<b>7</b>		
Location	7		
Construction	7		
Hand washing facilities	7		
Sinks	8		
Cleaner's sink	8		



## Approval process for registration

To operate a food business, you must be registered with your local Council. The information included is relevant for people wishing to open a new commercial food business, but can also be useful for anyone wishing to take over an existing business or if you are conducting major refurbishment work throughout your existing premises.

### Submitting floor plans

#### New food business

Before undertaking any works, prospective proprietors are advised to initially discuss the proposal with their area Environmental Health Officer (EHO). You will need to complete and submit a New Food Premises Pre-Application form including the applicable fee.

The New Food Premises Pre-Application form provides us with information regarding the type of food you will be preparing and selling, along with the floor plan of the premises which identifies the fittings, finishes and work flow of the premises.

#### Existing food business:

It is highly recommended that existing businesses who are refurbishing their premises also submit plans to ensure all proposed changes comply with Food Act legislation.

Floor plans not less than 1:100 must include the following:

- Every part of the food premises
- The nature of work process to be carried out in each area
- The location of all fixtures, equipment, fittings and finishes with specifications describing the materials to be used

If you would like a written response as to whether or not your proposed plans meet all legislative requirements, a fee payable at time of lodgment of the plans will also need to be provided.

Please note that you may be required to submit additional copies of your floor plan to other Council departments or external agencies.

#### Inspection requirements

A final inspection must be carried out before Food Act registration will be granted. Ensure you contact the Community Health Services team at least five working days prior to needing the inspection.

Please ensure that:

- all works are finalised
- power and hot water is connected
- the premises is clean and ready to commence trade
- a copy of the Food Safety Program is onsite (if applicable)
- a copy of the Food Safety Supervisor Certificate is available to be given to the inspecting EHO (if applicable)
- a food grade sanitiser is onsite
- a digital probe food grade thermometer is onsite.

A Food Safety Program and Food Safety Supervisor Certificate is required for all Class 1 and 2 premises. Please contact the Community Health team on 9294 5603 for further advice.

Once the above requirements have been completed, a Food Act Application Form and fee will need to be submitted and you will be given permission to commence trade. Your Certificate of Registration will be issued to you shortly thereafter.

# Premises design and construction specifications

## Floors

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

Approved finishes include:

- sealed quarry or ceramic tiles
- laminated thermosetting plastic sheeting
- polyvinyl sheeting with welded seams
- epoxy resin
- sealed hardened concrete
- any other smooth, impervious and easy to clean material.

## Coving

Although there is no longer any requirement for coving at the junction of the floor and wall, it is still highly recommended to allow for easy and effective cleaning and to minimise the accumulation of dirt and grease.

Where coving is installed, it needs to be made from a smooth, impervious and easy to clean material and the surface finish of both the floor and wall must form a continuous uninterrupted surface. If vinyl or similar sheeting is installed where the sheeting turns up to form a cove, a solid preformed coving fillet shall be used to support the sheeting.

## Floor waste

Floors draining to a floor waste must be evenly graded to a minimum fall of 1 in 100 so that water falls to the floor waste. They must also be drained to the sewer in compliance with the relevant Water Authority.

## Grease traps

The location of any grease trap as required by the Water Authority should be shown on the floor plan.

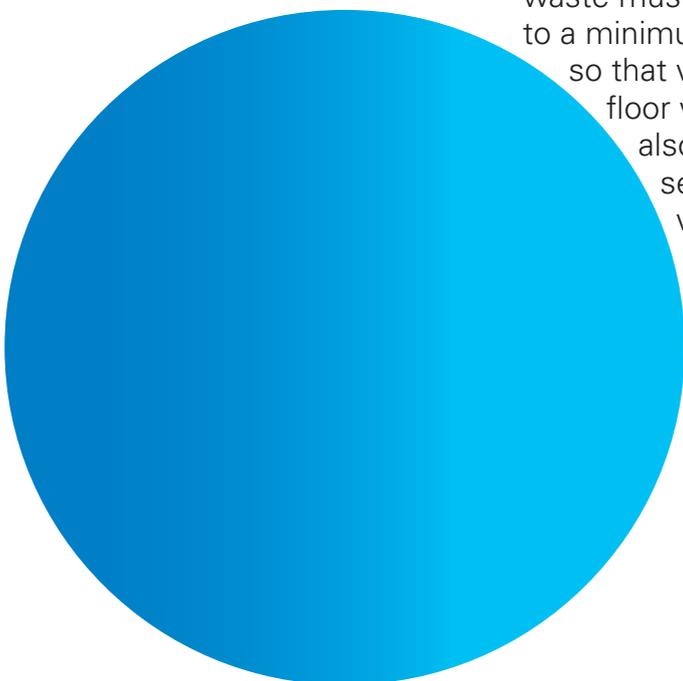
The Water Authority should be contacted to ensure compliance with its regulations and to discuss the Trade Waste Agreement requirements (form enclosed).

It is recommended that a grease trap should not be installed in a room used for preparation, processing, packing or storing foods for sale. Access to grease traps for emptying shall not be through areas where open food is handled or stored, or where food contact equipment and packaging materials are handled or stored.

## Ceilings

Ceilings in areas where food is manufactured, prepared, packed or stored, must be of a rigid, dustproof, non-absorbent material painted with a light coloured washable gloss paint and be free from cracks and crevices and of a continuous seamless nature.

Drop-in, removable ceiling panels cannot be used in food preparation areas or where open food is displayed or served.



## Premises design and construction specifications

### Walls

The surface of internal walls must be:

- designed and constructed in a way that is appropriate for the activities conducted on the premises
- sealed to prevent entry of dirt dust, pests and must protect food from contamination
- unable to absorb grease, food particles or water
- able to be easily and effectively cleaned.

Walls in food preparation or storage areas must be finished with one or a combination of the following materials:

- glazed tiles
- stainless steel or aluminium sheeting
- polyvinyl sheeting with welded seams
- similar impervious material adhered directly to the wall e.g. high gloss light coloured paint

All service pipes shall be concealed beneath the surface of walls, floors and ceilings or alternatively pipes can be fixed clear of the wall, floor and ceiling at such distances as to enable easy and effective cleaning.

### Lighting

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

All lighting in areas where food is to be prepared must be a minimum of 500 lux (level of illuminance) and lighting in all other areas including retail, storage and toilet areas must have a minimum 110 lux.

In areas where open food is handled or stored, light fittings must be:

- designed and constructed to prevent contamination of food
- flush mounted or recessed within the ceiling or have wrap –around dust and shatter proof diffusers
- free from any features that would harbour dirt, dust or insects or make the fitting difficult to clean.

### Ventilation

All food premises must ensure that they provide either natural or mechanical ventilation to minimise the likelihood of airborne contamination of food, which works effectively to remove fumes, smoke, steam and vapours from the food premises.

Where mechanical ventilation will be used, all cooking and food heating appliances must be located beneath and within an approved mechanical exhaust system in accordance with Australian Standard 1668 Parts 1 and 2 and this will also satisfy the requirements of the Building Code of Australia.

The capture velocity must not be less than 0.5 metres/second and the canopy must extend 150mm over the front and sides of the cooking equipment.

Ventilation must also be provided where there is any dishwasher and other washing/sanitising equipment that vents steam into the area to the extent that there is, or is likely to be condensation collecting on walls and ceilings.

# Appliances, fixtures, fittings and equipment

## Location

All equipment appliances (including stoves, ovens, deep fryers etc) used in the manufacture, preparation, storage and sale of food must be:

- placed no closer than 150mm to any wall to allow for easy cleaning
- raised up off the floor at least 150mm high, unless sealed to the wall or floor in a way to eliminate any open gap and which prevents liquids, food particles, grease or other refuse from collecting or
- mounted on wheels so as to be easily movable enabling easy access for cleaning.

## Construction

All surfaces of tables, benches, shelving, counters, food preparation areas, equipment and fittings should be constructed of rigid, durable impervious materials and should be free of cracks and crevices.

All counters displaying food need to be fitted with glass or other material to protect food from contamination by customers.

## Handwashing facilities

Hand wash basins must be provided to the food handling and preparation areas in order to enable food handlers to adequately wash their hands.

They must also be:

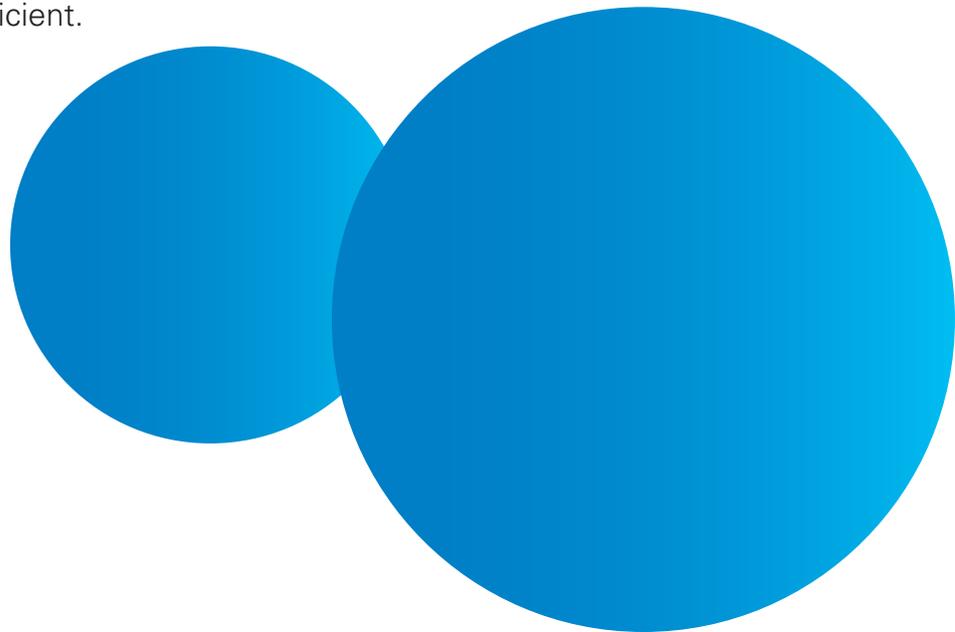
- clear of obstructions
- accessible
- set at bench height either permanently fixed to a wall or set in a bench top
- located within 5 metres of any food handling activity area.

Hand wash basins must have a permanent supply of warm running potable water delivered through a single outlet and are required to be supplied with liquid antibacterial soap and disposable paper towels at all times. They must also be hands free (sensor, knee or foot operated) or a single-lever mixer tap is also sufficient.

Where the supply of water is automatically timed, warm water shall be available for a minimum time of 15 seconds before flow ceases.

The hand wash basin must be clearly designated for the sole purpose of washing hands and arms. This means it must be identifiable in a way that indicates its sole purpose. Putting up a sign that states "For hand washing only" or an illustration of hands being washed is acceptable.

Each hand basin should also be provided with minimum 450mm splashback above the basin which is constructed out of a smooth and impervious material.



## Appliances, fixtures, fittings and equipment

### Sinks

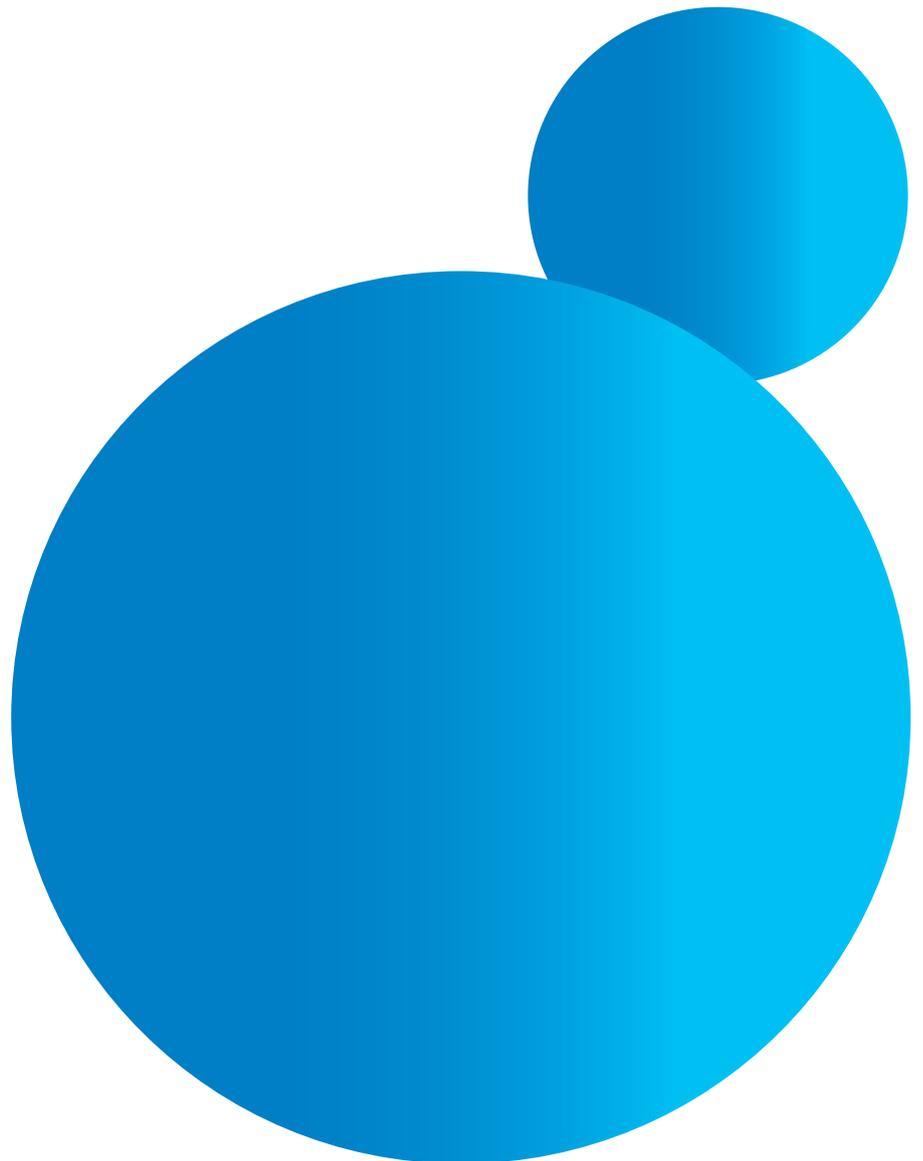
An adequate number of stainless steel double bowl sinks must be provided with an adequate supply of hot (70°C) and cold water and if required by the Water Authority, connected to a grease trap.

Where food handling involves washing or preparing of ready to eat fruit and vegetables or any other food handling activity e.g. draining pasta etc, a food preparation sink must be installed. If meat or fish is going to be defrosted in the sink using the running water defrosting method, then an additional sink will be required to ensure that juices from the raw meats do not contaminate any of the other foods during the preparation stages. Alternatively, the sink will need to be thoroughly sanitised between uses of vegetables, etc, to meat.

Sinks are required to be big enough to clean the largest utensils/appliances and where a dishwasher or chemicals are not provided for sanitising, then the hot water temperature must be 80°C at minimum.

### Cleaner's sink

Food premises must provide facilities to dispose of mop water and similar liquid waste. The cleaners sink will need to be connected to the sewer and be supplied with hot and cold water. It must be located in a suitable area to prevent against any cross contamination between the waste water and food.



# Storage facilities

## Cool rooms/freezers

Adequate refrigeration space must be provided for the storage of perishable foods. The amount and location of units required depends upon the activities conducted at the premises as well as number of meals served, and ordering/delivery arrangements etc.

Cool rooms and freezers should have:

- internal and external lining surfaces of a smooth impervious and easy to clean surface which can include aluminium or stainless steel
- all joints and seams sealed
- adequate artificial lighting
- a smooth and impervious floor fitted with approved coving
- adequate shelf storage that has a smooth and impervious and easy to clean finish
- cooling unit discharge connected and directed to the sewer
- an externally installed temperature gauge.

Where large amounts of water are required for cleaning, the floors should be graded to a minimum 1:100 and drained towards the sewer as per the Water Authorities requirements.

## Dry storage area

An adequate storage area must be provided for the storage of dry ingredients. Shelving in this area must be smooth, impervious and easy to clean. There must be adequate shelving to store food 250mm off the floor.

## Personal belongings

A separate area should be provided for the storage of employees personal belongings, for example, a designated cupboard or a locker is acceptable.

## Cleaning chemicals

Separate facilities must be provided for storing chemicals and cleaning equipment which is in an area that is kept away from where food is stored or prepared.

## Refuse disposal

Storage facilities for garbage and recyclable matter must be provided and needs to be suitable for the volume and types of garbage and recyclable material produced by the food business.

All garbage and refuse is to be contained in impervious containers with tight fitting lids so they are not providing a breeding ground for pests. They must also be capable of being easily and effectively cleaned.

## Toilet facilities

Adequate toilet and hand washing facilities must be provided for staff and customers in accordance with the sanitary requirements of the Building Code of Australia and therefore Council's Building Department should be consulted for further advice.

In addition toilets must also:

- be properly designated and not open directly into any room in which food is manufactured, prepared, stored or served
- be located so that the public must not have to go through food preparation or storage areas to reach them
- must be accessible via an airlock, hallway or other room and all doors must be fitted with self-closing devices.

Hand wash basins must be provided within or adjacent to the toilet facilities and be provided with an adequate supply of hot and cold water through a single outlet, antibacterial liquid soap, disposable paper towels or a hand dryer and suitable waste bins.

# Insect and rodent proofing

## Windows

Every window and ventilator opening to the outer air must be covered with a fly screen or otherwise must be permanently kept shut.

## Openings

Where service pipes pass through walls, floors and ceilings the area surrounding the pipes must be sealed to prevent the entry of pests.

## Doorways

Doorways must be provided with either:

- A full door fitted with an efficient heavy duty self-closer.
- A self-closing commercial fly wire door.
- Heavy duty plastic strips properly designed and fitted for the door. Strips must be of a suitable thickness and weight and span the entire height and width of the doorway.
- An air curtain.

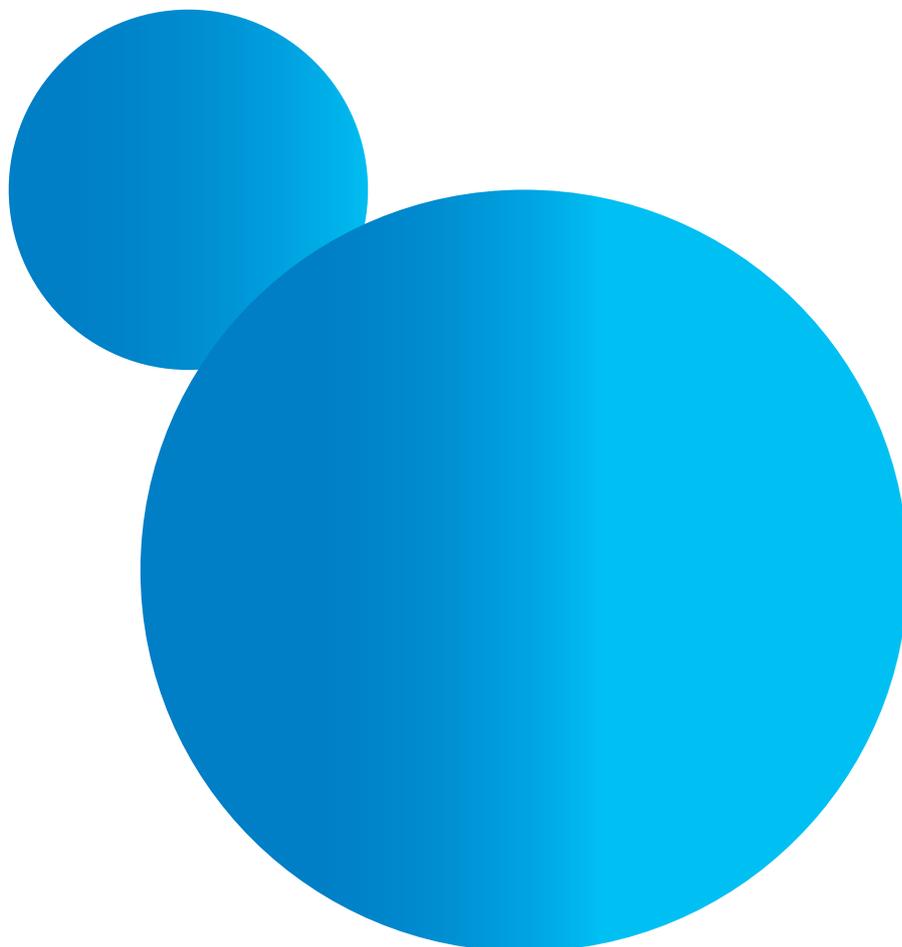
## Insect control devices

Insect control devices should be installed where they are not located directly over food preparation areas, exposed equipment or any packaging material.

Where control devices are designed to electrocute the flying insect, it must also be able to retain the insect within the device.

## Yards

All yards and rear areas must be maintained in a sanitary condition to prevent the harbourage of vermin or other pests. This area must not be used to store hard waste or unused equipment.



## Further information

For further information about these process and specifications, please contact Maroondah City Council's Community Health Services on 9294 5603.

## To contact Council

- phone 1300 88 22 33 or (03) 9298 4598
- visit our website at [www.maroondah.vic.gov.au](http://www.maroondah.vic.gov.au)
- email [maroondah@maroondah.vic.gov.au](mailto:maroondah@maroondah.vic.gov.au)



### Translating and Interpreter Service

13 14 50



### National Relay Service (NRS)

13 36 77

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