

This information is provided as a guide for designers, builders and business owners who intend to design, construct, fit-out or operate a food premises within the City of Vincent.

This guide will help you make decisions on the design and construction of your food premises and describes the process for approval and registration of a food business.

## 1. LEGISLATION

The construction, fit-out and operation of a food premises within the City of Vincent needs to comply with:

- *Food Act 2008*
- Food Regulations 2009
- Food Standards Australia New Zealand (FSANZ) Food Standards Code
- Australian Standard 4674:2004 - Design, construction and fit-out of food premises

Copies of the legislation can be viewed at the Western Australian legislation website [www.legislation.wa.gov.au](http://www.legislation.wa.gov.au), the FSANZ website [www.foodstandards.gov.au](http://www.foodstandards.gov.au), and the Australian Standard can be purchased from [www.standards.com.au](http://www.standards.com.au).

The following legislation may also be applicable to the design, construction & operation of a food premises:

- *Building Act 2011*
- National Construction Code (Building Code of Australia)
- *Environmental Protection Act 1986*
- Environmental Protection (Noise) Regulations 1997
- Environmental Protection (Unauthorised Discharges) Regulations 2004
- City of Vincent Health Local Law 2004
- City of Vincent Trading in Public Places Local Law 2008

## 2. COUNCIL APPROVALS

### 2.1. Planning Services

Planning approval may be required. You may need approval for a change of use if you are changing the type of business that is currently on the site (for example if you are wishing to change from a hair salon to a restaurant/café). Planning approval may also be required for any external works proposed to the tenancy, including advertising signage (depending on the size, content, and location).

Some buildings in the City of Vincent are considered to have heritage value. Prior to commencing activities within or altering an existing building you should check if the premises is heritage listed. Planning approval is required for any proposal which affects a heritage-listed building.

There are a number of exemptions currently available which temporarily remove the need to obtain planning approval. More information on these exemptions can be found [here](#).

To determine whether you require a planning approval you are recommended to discuss your proposal with the City's Duty Planner on 9273 6000 or email [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au).

Even if you do not require planning approval, you may still need building and/or health approval from the City.

## 2.2. Building Services

A Building Permit application needs to be submitted for:

- a proposed new building/fit-out;

OR additions / alterations to an existing building where:

- an exhaust canopy or cool room is installed;
- alterations affecting the structural integrity of the building are proposed; or
- installation of walls and partitioning resulting in the change of building layout, which could affect evacuation from the building during a fire emergency.

An Occupancy Permit may be needed even where there are minimal changes to the structure of the building if the building classification and/or use changes due to the food business, or where there are no historical building approvals on record.

For further information on building approvals, our Building Services team can be contacted on 9273 6000 or via email: [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au)

## 2.3. Health Services

The City's Health Services are involved in the assessment of plans and the Food Act Registration process. All plans that relate to food premises construction, alterations and extensions are assessed by the City's Health Services.

**If a Building Permit is needed:**

- The fit-out plans are assessed as part of that process (the Registration process is still needed with the applicable fees).
- The detail that needs to be shown in the plans is listed in Section 3 of this guideline.
- If additional information or amendments are needed, a request for further information will be sent and the Building Permit will be put on hold until this is received.
- When the plans have been assessed and are suitable, a Building Permit will be issued.

**If a Building Permit is not needed:**

- The fit-out plans are assessed after an [Application for Food Premises Alterations/Shop Fit-Out Form](#) is received. The form must be submitted along with:
  - the applicable assessment fee (this is listed in the application form); and
  - plans showing the details listed in Section 3 of this guideline.
- If additional information or amended plans are needed, an Environmental Health Officer will contact you.
- When the assessment is complete a letter of assessment is issued.

The Health Services assessment of plans needs to happen before any construction begins. If additional information or alterations are required, the approvals will be put on hold until that is received.

The Registration process is applicable to all new food businesses and existing business that change their activities or business details (including where there is a new owner, but the business remains the same). This process is described in Section 4.

## 3. TYPES OF PLANS AND DETAIL REQUIRED

An electronic copy of each of the following types of plans is needed for assessment. Your architect, draftsman, or shopfitter should be able to help prepare these. Please refer to the fit-out guidelines in Section 11 of this guide for advice on suitable food premises design.

All plans should include the name, address and contact details of the architect, drafts person or shopfitter, and the scale.

- **Site plan** - Scale of 1:100
  - include all areas relevant to the food business including (but not limited to):
    - Kitchen
    - Servery
    - Bar
    - Dishwashing area
    - Bin store
    - Sanitary facilities
    - Any internal and external storage areas

The bin store should be fitted with walls, a roof, a tap connected to potable water with a hose capable of washing bins, and a floor waste to drain all wastewater to sewer.

If staff and/or customer toilets are detached from the premises, provide the distance to the facilities and the number available for use.

- **Floor plan** - scale of 1:50
  - finishes to floors (including coving, floor waste and gradient)
  - identification, layout and spacing of:
    - food preparation equipment
    - equipment used for storage
    - benches
    - fittings and fixtures
    - handwashing basins (include detail of tap fittings, soap, and paper towel dispensers),
    - dishwashing facilities
    - food preparation sinks
    - provision for cleaning mops and similar equipment
    - door and window openings
- **Hydraulic plans** - scale of 1:50
  - hot and cold-water supply
  - wastewater/drainage services
  - grease trap location and size (if applicable)
- **Reflected ceiling plan** - scale of 1:50
  - ceiling finishes
  - light fittings
- **Mechanical exhaust ventilation plans** - scale of 1:50
- **Sectional elevations** - scale of 1:50
  - all internal walls
  - wall finishes
  - cabinet finishes
  - location and height of equipment

Plans that are submitted must be of a standard that clearly shows all the above details. Where detail is not sufficient additional information will be requested.

## 4. FOOD BUSINESS REGISTRATION

At least two weeks prior to opening the food business (earlier applications are encouraged), a [Food Business Notification/Registration Form](#) along with all required attachments needs to be submitted. Late applications may delay the business' opening.

Where the new business will be sharing a premises with an existing business, a [Food Business Notification/Registration Form - Kitchen Hire Premises](#) with all attachments is needed instead.

When the application is received it will be lodged and an assessment fee will be sent to the listed proprietor. If further information is needed during the assessment of the Registration form an Environmental Health Officer will contact the proprietor.

The food business will only be permitted to operate when legislative requirements have been fully complied with, appropriate applications and payments have been received and an initial inspection has confirmed the premises and activities are suitable.

There is an annual fee issued each financial year. The fee will depend on the risk rating of the business. For further information on the risk classification of businesses please contact the City's Health Services on 9273 6000 or at [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au).

## 5. INITIAL ASSESSMENT

The final stage prior to opening is an initial assessment conducted by a City of Vincent Environmental Health Officer.

The intent of the assessment is to confirm that the premises complies with all requirements of the Food Standards Code and is constructed as per the assessed plans. Please note the following points regarding the fit-out assessment:

- the premises is to be constructed as per the plans, all works are complete, and the premises is clean;
- any gaps in cabinets and between adjoining surfaces are sealed and smooth;
- all hand wash basins are stocked with soap and paper towels, and have warm running water;
- a food grade sanitiser is available at the kitchen;
- a digital needle-type temperature probe is available at the kitchen;
- fridges and freezers are turned on so their operating temperatures can be checked; and
- a manager is on-site who can discuss the business' food safety training, processes, and responsibilities.

Food cannot be stored or prepared at the premises until the inspection is complete. After a successful fit-out assessment and any outstanding invoices are paid, the business can receive the Food Act Certificate of Registration and begin trading. If there are any issues they will need to be resolved before the business begins trading, and we may need to arrange a second inspection.

## 6. EXTERNAL DEPARTMENTS

### 6.1. Department of Local Government, Sport and Cultural Industries (Racing, Gaming and Liquor)

Any premises wishing to sell alcohol (including small bars, liquor stores, restaurants, pubs, taverns, and hotels) must obtain a licence from the Racing, Gaming and Liquor Licensing Division of the Department of Local Government, Sport and Cultural Industries (RGL). Please contact RGL for further information on this process via telephone at 6551 4888 or [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au).

RGL may require certificates from City of Vincent Health and Building Services (Section 39 Certificate) and may require approval of the City's Planning Services (Section 40 Certificate). Please check with RGL to see if these are needed before you lodge these applications.

The [Section 39 application form](#) and [Section 40 application form](#) are available on our website and can be submitted to [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au).

A Section 39 Certificate can only be provided once the premises complies with all relevant requirements under the *Health (Miscellaneous Provisions) Act 1911*, under the *Food Act 2008*, under any written law relating to the sewerage or drainage of those premises and under the *Local Government Act 1995* and the *Building Act 2011*.

An inspection will be undertaken to determine compliance with relevant legislation. The Section 39 Certificate is generally the last approval issued by the City after the premises fit out is completed.

## 6.2. Water Corporation

All plumbing work for the food premises needs to be carried out by a licensed plumber in accordance with the *Metropolitan Water Supply, Sewerage, and Drainage Board By-laws*.

You should consult with the Trade Waste Section of the Water Corporation about the provision and location of a grease arrestor for the food premises. Most premises where food preparation occurs will require a grease arrestor.

Grease arrestors are not to be located within the internal confines of a food premises.

The City may request a copy of your trade waste permit (which is issued by the Water Corporation for premises with a grease arrestor) prior to approving the premises.

The Water Corporation can be contacted on 13 13 95 or via their website at <https://www.watercorporation.com.au/Help-and-advice/Trade-waste> for further information.

## 6.3. Western Power and Gas Providers

All electrical and gas fitting equipment within a food premises is to be approved by Western Power and your gas provider and installed in accordance with the relevant regulations.

# 7. RESIDENTIAL FOOD PREMISES

Only 'low risk' food handling activities can be approved to operate from a residential food premises within the City. This includes activities such as cake decorating with shelf-stable ingredients, making shelf-stable flour-based products, and the making of jams and pickles.

Residential food businesses still need to meet the minimum standards required by the food standards code. This includes excluding pets and children from the kitchen during food business activities. Some residential kitchens may not be suitable premises for food business activities. The suitability of the premises is assessed during the Registration process which includes a site inspection.

Proprietors of residential food businesses need to seek Health, Planning and in some cases Building approvals prior to commencing operation as a residential food premises. Residential food premises are subject to routine inspections.

# 8. FOOD SERVICE TO VULNERABLE PERSONS

There are additional requirements for premises that regularly provide food service to six or more vulnerable persons at one time (Standard 3.3.1 of the *Food Standards Code*).

A 'vulnerable person' includes children less than 4 years of age and individuals who are ill, immunocompromised and/or elderly. Standard 3.3.1 is applicable to premises food premises such as:

- nursing homes/respite centres
- manufacturers of food for vulnerable persons
- hospitals; and
- childcare centres

These food premises must have a documented Food Safety Program (FSP) in place that systematically identifies and controls all food safety hazards associated with food handling activities at the premises.

The FSP must be submitted to the City and verified prior to beginning operation. The FSP will be regularly audited by an independent Food Safety Auditor under the *Food Act 2008* within 6 months of verification.

## 9. FOOD SAFETY TRAINING

All people involved in the handling and preparation of food need to have an appropriate level of knowledge, training, and task specific skills to ensure that food produced is of a standard expected by the consumer (and the employer), and that the food is safe and free from contamination.

FREE online food safety training (FoodSafe®) is available to food businesses within the City. A printable certificate is available upon successful course completion. All businesses owners and food handling staff are encouraged to complete the course and display the certificate. Instructions to access FoodSafe® are available [at our website](#).

We ask that a copy of the FoodSafe® certificate of completion is provided to [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au) for our records.

## 10. OUTDOOR EATING AREAS

Outdoor eating areas are permitted in certain road reserves and other City-owned land. Outdoor eating areas can only be established in association with a premises which has approval as food premises.

The business will need to maintain a minimum of \$10 million in public liability insurance to have an Outdoor Eating Area permit.

Outdoor eating area permits can be applied for [online](#). Further information on Outdoor Eating Area applications is available by contacting the Ranger Services on 9273 6000 or email: [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au).

## 11. FIT OUT GUIDELINES

Each of the Food Safety Australia New Zealand: Food Safety Standards relating to the design and fit-out of food premises are specified in this table. Relevant performance criteria for the Standards and several acceptable solutions for meeting the requirements are detailed.

**Performance Criteria** specifies outcome-based requirements as set out in the *FSANZ Food Safety Standards*.

**Acceptable Solutions** list available options to meet the food safety outcomes based on design requirements detailed in the *FSANZ Food Safety Standards*. These recommendations are in accordance with the specifications of the *Australian Standard 4674 –2004 for the 'Design, Construction and Fit-Out of Food Premises'* and recommendations in [Safe Food Australia – A guide to the Food Safety Standards](#).

Alternative solutions may be available to meet the listed performance criteria. Alternative proposals are to be accompanied with documented evidence that the design and construction will not adversely affect the production and/or sale of safe food. Samples of materials may be requested for assessment against the relevant performance criteria.

11.1 GENERAL PROVISIONS		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 3 Clause 3	<p>A Food Premises must;</p> <ul style="list-style-type: none"> <li>○ be appropriate for the activities undertaken;</li> <li>○ adequately sized;</li> <li>○ permit effective cleaning and sanitising;</li> <li>○ exclude dirt, dust, fumes, smoke, and other contaminants; and</li> <li>○ not permit entry or harbourage of pests and vermin.</li> </ul>	<ul style="list-style-type: none"> <li>○ Food handling areas designed to avoid potential cross contamination between processes (e.g., a one-way flow of food from raw to ready to eat / goods inward to goods out)</li> <li>○ Premises has adequate floor and bench space for the amount and types of food produced</li> <li>○ Vermin proof construction with tight-fitting doors, windows, and pest strips</li> <li>○ Self-closing doors</li> <li>○ Insect screening to windows and doors that may be open</li> </ul>
11.2 WALLS		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 3 Clause 11	<p>Walls must be:</p> <ul style="list-style-type: none"> <li>○ provided to protect food from contamination;</li> <li>○ constructed appropriately for the activities being carried out within the premises;</li> <li>○ sealed to prevent entry of dirt, dust, pests, and vermin;</li> <li>○ unable to provide harbourage for pests;</li> <li>○ impervious and unable to absorb grease, food particles or water; and</li> <li>○ easily and effectively cleaned.</li> </ul>	<ul style="list-style-type: none"> <li>○ Waterproof, gloss painted surfaces</li> <li>○ Ceramic tiles or metal sheeting in hard wearing/high impact areas</li> <li>○ Splash backs provided to sinks and benches</li> <li>○ Smooth finish provided</li> <li>○ Heat resistant material behind cooking equipment</li> <li>○ Voids between equipment/wall finishes are filled</li> </ul> <p>Light colours are recommended to help identify areas that require cleaning</p>
11.3 FLOORS		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 3 Clause 10	<p>Floors must be:</p> <ul style="list-style-type: none"> <li>○ constructed appropriately for the activities being carried out within the premises;</li> <li>○ impervious and easily and effectively cleaned;</li> <li>○ laid so that pooling or ponding of water cannot occur; and</li> <li>○ unable to provide harbourage for pests.</li> </ul>	<ul style="list-style-type: none"> <li>○ Ceramic tiles</li> <li>○ Commercial grade continuous vinyl</li> <li>○ Smooth concrete with a hard-wearing sealant</li> <li>○ Epoxy</li> <li>○ Coving provided in food preparation and storage areas</li> <li>○ Graded to a floor waste drain</li> </ul>
11.4 CEILINGS		

Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 3 Clause 11	Ceilings must be: <ul style="list-style-type: none"> <li>○ provided to protect food from contamination;</li> <li>○ constructed appropriately for the activities being carried out within the premises;</li> <li>○ sealed to prevent entry of dirt, dust, pests, and vermin;</li> <li>○ unable to provide harbourage for pests;</li> <li>○ impervious and unable to absorb grease, food particles or water; and</li> <li>○ easily and effectively cleaned.</li> </ul>	<ul style="list-style-type: none"> <li>○ Waterproof, gloss painted flush Gyproc/plaster cement</li> <li>○ Solid, continuous construction with a smooth finish over food preparation and servery areas</li> </ul> <p>Drop-in panel ceilings are not approved in food preparation areas</p>

## 11.5 HAND WASHING FACILITIES

Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 14	A food premises must have a designated hand wash basin (HWB) that is; <ul style="list-style-type: none"> <li>○ a permanent fixture;</li> <li>○ located in an easily accessible location for all food handlers;</li> <li>○ within immediate area where food handlers work;</li> <li>○ adjacent to the toilets or toilet cubicles at the food premises (if any);</li> <li>○ connected to or provided with a supply of warm running potable water;</li> <li>○ supplied with warm and cold water through a common spout;</li> <li>○ of a size which allows easy and effective hand washing;</li> <li>○ supplied with paper towels, soap, and a waste container; and</li> <li>○ connected to sewer.</li> </ul>	<ul style="list-style-type: none"> <li>○ HWB provided in each areas food handlers are working (including bars)</li> <li>○ Multiple HWB may be needed in a room where there are several food handlers or in large food preparation/bar areas</li> <li>○ HWB/s available no further than 5 metres from any place where food handlers are handling open food.</li> <li>○ HWB provided adjacent to toilet facilities</li> <li>○ Each HWB is supplied with liquid soap, paper towels and a waste container</li> <li>○ HWB permanent fixture that is connected to sewer</li> <li>○ Hands-free tap design such as sensor, leg operated switch or long-handled flick mixer that can be operated by wrist action.</li> <li>○ Warm running water (temperature between 22°C and 48°C)</li> </ul>

## 11.6 WATER SUPPLY

Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 4	The water supply must be: <ul style="list-style-type: none"> <li>○ potable</li> </ul> And available at an adequate: <ul style="list-style-type: none"> <li>○ volume;</li> <li>○ pressure; and</li> </ul>	<ul style="list-style-type: none"> <li>○ Mains water supply</li> <li>○ Hot water system installed with an adequate capacity for the activities occurring at the premises</li> </ul>



	<ul style="list-style-type: none"> <li>o temperature for the purpose for which the water is used.</li> </ul>	
11.7 SEWERAGE AND WASTEWATER		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 5, 13	<p>The premises must have a sewage and wastewater disposal system which:</p> <ul style="list-style-type: none"> <li>o effectively disposes of all sewage and wastewater; and</li> <li>o is constructed and located so that there is no likelihood of the sewage and wastewater polluting the water supply or contaminating food.</li> </ul>	<ul style="list-style-type: none"> <li>o Connection to deep sewer</li> <li>o All fixtures that generate wastewater (including coffee machines) are to be connected to sewer</li> <li>o Trade waste permit where required (from Water Corporation)</li> <li>o Grease arrestor approved by Water Corporation where required</li> <li>o Grease arrestor serviced as required</li> </ul>
11.8 GARBAGE AND WASTE STORAGE		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 6	<p>The premises must have waste facilities that:</p> <ul style="list-style-type: none"> <li>o adequately contain the quantity and type of waste and recyclable matter;</li> <li>o are enclosed, as necessary, to prevent access to pests and animals; and</li> <li>o are designed and constructed to be easily and effectively cleaned.</li> </ul>	<ul style="list-style-type: none"> <li>o Adequate refuse containers within premises</li> <li>o Commercial refuse bins</li> <li>o Suitable bin store of an adequate size with: <ul style="list-style-type: none"> <li>o drainage to sewer;</li> <li>o a tap and hose for cleaning bins;</li> <li>o walls; and</li> <li>o a roof</li> </ul> </li> </ul>
11.9 LIGHTING		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 8	<p>The premises must:</p> <ul style="list-style-type: none"> <li>o be sufficiently provided with light; and</li> <li>o light fittings must be easily and effectively cleaned, unable to provide harbourage for pests and constructed to protect food from contamination.</li> </ul>	<p>Light fittings in food handling and bar areas are to be:</p> <ul style="list-style-type: none"> <li>o shatterproof (or covered with shatterproof covers);</li> <li>o free of features that would harbour dirt, dust, or insects; and</li> <li>o able to be easily cleaned</li> </ul> <p>Lighting brightness to meet or exceed the minimum requirements of AS 1680.1 and AS/NZS 1680.2.4</p>
11.10 VENTILATION		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 7	<p>Ventilation throughout the premises must:</p> <ul style="list-style-type: none"> <li>o be sufficient to remove fumes, smoke, steam, and vapours;</li> <li>o be easily and effectively cleaned;</li> </ul>	<p>Mechanical ventilation that complies with AS 1668.2-2012 is to be installed where there is:</p> <ul style="list-style-type: none"> <li>o cooking equipment where electrical input exceeds 8kW;</li> <li>o cooking equipment where gas input exceeds 29MJ/h;</li> </ul>

	<p>Mechanical ventilation must comply with AS1668.2-2012 Ventilation must not cause danger or nuisance odours to:</p> <ul style="list-style-type: none"> <li>○ occupants in the building;</li> <li>○ occupants of neighbouring buildings; or</li> <li>○ members of the public</li> </ul> <p>Separate exhaust systems are needed for:</p> <ul style="list-style-type: none"> <li>○ charcoal/solid fuel appliances; and</li> <li>○ grease or oil generating/oil heating appliances</li> </ul>	<ul style="list-style-type: none"> <li>○ any deep fryer.</li> </ul> <p>Written certification from a suitably qualified installer or builder is required to verify that system meets performance criteria</p>
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## 11.11 FIXTURES AND FITTINGS

Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 12	<p>Fixtures and fittings are to be:</p> <ul style="list-style-type: none"> <li>○ adequate for the production of safe food; and</li> <li>○ Fit for their intended use</li> <li>○ provide no likelihood of causing food contamination;</li> <li>○ able to be easily and effectively cleaned</li> <li>○ allow adjacent floors, walls and ceilings and other surfaces to be easily and effectively cleaned; and</li> <li>○ unable to provide harbourage for pests.</li> </ul> <p>Food contact surfaces must be:</p> <ul style="list-style-type: none"> <li>○ able to be easily and effectively cleaned and sanitised;</li> <li>○ unable to absorb grease, food particles and water; and</li> <li>○ made of material that will not contaminate the food.</li> </ul>	<p>Fixtures, fittings, shelving, and equipment should:</p> <ul style="list-style-type: none"> <li>○ be able to be easily moved</li> <li>○ have castors fitted and flexible connections</li> <li>○ be spaced to allow floors and walls to be easily and effectively cleaned; or</li> <li>○ be sealed to plinth, surfaces, floor, and adjacent surfaces</li> <li>○ not be installed to create voids that may provide harbourage of pests</li> </ul> <p>Benchtop food contact surfaces should be:</p> <ul style="list-style-type: none"> <li>○ stainless steel; or</li> <li>○ fully laminated; or</li> <li>○ have a laminated top and sealed underside; or</li> <li>○ other solid, smooth, and washable surface</li> </ul> <p>Timber or chipboard materials are not supported as food contact surfaces</p>

## 11.12 WASHING FACILITIES

Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 12	Food contact surfaces must be able to be easily and effectively cleaned and sanitised	<ul style="list-style-type: none"> <li>○ Double bowl sink; or</li> <li>○ Single bowl sink and dishwasher;</li> <li>○ Glass washer;</li> <li>○ Separate sink for food preparation (needed where food preparation activities that need a sink will occur at the premises)</li> <li>○ Cleaners sink or suitable alternative for filling and disposing of</li> </ul>

		mop water Please refer to <b>Appendix: typical wash-up area.</b>
<b>11.13 CLEANING AND SANITISING</b>		
<b>Relevant Standard</b>	<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
FSS 3.2.2 Division 5 Clause 20	All equipment and utensils that contact food (food contact surfaces) must be kept in a clean and sanitary state.  Heat and/or chemicals must be applied to equipment and utensils so that the number of micro-organisms on the surface has been reduced to a level that; <ul style="list-style-type: none"> <li>○ does not compromise the safety of the food which it may come in contact with; and</li> <li>○ does not permit the transmission of infectious disease.</li> </ul>	Cleaning <ul style="list-style-type: none"> <li>○ Warm to hot water (water temperature between 54°C and 60°C);</li> <li>○ Using a suitable detergent;</li> <li>○ Pre-rinse items to go through dishwasher if applicable</li> </ul> Sanitising <ul style="list-style-type: none"> <li>○ Using a suitable commercial dishwasher or glasswasher; or</li> <li>○ Soaking in water containing a correctly diluted, suitable sanitising chemical in accordance with the manufacturer's instructions; or</li> <li>○ Soaking in water above 80°C</li> </ul>
<b>11.14 TEMPERATURE MEASURING</b>		
<b>Relevant Standard</b>	<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
FSS 3.2.2 Division 6 Clause 22	A food business must have a temperature measure device that is: <ul style="list-style-type: none"> <li>○ readily accessible; and</li> <li>○ can accurately measure the temperature of potentially hazardous food to +/- 1°C.</li> </ul>	<ul style="list-style-type: none"> <li>○ Thermostat and gauge provided on all units; and</li> <li>○ Digital, needle-type temperature probe</li> </ul> Non-contact temperature probes may be appropriate in some premises but are not able to measure the core temperature of food.
<b>11.15 STORAGE FACILITIES</b>		
<b>Relevant Standard</b>	<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
FSS 3.2.3 Division 4 Clause 15	Adequate storage facilities must be provided for items that are likely to contaminate food, including; <ul style="list-style-type: none"> <li>○ chemicals;</li> <li>○ clothing; and</li> <li>○ personal belongings.</li> </ul> Storage facilities must be located where there is no likelihood of the above items contaminating food or food contact surfaces	<ul style="list-style-type: none"> <li>○ Clearly designated room, shelf, or cupboard for staff items.</li> <li>○ Clearly designated chemical/cleaning items storage room, shelf, or cupboard.</li> </ul>

11.16 TOILET FACILITIES		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 5 Clause 16	<p>The food business must ensure that adequate toilets are available for the use of food handlers.</p> <p>Sanitary facilities are to comply with the NCC.</p>	<p>Designated internal staff toilet containing:</p> <ul style="list-style-type: none"> <li>○ double air lock and self-closers; or</li> <li>○ single door, mechanical ventilation and self-closer.</li> </ul> <p>External staff toilet</p> <p>Patrons cannot move through areas where food is prepared, handled, or stored to access toilets</p>
11.17 FOOD STORAGE		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.2 Division 3 Clauses 6	<p>During storage, food must be;</p> <ul style="list-style-type: none"> <li>○ protected from the likelihood of contamination;</li> <li>○ stored under environmental conditions that will not adversely affect the safety and suitability of the food;</li> <li>○ under appropriate temperature control as applicable; and</li> <li>○ if food is intended to be stored frozen, ensure food remains frozen during storage.</li> </ul> <p>Storage areas and containers must be capable of being easily and effectively cleaned.</p>	<ul style="list-style-type: none"> <li>○ Food must remain covered when stored.</li> <li>○ Date marking is recommended for all stored food.</li> </ul> <p>Hot storage unit</p> <ul style="list-style-type: none"> <li>○ Capable of maintaining PHF at or above 60°C</li> </ul> <p>Cold storage unit/cool room</p> <ul style="list-style-type: none"> <li>○ Capable of maintaining PHF at or below 5°C</li> </ul> <p>Freezer Units</p> <ul style="list-style-type: none"> <li>○ Food must remain frozen solid</li> </ul>
11.18 FOOD DISPLAY		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.2 Division 3 Clauses 8	<p>A food business must take all practicable measures to protect displayed food from contamination.</p> <p>Unpackaged ready-to-eat food for self-service must be:</p> <ul style="list-style-type: none"> <li>○ effectively supervised so that any contaminated food is removed immediately</li> <li>○ provided with separate serving utensils or other dispensing methods that minimise the likelihood of food being contaminated; and</li> <li>○ protected by barriers that minimise the likelihood of contamination by customers.</li> </ul> <p>Potentially hazardous food must be:</p>	<ul style="list-style-type: none"> <li>○ Open food display units are to be continually supervised</li> <li>○ Separate serving utensils or other dispensing method per food item</li> <li>○ Barriers designed to be appropriate to the premises, risks, and food types</li> </ul> <p>Hot display unit</p> <ul style="list-style-type: none"> <li>○ Capable of maintaining PHF at or above 60°C</li> </ul> <p>Cold display unit</p> <ul style="list-style-type: none"> <li>○ Capable of maintaining PHF at or below 5°C</li> <li>○ Units with covers to help maintain cold temperatures are recommended</li> </ul>

	<ul style="list-style-type: none"> <li>o displayed under temperature control; and</li> <li>o where it is intended to be frozen it is kept frozen.</li> </ul> <p>Ready-to-eat food that is not intended for self-service must be:</p> <ul style="list-style-type: none"> <li>o enclose;</li> <li>o contained; or</li> <li>o wrapped</li> </ul> <p>so that the food is protected from likely contamination.</p>	<p>Freezer Units</p> <ul style="list-style-type: none"> <li>o Food must remain frozen solid</li> </ul>
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## 11.19 FOOD TRANSPORT VEHICLES

Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 17	<p>Food transport vehicles must be:</p> <ul style="list-style-type: none"> <li>o designed and constructed to protect food if there is a likelihood of contamination during transport; and</li> <li>o designed and constructed to be easily and effectively cleaned and if necessary, sanitised.</li> </ul>	<ul style="list-style-type: none"> <li>o Smooth impervious surfaces to the storage compartment</li> <li>o Food is to be transported in such a way as to prevent contamination (e.g., packaged in food grade storage containers).</li> <li>o Food transport vehicle staff should have nominated toilet facilities</li> <li>o Food transport vehicles should have a water container to be used for cleaning purposes only</li> </ul>

## 11.20 FOOD HANDLER TRAINING

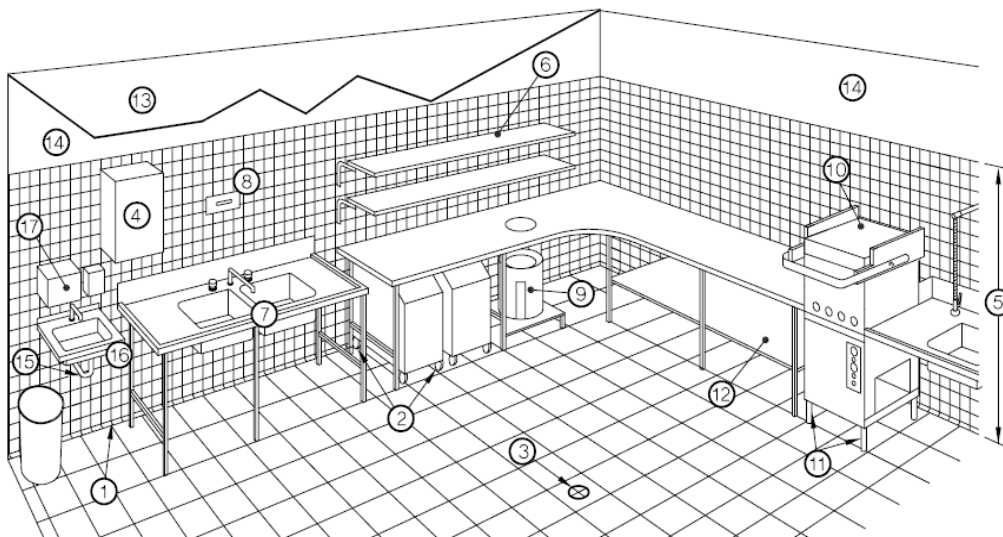
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.2 Division 2 Clause 3	<p>All food handlers and supervisors must have skills and knowledge of food safety and food hygiene commensurate with their work activities.</p>	<p>Staff are encouraged to complete the FoodSafe® Online training course and provide their certificates of completion to their employers.</p>

### FOOTNOTE

This document is only to be used as a guide to help establish and operate food premises within the City of Vincent, and is based on current legislation, standards, and guides at the time of production. The City of Vincent makes all reasonable efforts to ensure the accuracy of the information it provides. The information provided should not be relied upon as legal advice or regarded as a substitute for legal advice. You should exercise your own skill, care and judgement when relying on this information.

The City's Health Services section can be contacted for more specific details, and you are strongly encouraged to liaise closely with an Environmental Health Officer throughout the application and fit-out stages of the process.

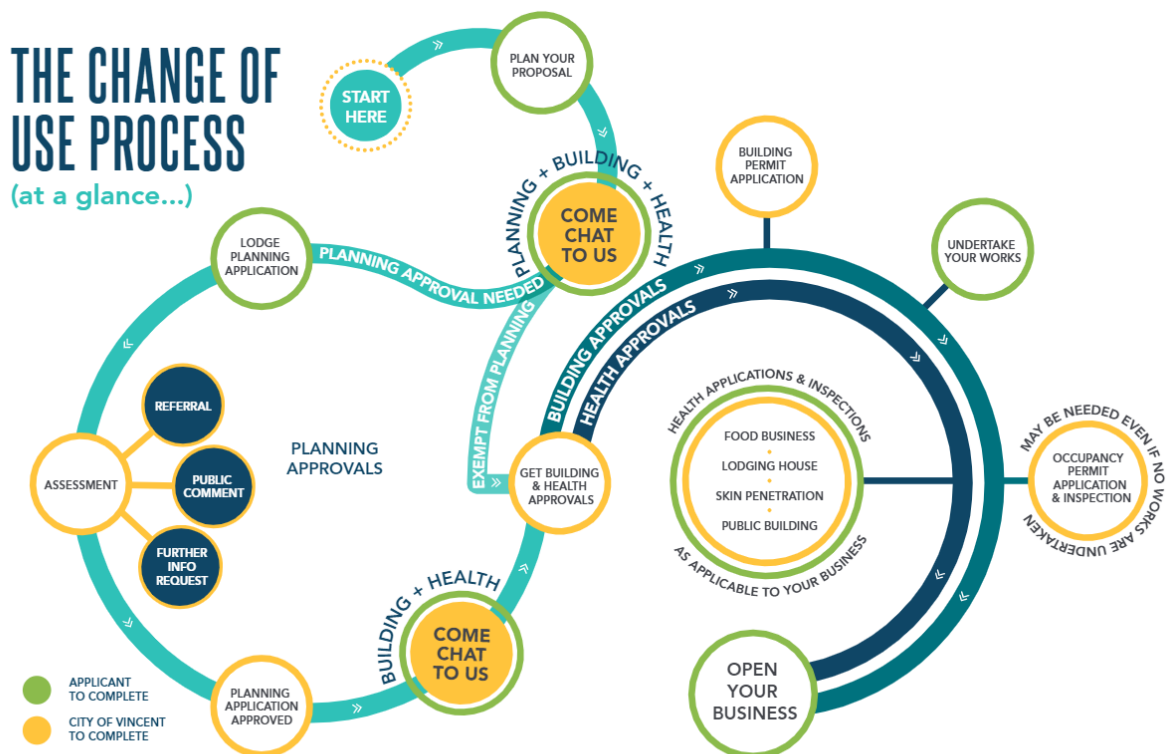
## 12. TYPICAL WASH-UP AREA EXAMPLE



### LEGEND:

- |   |  |
|---|--|
| ① = Floor/wall coving                   | ⑩ = Dishwasher with temperature indicating device                    |
| ② = Castors to under bench storage      | ⑪ = Legs 150 mm min.   |
| ③ = Impervious floor graded and drained | ⑫ = Underside of support bracket 150mm to the finished floor surface |
| ④ = Hot water heater sealed to wall     | ⑬ = Painted plasterboard ceiling                                     |
| ⑤ = Walls tiled                         | ⑭ = Smooth cement rendering  |
| ⑥ = Shelving 25 mm clear of wall        | ⑮ = Water drainage pipes concealed into walls                        |
| ⑦ = Sink unit on metal frame            | ⑯ = Hand basin, hot and cold water mixing set                        |
| ⑧ = Thermometer                         | ⑰ = Soap and towel dispenser   |
| ⑨ = Garbage receptacle                  |  |

## 13. CHANGE OF USE PROCESS



This diagram provides a typical change of use process only and there may be additional steps for some businesses. Come chat to us to confirm what approvals your business would need.

## 14 New food business checklist (Not all items may be applicable)

Item	Description	✓
1	<b>Planning approvals</b> Check the premises has the correct planning approval to operate as a food premises.	
2	<b>Building approvals</b> Check that relevant building/occupancy permits have been obtained.	
3	<b>Fit Out Application</b> Even if a planning or building licence application is not required, changes to an existing food premises must still be submitted to Health Services for approval.	
4	<b>Department of Local Government, Sport and Cultural Industries (Racing Gaming &amp; Liquor)</b> If you intend to operate a licensed premises, ensure you have obtained all relevant approvals from RGL. Contact RGL at 6551 4888 or <a href="https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor">https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor</a> .	
5	<b>Water Corporation</b> Contact the Water Corporation to determine if a grease trap will be required. Contact Trade Waste at 13 13 95 or <a href="mailto:tradewaste@watercorporation.com.au">tradewaste@watercorporation.com.au</a> .	
6	<b>Food Act Notification/Registration form</b> Submit a <a href="#">Food Business Notification/Registration form</a> along with all required attachments.	
7	<b>Copy of business name registration from ASIC</b> A food business cannot be registered to a Trust. The proprietor must be either an Individual, Partnership or a Company). Please check your ABN or ACN number details before submission by visiting <a href="https://abr.business.gov.au/">https://abr.business.gov.au/</a> or <a href="https://connectonline.asic.gov.au/">https://connectonline.asic.gov.au/</a> .	
8	<b>Food safety training/previous experience</b> Submit any qualifications/training certificates and details of relevant food business experience to assist in demonstrating suitable skills and knowledge in accordance with <a href="#">Food Safety Standard 3.2.2</a> .	
9	<b>MANUFACTURERS: Recipes and preparation methods</b> Detailed recipes, including full ingredient list and method of preparation including time and temperature control or other food safety controls such as pH and water activity for each proposed food type. Manufacturing secrets and confidential processes are protected from disclosure under Section 142 of the <i>Food Act 2008</i> .	
10	<b>MANUFACTURERS &amp; IMPORTERS: Copies of your labels</b> If you are selling packaged food for sale submit copies of your labels with the application for review. Please see the Food Standards <a href="#">User Guides</a> to Labelling Requirements under <a href="#">Food Standard Code Chapter 1.2</a> , particularly the <a href="#">Overview of Food Labelling</a> guide.	
11	<b>MANUFACTURERS: Shelf-life testing documentation</b> (for date marking) Verification of your date markings is required to be undertaken by a NATA accredited laboratory or via aesthetic trials for low-risk foods. This may take some time depending on the shelf stability of your products, so please do not submit your application until you have completed testing.	
12	<b>MANUFACTURERS &amp; IMPORTERS: Food recall plan</b> If you are manufacturing, importing, or distributing food products you need to have a food recall plan. Please visit FSANZ <a href="#">Food Recalls</a> website for information on what this must contain.	