

# GUIDE TO FOOD PREMISES - WHAT YOU NEED TO KNOW

Below you will find the steps you need to take before operating a food premises. For a temporary food stall or mobile food business please first refer to the Department of Health's 'Guidelines for mobile food businesses' and then contact Council.

If you wish to operate from your home please contact us directly on (03) 6352 6500.

<b>Operating from an Existing Food Premises</b>	If you are intending to operate from an existing food premises you may apply to the Council for a pre-purchase inspection and report. The premises must be suitable for the type of food handling you intend on conducting. Registration is not transferable and you must obtain your own registration from the Council before you commence trading.
<b>Approvals Required for New Food Premises and Alterations to Existing Food Premises</b>	You may need four different approvals from the Council <ul style="list-style-type: none"> <li>• Town Planning</li> <li>• Building</li> <li>• Plumbing</li> <li>• Health</li> </ul>
<b>Town Planning Requirements</b>	You may require planning permission before proceeding any further. For planning information please phone us on (03) 6352 6500
<b>Building and Plumbing Requirements</b>	<ul style="list-style-type: none"> <li>• Permits are usually needed to fit-out or alter a commercial food premises. You will need to submit a floor plan and elevation plans, drawn by an accredited building designer, to a Building Surveyor. Information about surface finishes, ventilation and construction of fixtures and fittings must be included along with details of the types of food/drinks/liquor you intend to manufacture and/or sell.</li> <li>• The Building Surveyor will refer the plans to our Environmental Health Officer for assessment and a report.</li> <li>• When the plans are satisfactory, applications for building and plumbing permits may then be made.</li> </ul>
<b>Inspection</b>	When the building work is complete you can apply to your Building Surveyor for an Occupancy Permit. The Building Surveyor will request an inspection and report from the Environmental Health Officer. Plumbing work must be inspected by a Plumbing Surveyor. When satisfied, the Building Surveyor will issue the Occupancy Permit.
<b>Food Business Registration</b>	Having obtained an Occupancy Permit and before you begin to trade you must obtain a food business registration from the Council. This registration must be renewed on expiry (June 30) each year.
<b>Cancellation</b>	The Council may cancel your registration if any conditions are not complied with.
<b>Notification</b>	If you do not intend to store or sell potentially hazardous food you may not be required to register but you must still fill in a food business application form and submit it to the Council.

## Fit-out Requirements

All construction within the premises must be in accordance with the National Construction Code. Australian Standard AS 4674-2004 Design, construction and fit-out of food premises may also assist your designer. Things to consider:

<b>Accessibility Requirements</b>	Accessible entry and facilities may be required. Your Building Surveyor will determine what is required.
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## Kitchens/Serveries/Food Storage Areas

<b>Walls and Ceilings</b>	Walls and ceilings must be suitable for the activity that is carried out in that part of the premises. The general rule is they must be sealed to prevent the entry of dirt, dust and pests, be impervious to grease, food particles and water, be able to be easily and effectively cleaned and be finished in a light colour.
<b>Floors</b>	Floors need to be suitable for the activity to be carried out in that part of the premises. They must be able to be effectively cleaned, be impervious to grease, food particles and water, be laid to prevent ponding and as far as practicable, be unable to provide harbourage to pests. Coving (75mm minimum) at floor and wall/plinth junctions is required to facilitate ease of cleaning.
<b>Cupboards</b>	Cupboards should be either: <ul style="list-style-type: none"> <li>• free standing on metal legs at a height that allows ease of cleaning of the floor below;</li> <li>• braced or cantilevered from the walls at a height that allows ease of cleaning of the floor below; or</li> <li>• placed directly onto a concrete plinth.</li> </ul>
<b>Benches/Shelves</b>	Benches and shelves are to be of a smooth, durable and impervious finish and constructed like cupboards above.
<b>Splashbacks</b>	Behind all sinks, wash basins and work benches an impervious splashback is required. Splashbacks must be of adequate height and of suitable type. A splashback height of at least 450mm is recommended.
<b>Food and Equipment Storage</b>	Adequate storage space for equipment, utensils and food is required.
<b>Heavy Items (fridges, freezers, cooking equipment etc.)</b>	For cleaning reasons heavy items must be : <ul style="list-style-type: none"> <li>• easily moveable (i.e. on castors); or</li> <li>• on legs high enough to allow ease of floor cleaning.</li> </ul> Cooking equipment should be installed with flexible connections.
<b>Food Preparation Sink</b>	A designated sink for food preparation is required if food preparation on the premises requires a sink (e.g. salad washing).
<b>Dishwashing Sinks</b>	Minimum requirement as a general rule is: <ul style="list-style-type: none"> <li>• Suitably sized double bowl stainless steel sink (to accommodate the largest item to be washed) with integral splash back, drainer and surrounds; and</li> <li>• supply of hot and cold water.</li> </ul>
<b>Dishwashers and Glass Washers</b>	A sanitising dishwasher and/or glass washer may be required.

<b>Hand Washbasins</b>	Hand washbasins are required within five metres of any activity where hands are likely to be a source of contamination. Depending on the layout of the premises more than one washbasin may be required. Washbasins must have a capacity of at least 11 litres and provide not less than 250mm between the spout and the bottom of the basin. Each washbasin must be supplied with hot and cold water through a common outlet. Facilities for soap and single use towels in dispensers are to be located close by.
<b>Cleaner's Sink and Cleaning Equipment Storage</b>	A cleaner's sink with hot and cold running water is required in a convenient location and depending on the layout of the premises more than one may be required. It must be separate from food storage and handling areas. Provision for storage of cleaning compounds and equipment is also required.
<b>Ventilation</b>	Natural or mechanical ventilation is required in all premises. An exhaust canopy that complies with Australian Standard AS1668.2 may be required above cooking equipment. Sufficient flow of make-up air must be considered.
<b>Lighting</b>	Lighting must comply with AS 1680.1 and AS/NZS 1680.2.4 or equivalent. In areas where open food is handled or stored light fittings must be free from any features that would harbour dirt, dust or insects or make it difficult to clean and must be constructed to contain the globe or tube should it shatter.
<b>Pest Control</b>	All opening windows, doors and vents must be pest-proofed. This can be achieved by: <ul style="list-style-type: none"> <li>• self-closing or pest-screened external doors;</li> <li>• the installation of pest-proof flashings to doors;</li> <li>• mesh screens on opening windows and other ventilation openings;</li> <li>• heavy plastic door strips;</li> <li>• air curtains over openings used to serve customers outside the premises.</li> </ul>

## Cool Rooms and Freezer Rooms

<b>Floor</b>	A solid concrete plinth graded to a drain outside the door covered with: non-slip approved material; and coved at wall to floor junctions.
<b>Walls and Ceiling</b>	Smooth, durable and capable of being easily cleaned.
<b>Shelving</b>	Any impervious material that is capable of being easily cleaned and is appropriate for the environment.
<b>Condensation</b>	Drainage from cooling units must be drained to a trapped outlet outside the chamber.
<b>Service Pipes</b>	If exposed, service pipes must be fixed on brackets to provide clearances of not less than 25mm from the wall and 100mm from the floor.
<b>Lighting</b>	As per lighting requirements above.

## Staff and Customer Amenity

<b>Staff Toilets</b>	Please check with your Building Surveyor about the number of staff toilets you will require.
<b>Customer Toilets</b>	Toilets for customers are not always required. Please check with your Building Surveyor about customer toilet requirements for your proposal. <i>NB Access to customer toilets must not be via any food preparation or storage areas.</i>
<b>Hand Washbasins</b>	The number of hand basins required will depend upon the number of toilets you require.

<b>Change Rooms</b>	Change rooms for staff may be required. Please check with your Building Surveyor.
<b>Storage of Personal Belongings</b>	Lockers or other safe storage for staff's personal belongings and street clothes is to be provided separate from food processing and storage areas.

## Miscellaneous

<b>Separation of Workplace</b>	Food processing and storage areas must be separated from sanitary facilities, laundries, living quarters, bathrooms, garages and rooms where animals are housed by another room, a hallway or an airlock.
<b>Fire-fighting equipment</b>	Fire-fighting equipment of a particular type and located in positions approved by the Tasmania Fire Service may be required.
<b>Trade waste</b>	Adequate, pest proof storage facilities for garbage located in a separate area or room which is paved and graded to a suitable drainage system is required. There must be a supply of water under pressure and the area must be easily cleanable. Adequate arrangement for the disposal of waste must also be made.
<b>Drainage</b>	A grease trap may be required by TasWater. A grease trap cannot be located in a room used for food preparation or storage. All drainage works are to be approved by the Council's Plumbing Surveyor.
<b>Sale of Liquor</b>	If you wish to sell liquor you will also require permission from the State Liquor and Gaming Branch of the Department of Treasury and Finance.
<b>On-Street Dining</b>	Approval from Council is required if you wish to use a portion of the footpath or road reserve for on-street dining.

These notes have been prepared to assist you in developing your food premises. They are not an 'official' interpretation of the legislation and may alter at any time.

Acknowledgement is given to the City of Launceston for initial development of this guidance document.

For further information please contact us on (03) 6352 6500.