



# **Information Package for the Construction or Refit of a Food Premises**

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## Timeline for new food premises licensing process

Stage	Required action
<b>Pre-construction stage</b>	<p>Contact Council and obtain relevant information and forms.</p> <p>Obtain relevant approvals from other Council departments:</p> <ul style="list-style-type: none"> <li>➤ Planning Department</li> <li>➤ Building Services</li> <li>➤ Plumbing and Trade Waste (eg. grease interceptor).</li> </ul> <p>Plan the design, construction and fit-out in accordance with:</p> <ul style="list-style-type: none"> <li>➤ Food Safety Standard 3.2.3 'Food Premises and Equipment', and</li> <li>➤ Australian Standard AS 4674-2004 'Design, Construction and fit-out of food premises'.</li> </ul> <p><b>Submit <i>Application for approval to construct or refit premises and detailed plans to Public Health Unit for approval.</i></b></p>
<b>Construction stage</b>	<p>Once approval for construction is granted, you may commence building works on the premises in accordance with approved plans and any conditions of approval. NOTE: <u>this is not approval to start operating the business.</u></p> <p>Contact other statutory bodies for relevant information and licences as required (eg. liquor licence, smoking laws, food labelling) as these approvals may take some time.</p> <p>Inspections may be arranged with Public Health Unit to ensure works are in accordance with the Conditions of Approval.</p> <p>Ensure the nominated Food Safety Supervisor has the required food safety competencies (see fact sheet), and other staff are suitably trained. (see I'm Alert interactive online training).</p> <p>Obtain potable water certificate if not using town water supply.</p> <p><b>Submit <i>Application for Food Licence about 2 weeks prior to completion of works.</i></b> Attach (if applicable) certificates for Food Safety Supervisor competencies and potable water certificate.</p> <p>Contact Local Laws Compliance Unit in regard to Footpath Dining and/or Footpath Advertising if applicable.</p>
<b>Final stage</b>	<p>Arrange final inspection with Council about 3 days before opening for business.</p> <p>Display Food Licence publicly on premises and start operating business in accordance with the <i>Food Act 2006</i>.</p>

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## **Environmental Health Unit**

# **A guide to applying for approval to construct or refit a food premises**

**For those involved in the design, construction and fit-out of a food  
premises**

**July 2010**

DM5#3635591

# Contents

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<b>Legislative requirements .....</b>	<b>7</b>
<b>Prior Council approvals .....</b>	<b>7</b>
<b>Applying for approval to construct or refit a food premises .....</b>	<b>8</b>
General information required .....	8
Types of plans required .....	8
Additional details required on plans .....	8
How to apply .....	9
<b>Commencement of works .....</b>	<b>9</b>
<b>Local Law permits .....</b>	<b>9</b>
<b>Contacting Cairns Regional Council.....</b>	<b>10</b>
<b>Other statutory bodies .....</b>	<b>10</b>
<b>Appendix 1. Example of a floor plan and sectional elevations .....</b>	<b>11</b>
<b>Appendix 2. 3D Example Plans.....</b>	<b>12</b>

# Legislative requirements

To ensure the safety and suitability of food sold in Queensland, the *Food Act 2006* requires that food businesses comply with the Food Standards Code, which is Chapter 3 from the *FSANZ Food Standards*. The premises used for a food business must comply with *Food Standard 3.2.3 – Food Premises and Equipment*. In addition to this, Council endorses the *Australian Standard 4674-2004 'Design, construction and fit-out of food premises'* as a more detailed example of compliance.

A copy of the Food Safety Standards can be obtained free from Council or online at [www.foodstandards.gov.au](http://www.foodstandards.gov.au). An explanatory guide to the Australian Standard 4674-2004 can also be obtained free from Council or online at [www.toolbox.net.au](http://www.toolbox.net.au).

## Prior Council approvals

When building your new premises or making changes to an existing food premises, it is essential that certain approvals are obtained before others. By obtaining all the required approvals before commencement of works, you will reduce the possibility of expensive mistakes and avoid prosecution for breaches of the relevant legislation. The following checklist can be used as a reference when planning your proposed works. This will assist you in providing Council with relevant and correct information so your application can be quickly approved.

### Prior Council approvals checklist

The following approvals must be considered before starting construction of your food premises:

- **Development approvals:** Contact Council's planning department (Development Assessment) if your planned works include:
  - a new food business (to check that a food business can operate from the area you are considering under the Council's planning scheme);
  - building or construction work;
  - a change of use to the premises; or
  - a change in scale of the operations.
- **Building approvals:** Contact Council's building department (Building Services) if your planned works include building or construction work (building approval is needed from Council or a private certifier).
- **Plumbing and trade waste approvals:** Contact Council's plumbing and trade waste department (Cairns Water and Waste) if your planned works include:
  - plumbing work;
  - grease traps or trade waste pre-treatment work; or
  - a change in scale of your operations including catering to a larger number of people and adding new equipment (eg dishwashers).

# Applying for approval to construct or refit a food premises

When designing, building or fitting-out a new food premises, or making changes to an existing one, your first step will be to provide plans. The plans allow Council to assess the proposed food premises before building commences. This can save you time and money. Before building or renovating, copies of all plans—drawn to scale—must be lodged with Council and approved.

## ***General information required***

You will need to provide the following information when you submit your plans:

- Name, address and contact details of the architect, draftsman or shopfitter
- Drawing scale and date when plans were drafted
- Name of food business operator
- Address of the premises and real property description (ie. lot and registered plan number)
- Proposed trading name of food business and intended nature of the food operation
- A document providing a brief overview of the types of activities and food processing to be carried out on the premises as well as the types of food involved in the activities and processes.

## ***Types of plans required***

The following plans may be required depending on the nature of your business. Your architect, draftsman or shopfitter may be able to assist you in providing these.

- **Site plan** - to a suitable scale (eg 1:100) (not needed for mobile premises). The site plan is to provide a detailed description of the food premises location, waste storage, car park, toilets and surrounding land uses.
- **Floor plan** - to a suitable scale (eg 1:50). The floor plan should detail the layout of all equipment, fixtures and fittings and type of material and finishes used on all equipment, fixtures, fittings, floors, walls and ceilings. Details such as sinks (single, double or triple bowl, hand wash basin or cleaner's sink), and their dimensions (size and depth of sink) should be included. Plans of cool rooms and freezer rooms should also be included if applicable.
- **Sectional elevation plans** - to a suitable scale (eg 1:50). The sectional elevations should include the height, and height off the floor, of all structures, benches, equipment and fixtures, including those in cool rooms and freezer rooms (if applicable).
- **Mechanical exhaust ventilation plans** - to a suitable scale (eg 1:50). If you require mechanical exhaust ventilation, it must be installed in accordance with Australian Standard 1668 part 2. You must provide plans and the relevant certification documentation for the proposed system.
- **Transport vehicle plans** - (drawn to scale of not less 1:50). If you require a transport vehicle you should include a plan of the vehicle with the details of the layout, equipment, fixtures and fittings and the types of materials used.

## ***Additional details required on plans***

You need to ensure the following details are included on the plans for your premises:

- Door and window openings
- Where seating is provided for diners, the number of square metres of floor space available for dining and the number of persons to be catered for in this area

- Customer and staff toilet details (if detached, provide the distance to the facilities and the number available for use)
- Process flow, from product received through to end-product delivered

If you need further information on details required on plans, please contact Council's Public Health Unit.

## ***How to apply***

Complete the *Application to construct or refit premises* form, attach two copies of your detailed plans and submit them all to Council with the applicable fee. The Environmental Health Officer for the area in which the business is to operate should be consulted in regard to the submission of plans. The application can be submitted to Council's Customer Service counter in the Council Chambers, located in both Cairns and Mossman.

## **Commencement of works**

Once the application has been assessed and approved, a letter of approval will be forwarded to you. Upon receipt of this approval, construction may commence in accordance with the plans and any imposed conditions of approval. Take note this is not permission to begin trading.

It is your responsibility to arrange appropriate pre-licence inspections. These inspections are designed to ensure that construction works proceed in accordance with the Food Standards Code and approval conditions.

When construction is nearing completion, you will need to apply for your Food Licence. The '*Application for licence of a food business*' should be completed and submitted at least two weeks prior to your desired opening day.

Once your premises are complete and ready to open you must contact Council's Public Health Unit to request a final inspection. Your food licence will then be issued allowing you to commence operations.

## **Local Law permits**

Various local law permits may be required from Council in relation to your food business. The following checklist may be used as a reference for these local law permits.

### **Local Law permits checklist**

The following local law permits are usually arranged after construction of the food premises but before opening (contact Council's local laws department):

- **Footpath advertising permit**
- **Footpath dining permit**
- **Goods on footpath permit**

# Contacting Cairns Regional Council

The following table provides a handy reference for contacting Cairns Regional Council.

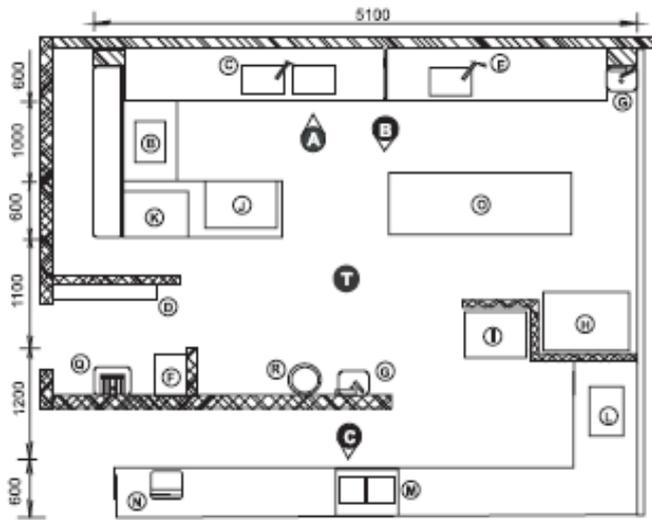
<b>Contacting Cairns Regional Council</b> All enquiries: (07) 4044 3044 Web address: <a href="http://www.cairns.qld.gov.au">www.cairns.qld.gov.au</a>	
<b>Cairns Administration Building</b> 119-145 Spence Street Cairns 4870 Post: PO Box 359 Cairns QLD 4870 Phone: (07) 4044 3044 Fax: (07) 4044 3022	<b>Mossman Administration Building</b> 64-66 Front Street Mossman 4873 Post: PO Box 359 Cairns QLD 4870 Phone: (07) 4099 9444 Fax: (07) 4098 2902
<b>Development Assessment (planning)</b> Phone: (07) 4044 3044	<b>Development Assessment (planning)</b> Phone: (07) 4099 9444
<b>Public Health Unit</b> Phone: (07) 4044 3044	<b>Public Health Unit</b> Phone: (07) 4099 9436
<b>Local Laws (ex Cairns City Council)</b> Phone: (07) 4044 3044	<b>Local Laws (ex Douglas Shire Council)</b> Phone: (07) 4099 9465
<b>Plumbing and Trade Waste:</b> (07) 4044 3044	
<b>Building Services:</b> (07) 4044 3044	

## Other statutory bodies

The statutory bodies in the following table may be contacted in regard to other aspects of your food business.

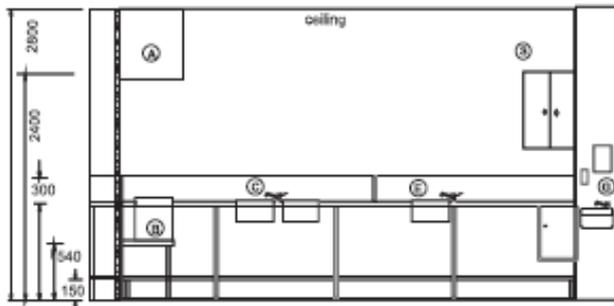
Topic	Available from:
Liquor licensing	Office of Liquor, Gaming & Racing (Qld Government) Phone: (07) 3872 0999 Web: <a href="http://www.olgr.qld.gov.au">www.olgr.qld.gov.au</a>
Tobacco laws	Queensland Health: Alcohol Tobacco & Other Drugs Phone hotline: 1800 005 998 Web: <a href="http://www.health.qld.gov.au/atods/tobaccolaws">www.health.qld.gov.au/atods/tobaccolaws</a>
Food labelling requirements (Label Buster Guide)	Queensland Health: Tropical Population Health Unit Phone: (07) 4226 5555 Web: <a href="http://www.health.qld.gov.au/industry/food">www.health.qld.gov.au/industry/food</a>

# Appendix 1. Example of a floor plan and sectional elevations



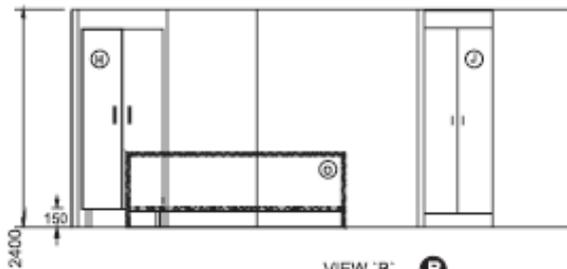
FLOOR PLAN

- A Mechanical exhaust
- B Fryer
- C Stainless steel
- D Staff personal effects storage
- E Stainless food preparation sink
- F Chemical storage unit
- G Stainless steel hand wash basin 400mm by 500mm
- H Upright scope commercial refrigeration unit
- I Scope upright drinks fridge
- J Dry goods pantry
- K Commercial pie warmer
- L Coffee
- M Refrigerated display cabinet
- N Cash register
- O Stainless steel food preparation bench
- P General waste bin
- Q Cleaners sink
- R Waste bin
- S Storage cupboard
- T Floor waste drain

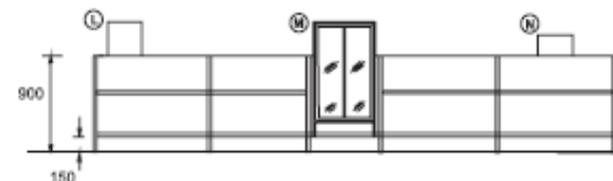


VIEW 'A'

ceiling



VIEW 'B'



VIEW 'C'

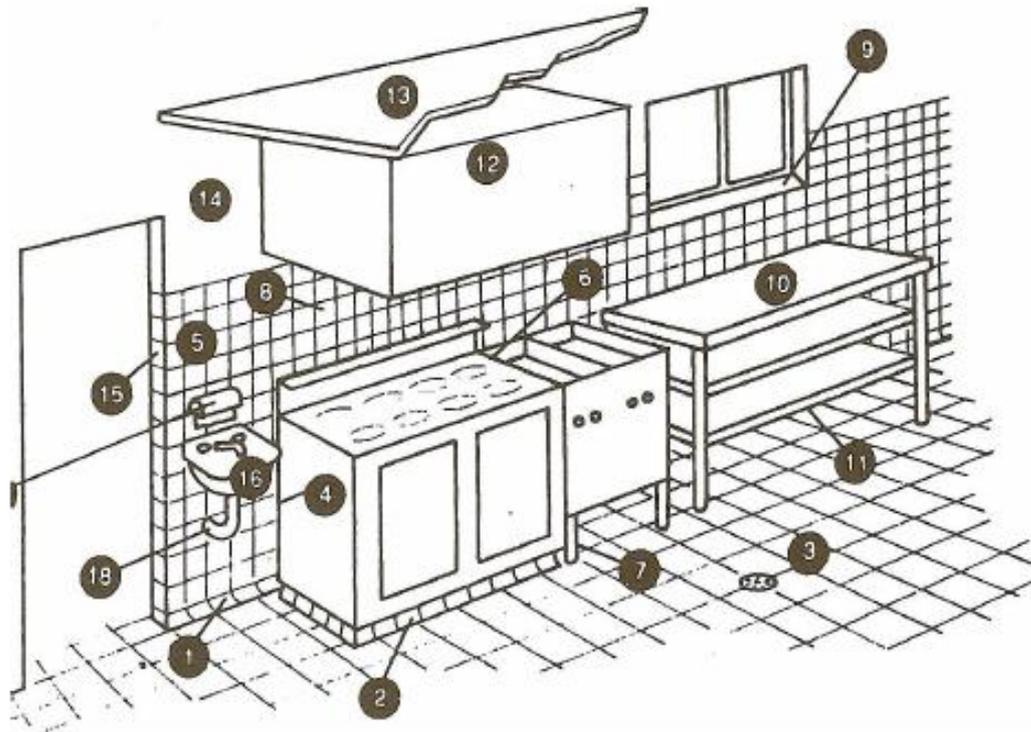
- FLOOR Ceramic tiles and coving to all walls.
- WALLS Timber framing.
- WALL LINING 10mm plasterboard gloss enamel finish.
- BENCHES Stainless steel bench and frame.
- FRONT COUNTER Laminex bench top.
- CEILING Sealed plasterboard tiles gloss enamel finish.

- PLUMBING ss basin, knee operated mixer tepid & cold water ss sinks, lever mixer tap, hot and cold water.

- BACKFLOW PREVENTION Air gap to all tapware. Dual check value to coffee machine.

## Appendix 2. 3D Example Plans

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### Requirements – Typical Food Preparation Area

1. Floor/wall covering as per section 5
2. Plinth not less than 100mm high
3. Impervious floor graded and drained
4. Fittings sealed to wall or 200mm clear of wall
5. Walls finished as per section 5
6. Sealing between fittings
7. Legs 150mm minimum
8. No storage shelves below canopy
9. Splayed windowsill 300mm above preparation bench
10. Preparation bench – steel framed
11. Bottom shelf – min 250mm above floor
12. Mechanical exhaust ventilation canopy
13. Rigid smooth faced ceiling
14. Smooth cement rendering
15. No timber door frames
16. Hand basin, hot and cold water mixing set
17. Soap and towel dispenser
18. Water and drainage pipes concealed in wall



## Environmental Health Unit

# Food Premises Fit-out Checklist

This checklist has been designed to assist those submitting plans for a food business. It includes 'performance criteria' and 'acceptable solutions'.

The “**Performance Criteria**” give prescriptive design requirements as set out in the Food Safety Standards (FSS) found in the document titled Safe Food Australia (SFA).

The Food Safety Standards and Safe Food Australia can be found at [www.foodstandards.gov.au](http://www.foodstandards.gov.au). Safe Food Australia is the guideline to the legally binding Food Safety Standards.

The “**Acceptable Solutions**” provide examples of solutions to meet the performance criteria. Any proposal that is not listed in this section may require documented proof that the design and construction will not effect the production of safe food.

Sufficient information must be provided on the plans to enable an assessment against the given criteria.

DM5#3635591

### **Walls**

<b>Relevant Standard</b>	<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
FSS 3.2.3 Division 3 Clause 11 SFA pg 155	<ul style="list-style-type: none"> <li><input type="checkbox"/> Appropriate for activities to be carried out</li> <li><input type="checkbox"/> Provided to protect food from contamination</li> <li><input type="checkbox"/> Sealed to prevent entry of dirt, dust and pests</li> <li><input type="checkbox"/> Impervious</li> <li><input type="checkbox"/> Easily &amp; effectively cleaned</li> <li><input type="checkbox"/> Unable to provide harbourage for pests</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ceramic tiles</li> <li><input type="checkbox"/> Gloss painted FC sheeting</li> <li><input type="checkbox"/> Impervious panelling</li> <li><input type="checkbox"/> Smooth finish provided</li> <li><input type="checkbox"/> Splash backs provided to sinks and benches</li> <li><input type="checkbox"/> Heat resistance material behind cooking equipment</li> </ul>

***Indicated on plans YES / NO***

### **Floors**

<b>Relevant Standard</b>	<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
FSS 3.2.3 Division 3 Clause 10 SFA pg 151	<ul style="list-style-type: none"> <li><input type="checkbox"/> Designed and constructed in a way that is appropriate for the activities conducted</li> <li><input type="checkbox"/> Able to be effectively cleaned</li> <li><input type="checkbox"/> Impervious</li> <li><input type="checkbox"/> Laid so that there is no ponding of water</li> <li><input type="checkbox"/> Unable to provide a harbourage for pests</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coving provided</li> <li><input type="checkbox"/> Ceramic tiles</li> <li><input type="checkbox"/> Concrete &amp; epoxy layer</li> <li><input type="checkbox"/> Commercial grade continuous vinyl</li> <li><input type="checkbox"/> Treated concrete</li> <li><input type="checkbox"/> Other documented flooring demonstrating compliance with performance criteria</li> </ul>

***Indicated on plans YES / NO***

### **Ceilings**

<b>Relevant Standard</b>	<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
FSS 3.2.3 Division 3 Clause 11 SFA pg 155	<ul style="list-style-type: none"> <li><input type="checkbox"/> Appropriate for activities to be carried out</li> <li><input type="checkbox"/> Provided to protect food from contamination</li> <li><input type="checkbox"/> Sealed to prevent entry of dirt, dust and pests</li> <li><input type="checkbox"/> Impervious</li> <li><input type="checkbox"/> Easily &amp; effectively cleaned</li> <li><input type="checkbox"/> Unable to provide harbourage for pests</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Suspended ceiling</li> <li><input type="checkbox"/> Gloss painted FC Sheeting</li> <li><input type="checkbox"/> Impervious panelling</li> <li><input type="checkbox"/> Smooth finish provided</li> </ul>

***Indicated on plans YES / NO***

### ***Food transport vehicles***

<b>Relevant Standard</b>	<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
FSS 3.2.3 Division 4 Clause 17 SFA pg 178	<ul style="list-style-type: none"><li><input type="checkbox"/> Must be designed and constructed to protect food if there is a likelihood of contamination during transport</li><li><input type="checkbox"/> Easily and effectively cleaned</li><li><input type="checkbox"/> Food contact surfaces to be designed and constructed to be easily &amp; effectively cleaned and sanitised.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Smooth impervious surfaces to the compartment</li></ul>

***Indicated on plans YES / NO***

### ***Water supply***

<b>Relevant Standard</b>	<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
FSS 3.2.3 Division 2 Clause 4 SFA pg 138	<ul style="list-style-type: none"><li><input type="checkbox"/> Adequate quantity</li><li><input type="checkbox"/> Potable water</li><li><input type="checkbox"/> Appropriate Temperature</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Hot Water System in adequate capacity for the activities on the premises</li><li><input type="checkbox"/> Council water supply</li><li><input type="checkbox"/> Tank water (Lab certification stating compliance with NHMRC guidelines)</li></ul>

***Indicated on plans YES / NO***

### ***Sewerage and waste water***

<b>Relevant Standard</b>	<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
FSS 3.2.3 Division 2 Clause 5 SFA pg 143	Must have a sewerage and waste water disposal system that:- <ul style="list-style-type: none"><li><input type="checkbox"/> Effectively disposes of all sewage and waste water</li><li><input type="checkbox"/> Constructed and located so that there is no likelihood of the sewage and waste water polluting the water supply of contaminating the food</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Council sewerage system</li><li><input type="checkbox"/> Trade waste agreement</li><li><input type="checkbox"/> Septic system and absorption trenches - in unsewered areas.</li><li><input type="checkbox"/> Aerated Septic system (ie Biocycle) – in unsewered areas.</li></ul>

***Indicated on plans YES / NO***

### **Garbage and waste storage**

<b>Relevant Standard</b>	<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
FSS 3.2.3 Division 2 Clause 6 SFA pg 144	Must have facilities that:- <ul style="list-style-type: none"> <li><input type="checkbox"/> Adequately contain the quantity and type of waste and recyclable matter</li> <li><input type="checkbox"/> Enclose the garbage or recyclable matter, if necessary to keep pests and animals away</li> <li><input type="checkbox"/> Designed and constructed to be easily and effectively cleaned</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Wheeled refuse container</li> <li><input type="checkbox"/> Commercial (bulk) refuse container</li> <li><input type="checkbox"/> Approved storage area</li> <li><input type="checkbox"/> Serviced by an approved contractor</li> <li><input type="checkbox"/> Lidded containers within the premises</li> <li><input type="checkbox"/> Plastic or similar material</li> </ul>

**Indicated on plans YES / NO**

### **Lighting**

<b>Relevant Standard</b>	<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
FSS 3.2.3 Division 2 Clause 8 SFA pg 150	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provides sufficient light</li> <li><input type="checkbox"/> Easily and effectively cleaned</li> <li><input type="checkbox"/> Unable to provide harbourage for pests</li> <li><input type="checkbox"/> Provided to protect food from contamination</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Natural light</li> <li><input type="checkbox"/> Artificial – recessed &amp; diffuser</li> <li><input type="checkbox"/> Artificial – Ceiling mounted &amp; diffuser</li> </ul>

**Indicated on plans YES / NO**

### **Fixtures and fittings**

<b>Relevant Standard</b>	<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
FSS 3.2.3 Division 4 Clause 12 SFA pg 159	<ul style="list-style-type: none"> <li><input type="checkbox"/> Adequate for the production of safe food</li> <li><input type="checkbox"/> Fit for the intended use</li> <li><input type="checkbox"/> Designed, constructed and installed so that:-               <ul style="list-style-type: none"> <li><input type="checkbox"/> there is no likelihood that they will cause food contamination</li> <li><input type="checkbox"/> they are able to be easily and effectively cleaned</li> <li><input type="checkbox"/> adjacent floors, walls, ceilings and other surfaces are able to be easily and effectively cleaned</li> <li><input type="checkbox"/> they do not provide a harbourage for pests</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Fittings, fixtures, shelving &amp; equipment:-               <ul style="list-style-type: none"> <li><input type="checkbox"/> easily moved</li> <li><input type="checkbox"/> castors fitted &amp; flexible connections</li> <li><input type="checkbox"/> 150mm legs &amp; clear of walls</li> <li><input type="checkbox"/> sealed to plinth &amp; surfaces</li> <li><input type="checkbox"/> sealed to floor &amp;/or adjacent surfaces</li> <li><input type="checkbox"/> 75mm above bench &amp; clear of the wall</li> <li><input type="checkbox"/> No false backs or bottoms</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Food contact surfaces must be:-               <ul style="list-style-type: none"> <li><input type="checkbox"/> able to be easily cleaned and effectively cleaned &amp; sanitised</li> <li><input type="checkbox"/> impervious</li> </ul> </li> <li><input type="checkbox"/> made of material that will not contaminate the food</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Food contact surfaces:-               <ul style="list-style-type: none"> <li><input type="checkbox"/> stainless steel &amp; underside sealed</li> <li><input type="checkbox"/> fully laminated</li> </ul> </li> <li><input type="checkbox"/> laminated top &amp; underside sealed</li> </ul>

**Indicated on plans YES / NO**

**Ventilation**

<b>Relevant Standard</b>	<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
FSS 3.2.3 Division 2 Clause 7 SFA pg 147	<ul style="list-style-type: none"> <li><input type="checkbox"/> Sufficient</li> <li><input type="checkbox"/> Effectively remove fumes, smoke, steam and vapours</li> <li><input type="checkbox"/> Easily and effectively cleaned</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Natural ventilation – for cooking equipment less than 8kW</li> <li><input type="checkbox"/> Mechanical Ventilation in compliance with AS1668</li> <li><input type="checkbox"/> Mechanical Ventilation – alternative design with documentation demonstrating compliance with Performance Criteria</li> </ul>

**Indicated on plans YES / NO**

**Washing facilities (preparation and cleaning purposes)**

<b>Relevant Standard</b>	<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
FSS 3.2.3 Division 4 Clause 12 SFA pg 159	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cooking equipment, eating &amp; drinking utensils must be able to be easily &amp; effectively cleaned &amp; sanitised</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Double bowl sink, or</li> <li><input type="checkbox"/> Single bowl sink &amp; dishwasher</li> <li><input type="checkbox"/> Glass washer provided</li> </ul>

**Indicated on plans YES / NO**

**Storage facilities**

<b>Relevant Standard</b>	<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
FSS 3.2.3 Division 4 Clause 15 SFA pg 175	<ul style="list-style-type: none"> <li><input type="checkbox"/> Adequate storage facilities for the storage of items that are likely to be source of contamination of food, including chemicals, clothing and personal belongings</li> <li><input type="checkbox"/> Located where there is no likelihood of stored items contaminating food or food contact surfaces</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Separated staff room</li> <li><input type="checkbox"/> Clearly designated shelf/cupboard – staff items</li> <li><input type="checkbox"/> Separated chemical/cleaning items storage room</li> <li><input type="checkbox"/> Clearly designated shelf/cupboard – chemical/cleaning items storage</li> <li><input type="checkbox"/> Locker</li> </ul>

**Indicated on plans YES / NO**

**Toilet facilities**

<b>Relevant Standard</b>	<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
FSS 3.2.3 Division 4 Clause 16 SFA pg 176	<ul style="list-style-type: none"> <li><input type="checkbox"/> Appropriate number of toilets are available for the use of food handlers (see BCA)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Internal staff toilet               <ul style="list-style-type: none"> <li><input type="checkbox"/> double air lock &amp; self closers</li> <li><input type="checkbox"/> single door &amp; mechanical ventilation &amp; self closer</li> </ul> </li> <li><input type="checkbox"/> External staff toilet</li> <li><input type="checkbox"/> External common toilet</li> </ul>

**Indicated on plans YES / NO**

**Cleaning and sanitation**

<b>Relevant Standard</b>	<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
FSS 3.2.2 Division 5 Clause 20 SFA pg 104	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all equipment and utensils are in a clean &amp; sanitary state</li> <li><input type="checkbox"/> Heat and/or chemicals applied to it or other processes, so that the number of micro-organisms on the surface or utensil has been reduced to a level that:               <ul style="list-style-type: none"> <li><input type="checkbox"/> does not compromise the safety of the food which it may come in contact with</li> <li><input type="checkbox"/> does not permit the transmission of infectious disease.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Sink               <ul style="list-style-type: none"> <li><input type="checkbox"/> water at 50°C and detergent</li> </ul> </li> <li><input type="checkbox"/> Dishwasher               <ul style="list-style-type: none"> <li><input type="checkbox"/> water at 75°C</li> <li><input type="checkbox"/> water at 50°C and detergent</li> </ul> </li> <li><input type="checkbox"/> Glass Washer               <ul style="list-style-type: none"> <li><input type="checkbox"/> water at 50°C and detergent</li> </ul> </li> </ul>

### ***Hand washing facilities***

<b>Relevant Standard</b>	<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
FSS 3.2.3 Division 4 Clause 14 SFA pg 168	<ul style="list-style-type: none"> <li><input type="checkbox"/> Located in an easily accessible location for all food handlers               <ul style="list-style-type: none"> <li><input type="checkbox"/> within area where food handlers work if their hands are likely to be a source of contamination of food; and</li> <li><input type="checkbox"/> if there are toilets on the food premises – immediately adjacent to the toilets or toilet cubicles</li> </ul> </li> <li><input type="checkbox"/> Permanent fixture</li> <li><input type="checkbox"/> Connected to or provided with a supply of warm running potable water (between 22°C and 48°C)</li> <li><input type="checkbox"/> Warm &amp; cold water delivered through a common spout.</li> <li><input type="checkbox"/> A size that allows easy and effective hand washing</li> <li><input type="checkbox"/> Clearly designated for the sole purpose of washing hands, arms &amp; face</li> <li><input type="checkbox"/> Supply of soap maintained at basin</li> <li><input type="checkbox"/> Single use paper towel provided at basin</li> <li><input type="checkbox"/> Waste container provided at basin for collection of used towel</li> <li><input type="checkbox"/> Must be connected to the sewerage or waste water disposal system</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 11L Basin provided in the area where the food handlers are working</li> <li><input type="checkbox"/> 11L Basin provided adjacent to toilet facilities</li> <li><input type="checkbox"/> Soap &amp; paper towel provided to each basin</li> <li><input type="checkbox"/> Waste container provided to each basin</li> <li><input type="checkbox"/> Packaged food only – basin not required</li> <li><input type="checkbox"/> Connected to sewer or septic tank or aerated septic tank system.</li> </ul>

***Indicated on plans YES / NO***

### ***Food storage / display***

<b>Relevant Standard</b>	<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
FSS 3.2.2 Division 3 Clause 6 & 8 SFA pg 54 & 66	<ul style="list-style-type: none"> <li><input type="checkbox"/> Protected from the likelihood of contamination</li> <li><input type="checkbox"/> Store/display potentially hazardous food under temperature control</li> <li><input type="checkbox"/> Capable of being easily and effectively cleaned</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Protective sneeze barrier provided to an approved design</li> <li><input type="checkbox"/> Hot display unit               <ul style="list-style-type: none"> <li><input type="checkbox"/> minimum of 60°C</li> <li><input type="checkbox"/> Another temperature – with no adverse affect demonstrated</li> </ul> </li> <li><input type="checkbox"/> Cold display unit/ Coldroom               <ul style="list-style-type: none"> <li><input type="checkbox"/> maximum 5°C</li> <li><input type="checkbox"/> Another temperature – with no adverse affect demonstrated</li> </ul> </li> <li><input type="checkbox"/> Freezer units – food remains frozen</li> </ul>

### General provisions

Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 3 Clause 3 SFA pg 133	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be appropriate for activities to be performed</li> <li><input type="checkbox"/> Adequate space</li> <li><input type="checkbox"/> Permit effective cleaning and sanitising</li> <li><input type="checkbox"/> Exclude dirt, dust, fumes, smoke and other contaminants</li> <li><input type="checkbox"/> Not permit the entry of pests</li> <li><input type="checkbox"/> Not provide vermin harbourage</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Appropriate location in relation to other activities</li> <li><input type="checkbox"/> Adequate floor space</li> <li><input type="checkbox"/> No cracks or crevices</li> <li><input type="checkbox"/> Vermin proof construction</li> <li><input type="checkbox"/> Vermin proof strip to external doors</li> <li><input type="checkbox"/> Insect screening to windows or similar</li> <li><input type="checkbox"/> Insect screening to doors or similar</li> <li><input type="checkbox"/> Ceiling entries vermin proof</li> <li><input type="checkbox"/> Conduits vermin proof</li> </ul>

### Temperature measurement

Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.2 Division 6 Clause 22 SFA pg 109	<ul style="list-style-type: none"> <li><input type="checkbox"/> Must have a temperature measure device that can accurately measure the temperature of potentially hazardous food to +/- 1°C</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Thermostat &amp; gauge provided to all units</li> <li><input type="checkbox"/> Single mobile device eg. probe thermometer</li> </ul>

Note: If you handle **potentially hazardous foods** you **must** have a thermometer as described above. **Potentially hazardous food** means food that has to be kept at certain temperatures to minimise the growth of any pathogenic micro-organisms that may be present in the food or to prevent the formation of toxins.

### Definitions

**Equipment** - means a machine, instrument, apparatus, utensil or appliance, other than a single use item, used or intended to be used in or in connection with food handling and includes any equipment used or intended to be used to clean food premises or equipment.

**Food business**- means a business, enterprise or activity (other than primary food production) that involves:

- (a) the handling of food intended for sale
- (b) the sale of food,

regardless of whether the business enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves the handling or sale of food on one occasion only.

**Food handler** - means any person who directly engages in the handling of food, or who handles surfaces likely to come into contact with food, for a food business.

**Food premises** - means any premises including land, vehicles, parts of structures, tents, stalls and other temporary structures, boats, pontoons, including premises used principally as a private dwelling, but does not mean food vending machines or vehicles used only to transport food.

**Handling** - of food includes the making, manufacturing, producing, collecting, extracting, processing, storing, transporting, delivering, preparing, treating, preserving, packing, cooking, thawing, serving or displaying of food

**Primary Food Production** - is the growing, cultivation, picking, harvesting, collection or catching of food, and includes:

- (a) transport or delivery of food on, from or between the premises on which it was grown, cultivated, picked, harvested, collected or caught.
- (b) packing, treating (for example washing) or storing of food on the premises on which it was grown, cultivated, picked, harvested, collected or caught, and
- (c) Any other food production activity prescribed by another Act.

**Sell** means:

- (a) barter, offer or attempt sell
- (b) receive for sale
- (c) have in possession, display, send, forward or deliver for sale
- (d) dispose of for valuable consideration
- (e) dispose to an agent for sale on consignment
- (f) provide under contract of service
- (g) supply food as a meal or part of a meal to an employee for consumption at work
- (h) dispose of by way of raffle, lottery or other game of chance
- (i) offer as a prize or reward
- (j) give away for the purpose of advertisement or in furtherance of trade
- (k) supply under a contract with accommodation, service or entertainment
- (l) give the food away from a food business to a person
- (m) sell for the purpose of resale

and excludes all crown businesses (ie, state government facilities)

**temperature control** - means maintaining food at a temperature of:

- (a) 5°C, or below if this is necessary to minimise the growth of infectious or toxigenic micro-organisms in the food so that the microbiological safety of the food will not be adversely affected for the time the food is at that temperature.
- (b) 60°C or above
- (c) Another temperature- if the food business demonstrates that maintenance of the food at this temperature for the period of time for which it is so maintained, will not adversely affect the microbiological safety of the food.

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## **Environmental Assessment**

# **Its Your Information – It's Private**

### **What Happens To Information About You Once You Register Your Premises Or Lodge A Request Or Complaint?**

#### **Who are we?**

Cairns Regional Council's Environmental Assessment Branch is dedicated to maintaining and enhancing public health and environmental health in our community through processes such as licensing, registration, inspections, investigations, education and enforcement of the Food Act, Health Act, Environmental Protection Act, Dangerous Goods Safety Management Act and Local Laws of Council.

#### **What information do we collect about you?**

We keep your personal/family names, contact details and the records of your premises, including records of the reason you may have contacted Council. This information is securely filed on Council's property files and on our computer database.

#### **Why do we collect your information?**

The information we collect helps us to keep up to date records of your licensed/registered premises or your request/complaint history. This satisfies legal obligations under specific legislation and makes available accurate information for officers engaged in inspections or investigations. Accurate information about your business or issue also enables us to maintain ongoing communication with you as the need arises. The information is also used for statistical purposes to monitor and improve the service.

#### **Who else sees your information?**

Only Environmental Assessment staff and other authorised staff have access to the information you provide us. Senior management of Council may also have access to your information when considering reports relating to contraventions of legislation.

#### **How will your information be protected?**

We are committed to protecting the confidentiality of your records. The information is maintained in accordance with the principles adopted in the *Commonwealth Privacy Act 1988* and the *Health Records Act 2002*. We treat your information in the strictest confidence and store it securely. Systems are in place to protect your privacy. For example, if you own a licensed/registered Food Act or Environmental Protection Act business we will not disclose information about your business to a third party without your written consent.

#### **Can you access your information?**

Yes, from Cairns Regional Council's Environmental Assessment Branch. There is however, certain information, which may be on your file that we cannot disclose. For example, if Council receives a complaint about breaches of legislation at your business, we cannot disclose the details of any complainant. The *Freedom of Information Act 1992* may also prevent Council from disclosing specific information concerning information contained on Council's files.

#### **Any other questions?**

Please contact Environmental Assessment on (07) 4099 9481 for the Cairns office—or (07) 4044 3315 for the Mossman office—if you have any other questions or complaints about what happens to your information, or wish to discuss access about your file.