



**GLADSTONE
REGIONAL COUNCIL**

MOBILE FOOD VENDORS

NEW VEHICLES, ALTERATIONS TO EXISTING VEHICLES AND TRANSFER OF OWNERSHIP

Designed to assist:

- Proposed Owners
- Existing Owners
- Shopfitters
- Accountants
- Solicitors

Licensing under the **Food Act 2006** is required for any Mobile Food Vendors vehicle that involves packaging, preparation, handling, cooking and/or sale for fee or reward of food not wholly enclosed in a protective package.

This leaflet details processes that must be followed when planning construction or alteration of a food vending vehicle.

Details of construction requirements for new food businesses can be found in Section 3.2.3 of the Food Safety Standards. For a hard copy of these standards, contact ANSTAT (03) 9278 1144 or alternatively they are available to be downloaded from the website www.foodstandards.gov.au. The standards make mention of the unique aspect of mobile operations and that they should meet the general guidelines for all food businesses as far as practical.

Council has developed these guidelines on how a mobile food operation can achieve the purpose of the standards in relation to the construction, fit out and equipment in the vehicle or other mobile structure.

For further information contact Gladstone Regional Council:

Environmental Health Section

Phone: (07) 4976 6996

Fax: (07) 4975 8500

Email: info@gladstonerc.qld.gov.au

Address: PO Box 29, Gladstone Qld 4680

In Person: Gladstone Office, 101 Goondoon Street, Gladstone

Proposed New Vehicles or Alterations to Existing Vehicles

The steps below outline procedures that should be followed in the planning stage of a new vehicle or proposed alterations to existing vehicles.

STAGE 1 - PLAN APPROVAL

Hail Only Approval

Separate approval is required in the Gladstone City area under the former *Gladstone City Council's Local Law No. 12A – Use of Roads & Footways* for the use of roads and footpaths by Mobile Food Vendors. An application for a permit is required for a use of roadways on a hail only basis.

An application form is available. A copy of public liability insurance, including use of roads, should also be submitted along with the application fee. Upon approval a permit will be issued and an annual permit fee will be required. For a copy of an application form, information on fees or further enquiries please phone Gladstone Regional Council - Environmental Health Section on (07) 4976 6996.

Step 1: Design Approval Application

An application for design approval is to be made to Council's Environmental Health Section along with the relevant form, fee and plans. The design approval application form is to be completed in its entirety including detailing all other approvals as required by Council's Planning, Trade Waste, Building and/or Plumbing sections. For a copy of the application form contact Gladstone Regional Council - Gladstone Office, Environmental Health Section on (07) 4976 6996 or visit Council's website at www.gladstonerc.qld.gov.au.

Two copies of plans of the vehicle must be included with the application. The plans should be available for approval prior to any construction or alteration work to avoid instances where conditions do not meet requirements and therefore require often-costly rectification work.

The plans should include:

- Site and Floor Plans
- Relevant Sections and Elevations
- Details of Fixtures, Fittings and Finishes

The plans are assessed based on the Food Safety Standards and Council's Guidelines for Construction for Mobile Food Vendors and should therefore highlight issues from these documents such as floor and wall finishes, junctions, basin and sink positions, mechanical exhaust ventilation, equipment, storage etc.

Scales should be as follows:

Floor Plan	1:50
Sectional Elevations	1:50
Mechanical Exhaust Ventilation Plans	1:50

For a sample of a plan and the type of detail required refer to Appendix One.

Step 2: Plan Assessment and Approval

Council's Environmental Health Section will assess the application against the relevant requirements of the *Food Act 2006* and the *Food Safety Standards*. If additional information is required, an EHO will contact you to discuss further. Once your design approval has been approved, you will be notified in writing with advice on any conditions imposed. Written details on the classification of your food business and applicable annual licence fee will also be given at this stage.

STAGE 2 - APPROVAL TO OPERATE (OBTAINING A FOOD BUSINESS LICENCE)

Step 1: Food Business Licence Application

Once you have received your design approval and constructed the food premises, you are then required to apply to obtain a Food Business Licence. This requires the licence application form to be submitted along with your annual licence fee.

Step 2: Final Inspection

An EHO is required to undertake a final inspection of the premises prior to opening and operating to the public. Once your licence application and annual licence fee are received, an EHO will arrange for a final inspection to be completed.

Step 3: Licence Approval

Your approval to operate (licence) will be sent to you once the application for licence and relevant annual fee have been received and an EHO has completed a final inspection. If approval is conditional on other work being carried out, a time frame will be negotiated in which the outstanding work must be completed. Operation in particular sites can only begin if approval under Local Law 12A - Use of Roads and Footways has also been finalised.

Transfer of Ownership

The steps below outline the procedures that should be followed when an existing vehicle/s is sold. A "Licence" is granted, subject to compliance with the *Food Act 2006*, to an individual or corporation. It applies per site or vehicle and cannot be transferred to a new owner when the business is sold. A Licence however can be amended to change the details of the licensee.

Health Compliance Inspection (Optional)

It is important to check that the business you are looking at holds a current licence. In most cases this information can be established over the phone.

Prior to purchasing an existing food vending vehicle or similar, prospective buyers can request a **Health Compliance Inspection** accompanied by the appropriate fee. The request is usually forwarded through a solicitor but can be made personally with an appropriate letter. When the request is received an Environmental Health Officer will perform an inspection of the vehicle/s and operation to identify any areas where it does not comply with the Food Safety Standards. A letter will then be completed identifying items of non-compliance and copies will be forwarded to the current owners and party requesting the Health Compliance Search.

Once licensing of the vehicle/s has been amended, the current licensed owner is the person that Council deems responsible for fixing any 'faults' with the vehicle/s regardless of verbal or contractual arrangements between the relevant parties. Therefore it is recommended to get this inspection done prior to transfer of ownership.

Hail Only Approval

A permit to operate on a hail only basis issued under Local Law 12A is not transferable. A new application will be required for assessment where a new owner requests a hail only approval.

Step 1: Applying to Amend a Licence

To transfer the food licence into the new owners name requires for the licensee details for the premises to be amended. The relevant amendment form and amendment fee are to be submitted to Councils Environmental Health Section. For a copy of the application form contact Gladstone Regional Council - Gladstone Office, Environmental Health Section on (07) 4976 6996 or visit Council's website at www.gladstonerc.qld.gov.au.

Step 2: Issuing the Approval to Operate

Your approval to operate will be sent to you once the amendment application form has been assessed. It is important to note that the *Food Act 2006* states that a Food Licence can only be granted to someone who has the skills and knowledge required to perform the required functions of the food business. Approval will not be granted without adequate proof of skills and knowledge in food safety. Operation in particular sites can only begin if approval under Local Law 12A - Use of Roads and Footways has also been finalised.

ANY QUESTIONS ???

If you have any doubts or queries, please don't hesitate to contact one of Council's Environmental Health Officers who will be happy to provide advice.

Keeping in touch with Council's Environmental Health Section throughout any of the processes described in this kit will help eliminate any complications from occurring which often saves a lot of time and money!

Guidelines for the Construction of Mobile Food Vendors

Mobile Food Vending Vehicles include vehicles where food is prepared in the vehicle for immediate consumption. Also vehicles that deliver, store and sell prepared food fall into this category e.g. pie vans. This information acts as a guide only. The Food Safety Standards outline the broad outcomes required in relation to finishes and structures in food preparation and storage areas. An officer can assist you to determine whether existing or proposed mobile food operations will meet the intentions of the standards. The standards recognize the difficulty in obtaining some outcomes due to the nature of mobile operations.

Wall and Ceilings

The **internal surfaces** of walls, ceilings, sliding partitions and those parts of the walls formed by built-in fittings, shall be of stainless steel, colour bonded metal, steel, laminated plastics (Formica, Laminex or Panelyte) or similar approved materials. All **surface materials** shall be fixed so as to provide a smooth even surface free of buckles, fixing screws, open joints, spaces, cracks or crevices.

Floors

Floors are to be constructed of materials which are impervious, non-slip and non-abrasive, having an unbroken surface and capable of withstanding heavy duty operation.

To avoid areas where dirt can gather the intersections of floors with walls and other vertical surfaces can be coved (rounded). A fillet or backing piece behind the curve is recommended to ensure the coving integrity is maintained. The floor must be shown to be easily cleanable and maintained as such if no coving is provided. Coving is highly recommended where the floor is cleaned by flushing with water. This will reduce the complications when water could absorb at the edge of the flooring.

Floors are to be finished flush with the doorsill or alternatively, a floor waste with a screwed removable plug is to be provided.

Door Openings And Serving Openings

Doors and serving hatches are to be finished internally with the same standard of materials as the walls. Adequate fly proofing shall be provided where deemed necessary. The area of all serving openings shall be as small as possible to assist in excluding dust, fumes and insects. **Roof vents** are to be proofed against access of dust and flies.

Cupboard & Counter Construction

Cupboards and benches are to be supported on molded plastic or non-corrosive steel legs and securely fixed to the walls. The underside of the cupboard or shelving should be at least 150mm clear of the floor to provide access for cleaning. Alternatively cupboards can be fitted with wheels or castors capable of supporting them when fully loaded with provisions to lock the equipment in place during travel. False bottoms between the floor and the shelving of the cupboard could provide potential vermin harbourage.

Ventilation

Any mechanical supply ventilation system installed in the vehicle shall have all outside air filtered by approved means. All intake and exhaust vents are to be fitted with a fly-proof screen when not in use.

Mechanical Exhaust Ventilation System

A mechanical exhaust ventilation system shall be installed above such cooking equipment as required by Council's Environmental Health Officer.

It includes equipment used for cooking of foods likely to give off heat, grease or other vapours eg. stoves, chicken rotisseries, hot plates, deep fryers. Fittings are not to be placed above cooking appliances where they may interfere with the flow of air into the mechanical exhaust ventilation system. The wall surface behind cooking appliances shall be sheeted with stainless steel to the height of the exhaust canopy.

The mechanical exhaust ventilation system will comply with **Australian Standard 1668.2**, requiring a canopy, with filters on an angle, heat resistant fan and motor with means to convey fumes to a vertical discharge point in accordance with the standards.

Washing Facilities

The **minimum requirement** for washing facilities in a food vending vehicle is a permanent basin used exclusively for hand washing. In case where re-useable eating and drinking utensils etc are supplied a double bowl sink is required in the vehicle. A separate sink is also required if equipment is required to be washed on site.

Hot and Cold water shall be supplied through a mixing device to the hand-washing basin and delivered through a common spout. A splash back of approved durable, impervious material ie stainless steel, tiles should be provided behind any sink, basin or wet area. Single use paper towel and a sufficient supply of liquid soap shall be provided adjacent to the hand wash basin.

All water used in the vehicle must be potable water stored in an approved container with a recommended size of at least 90 litres advised for cleaning purposes. The vehicle shall be equipped with a **waste water tank** external to the vehicle with a greater capacity of the supply tank (e.g. 100 litres) with an outlet of sufficient diameter to facilitate easy flushing and cleaning. This tank shall only be emptied at the place at which the vehicle is housed or; other disposal as approved by Council's Environmental Health Officer. Under no circumstances is the waste water to be disposed of to stormwater.

Hot and Cold Food Storage and Display Units

All equipment used for either the display or storage of hot food is to be capable of maintaining such foods at a temperature not less than 60°C. Refrigeration equipment used for the storage of cooked or raw foods shall be capable of maintaining the food at a temperature of less than 5°C.

Rubbish Disposal

Suitable garbage receptacles with close fitting lids are to be provided in the vehicle. When directed, a suitable receptacle shall be provided outside the vehicle for depositing of take away food containers and other litter. Garbage shall be removed daily or more frequently when the need arises.

Food Safety Supervisors (FSS)

All licensed food businesses including existing premises will be required to nominate a FSS, whose role is to ensure food hygiene and safety standards are achieved and maintained within the food business. To be nominated as a FSS, a person must:

- Hold a Statement of Attainment of specified competencies, issued by a Registered Training Organisation. (See the attached Food Safety Supervisor Fact Sheet)
- Have the ability to supervise food handling in the food premises.

- Have the authority of supervise food handlers.
- Have skills and knowledge relating to food safety and identification of food safety hazards.

The minimum competency standards for a FSS are listed in Table 1 of the Food Safety Supervisor Fact Sheet 18 and are dependent on the type of business the FSS is working within as detailed in Table 2. The minimum competencies apply regardless of whether the business has a food safety program. A copy of the Fact Sheet 18 can be found on Council's website at www.gladstonerc.qld.gov.au.

It is to be noted that food vendors have 30 days from the issue of their Food Business Licence to nominate to Council their food safety supervisor with a copy of the appropriate qualifications. The nominated Food Safety Supervisor must be reasonably available to be contacted at all times by Council or by persons working in the food business. A food business may have more than one Food Safety Supervisor.

Food Handling Skills & Knowledge

Division 2 of Standard 3.2.2 in the Food Safety Standards requires a food business to ensure food handlers and people who supervise food handling operations to have skills and knowledge in relation to food safety and food hygiene matters.

Skills relate to the ability to perform tasks that may include setting equipment at the right temperature, correct cleaning and hygiene procedures and determining whether food is cooked properly. The knowledge food handlers require relates to an awareness of food safety principles such as what causes bacterial growth, cross contamination, correct storage temperatures etc. In some businesses where staff carry out one aspect, for example, cleaning, they would only need the knowledge relevant to that job such as correct methods for sanitising and preventing contamination of food by maintaining clean surfaces.

Compliance with this standard can be achieved by several methods that do not require compulsory training or qualifications.

Businesses options include:

- In house training by employees or the owner who have good skills and knowledge.
- Providing written food safety and hygiene information for staff to read.
- Developing and circulating operating procedures that set out the responsibilities of food handlers and supervisors.
- Sending staff to training run by agencies such as industry associations.
- Hiring a consultant to run a course for employees.
- Sending staff to formal training e.g. TAFE certificates.

When assessing knowledge and skills of food handlers, enforcement officers have regard to how well the business complies with the food safety standards in general. Following food safety requirements in relation to storage, handling, preparing and cleaning in a food safety business will go a long way to ensuring staff are carrying out correct procedures thereby displaying appropriate skills and knowledge. Use of a Food Safety Program where business have identified food safety risks and developed procedures to deal with them will also help ensure that handling skills and knowledge of correct practices are used.

There is a lot of information available on acceptable methods of food handling and hygiene procedures. Refer to Page 3 - Fact sheets that are listed from websites at www.foodstandards.gov.au and www.health.qld.gov.au.

Following is a brief description of some key aspects relating to food handling.

Cross-contamination

It is important to eliminate food coming into contact with anything that is contaminated with bacteria. This is called cross-contamination where the food poisoning organisms are passed from an item contaminated with bacteria onto an item with little bacteria.

Cross-contamination can be reduced by:

- Storing raw and cooked food separately to avoid the possibility of natural bacteria on raw food being transferred to cooked food, which has had its natural bacteria load killed by heating it to above 60°C.
- Storing cooked food above raw so that any leakage from raw food cannot drip onto cooked food.
- Having different cutting boards, clearly identified, for raw foods, cooked foods and vegetables.
- Using separate implements eg knives and plates, for raw and cooked foods and vegetables. (Try colour coding)
- Always washing hands after touching raw foods and before handling cooked food.
- Never mix old food into new food.
- Use only clean utensils to test food.
- Do not use tea towels or cloths to dry equipment, utensils or hands after washing. Single use disposable towels and air-drying are the preferred methods.
- Regularly wash and sanitise cloths that are used for wiping benches. (Ensure cloths used to clean toilets or similar are not used on food preparation benches.)

Personal Hygiene

To prevent contamination of food by bacteria from skin, dirty clothes etc. a high standard of personal hygiene must be maintained. This is also important as customers like to see clean and tidy food handlers.

Hands must be washed before starting work, after using a toilet, after smoking, after handling raw food, after touching ear, nose, hair, mouth (these actions are often performed by food handlers without them being aware), after handling refuse, poisons or chemicals.

Correct hand washing requires warm water **and soap** to be used. Hands must be dried so that they do not become dirty again. To guarantee hands are clean after washing, single use towels should be used so that hands are not contaminated with dirty towels.

Where possible **avoid direct handling of food** by using tongs or gloves. Gloves are only effective if changed regularly otherwise the bacteria level on them will build up. They must also be changed between handling raw or cooked products. A brightly coloured band-aid should be used to cover cuts on hands with disposable gloves worn over the top.

Cleaning

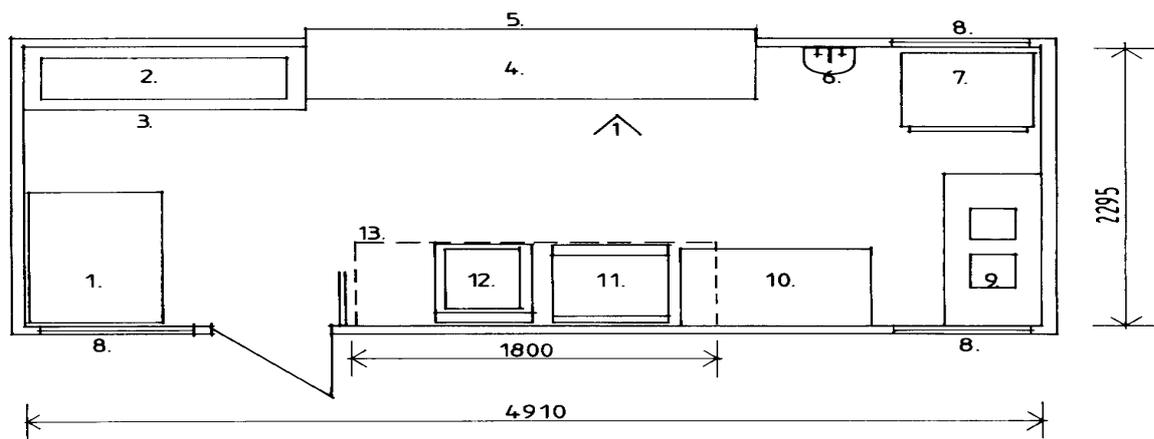
Equipment should be thoroughly rinsed prior to washing up to remove large particles, which have a high bacterial load. Use of detergent in the washing process aides in removing grease etc but is not largely involved in killing micro-organisms (bacteria). Effective removal of obvious particles ensure sanitising methods are not wasted on treating high levels of bacteria in food residue.

Equipment and utensils should be sanitised after washing. Sanitising is a process that will destroy harmful bacteria not visible to the eye. Current acceptable sanitising processes include exposure to hot water via commercial or domestic dishwashers, immersion in hot water (at 77°C for 30 secs) or the use of chemical sanitisers. Chemical sanitisers must be used in accordance with manufacturers instructions to ensure they are effective.

A **cleaning roster** covering the entire food premises should state what is to be cleaned, by whom, when (how regularly), and how (chemicals and equipment to be used etc). This ensures that no areas are frequently missed.

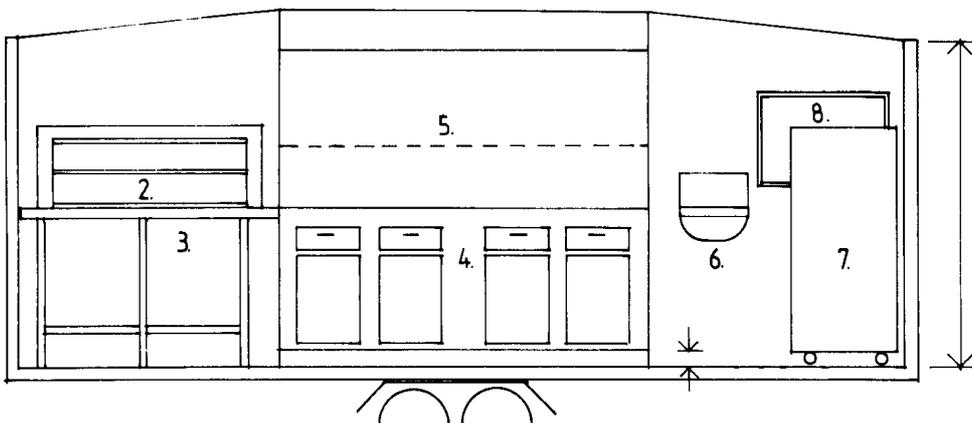
NOTE : A clean kitchen with no access to food by vermin does not provide any source of food for pests.

APPENDIX ONE



PLAN
Not to Scale

- | | |
|---|--|
| <ul style="list-style-type: none"> 1. Deep Freezer fixed on legs 150mm high. 2. Bain Marie - equipped with temperature gauge. 3. Stainless Steel (S.S.) shelf 4. S.S. Bench top with laminated cupboards under. 5. Servery 6. Hand Basin 7. Upright Refrigerator on castors and fixed to wall. | <ul style="list-style-type: none"> 8. Window opening with flyscreen. 9. Double bowl sink unit with waste water storage under. 10. S.S. Bench 11. Grill 12. Deep Fryer 13. Exhaust Canopy with 75mm clearance to cooking equipment. |
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Ceiling Height
Min. 2000mm

Vinyl flooring coved to a radius of 25mm to all vertical surfaces throughout. Coving supported by a backing piece

ELEVATION 1 Not to Scale

Notes

- **Item 2** Bain Marie equipped with temperature gauge.
- **Item 3** Bottom shelf 300mm clearance from floor.
- **Item 6** 300mm splashback to hand basin. Hot and cold water delivered through common outlet.
- **Item 7** Refrigerator on castors and fixed to wall.