



Fraser Coast
REGIONAL COUNCIL

Regulatory Services 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**

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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 online at www.foodstandards.gov.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 (Regulatory 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 (Wide Bay Water) 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 Regulatory Services 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 either at 77 Tavistock Street, Torquay or at 431 – 433 Kent Street, Maryborough.

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 R 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 Fraser Coast Regional Council

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

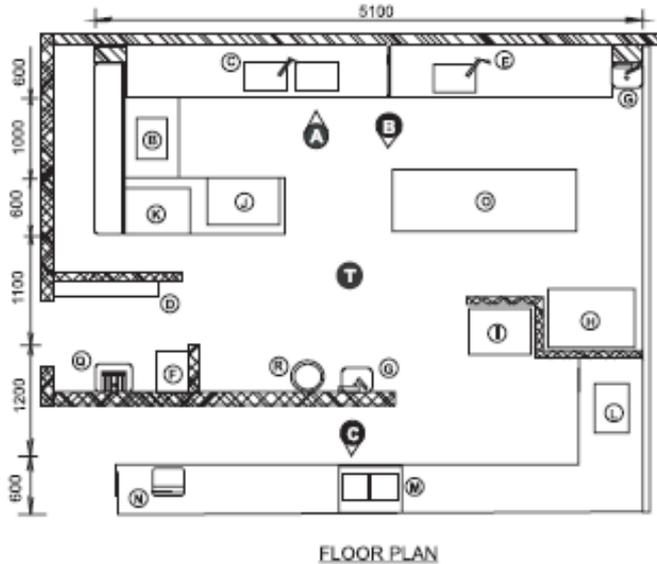
Contacting Fraser Coast Regional Council All enquiries: 1300 79 49 29 Web address: www.frasercoast.qld.gov.au	
Hervey Bay Administration Building 77 Tavistock Street Torquay Qld 4655 Post: PO Box 1943 Hervey Bay QLD 4655 Phone: 1300 79 49 29 Fax: (07) 4197 4455	Maryborough Administration Building 431-433 Kent Street Maryborough Qld 4650 Post: PO Box 1943 Hervey Bay QLD 4655 Phone: 1300 79 49 29 Fax: (07) 4197 4455
Tiaro Administration Building Forgan Terrace Tiaro Qld 4650 Post: PO Box 1943 Hervey Bay QLD 4655 Phone: 1300 79 49 29 Fax: (07) 4197 4455	

Other statutory bodies

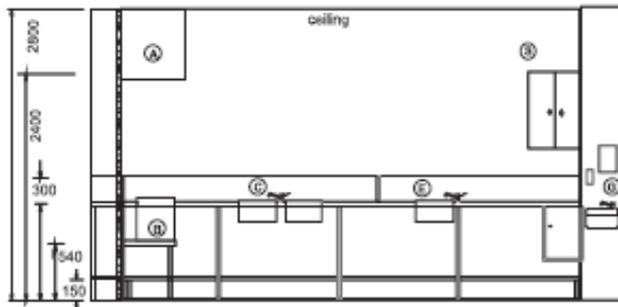
The statutory bodies in the following table may be contacted in regard to other aspects of your food business.

Topic	Available from:
Liquor licensing	Office of Liquor, Gaming & Racing (Qld Government) Phone: (07) 3872 0999 Web: www.olgr.qld.gov.au
Tobacco laws	Queensland Health: Alcohol Tobacco & Other Drugs Phone hotline: 1800 005 998 Web: www.health.qld.gov.au/atods/tobaccolaws
Food labelling requirements (Label Buster Guide)	Queensland Health: Tropical Population Health Unit Phone: (07) 4050 3600 Web: www.health.qld.gov.au/industry/food

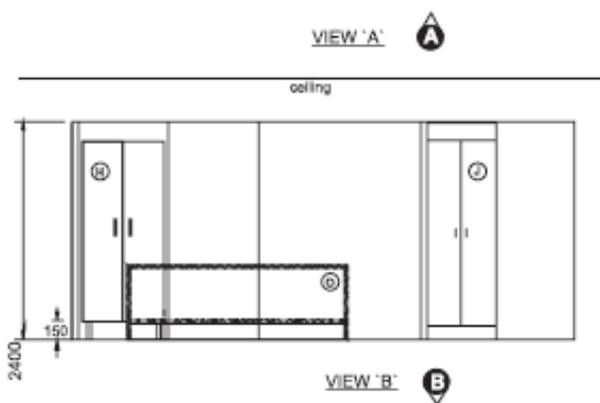
Appendix 1. Example of a floor plan and sectional elevations



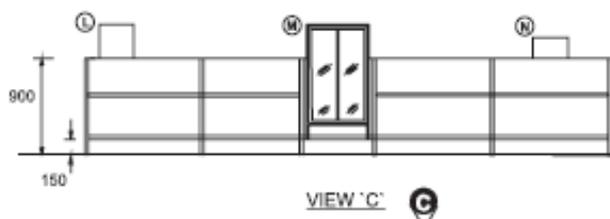
- A Mechanical exhaust
- B Fryer
- C Stainless steel
- D Staff personal effects storage
- E Stainless food preparation sink
- F Chemical storage unit
- G Stainless steel hand wash basin 400mm by 500mm
- H Upright scope commercial refrigeration unit
- I Scope upright drinks fridge
- J Dry goods pantry
- 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



- 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.

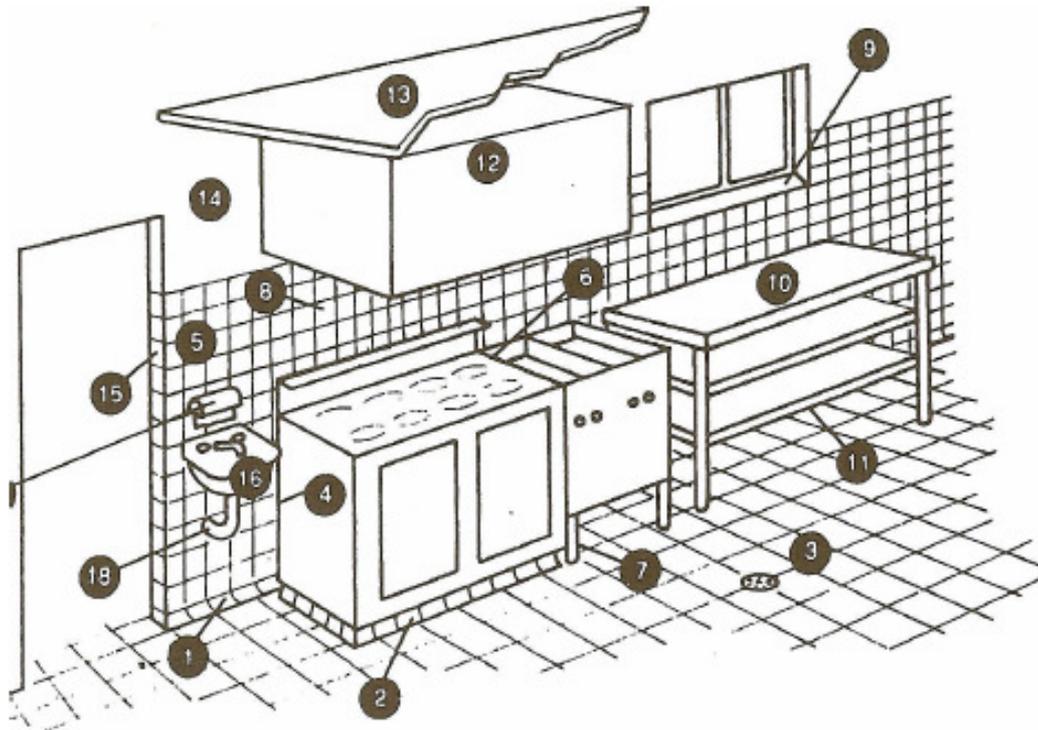


- PLUMBING ss basin, knee operated mixer tepid & cold water ss sinks, lever mixer tap, hot and cold water.



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

Appendix 2. 3D Example Plans



Requirements – Typical Food Preparation Area

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