

Application for:

Design and/or Fit Out of a food premises, place or vehicle

Alteration of a food premises, place or vehicle

Pursuant to the *Food Act 2006*, *Food Hygiene Regulation 2006* and within the Local Government area of Hinchinbrook.

Note: Prior to operation of your food premises an on site inspection must be carried out before a licence is issued.

To: Chief Executive Officer

### Applicant details

Please complete this section in full	
Full Name: (Proprietor/s)	
Company Name (if Applicable):	
Trading name of Establishment:	
Postal Address:	
Premises address:	
Name of Shopping Centre (If applicable):	
Real Property Description:	
Contact Name for this application	
Telephone	Facsimile
E-mail	Mobile

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Authorised By: Manager Environmental Health Services

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## Approval details

Please indicate all other approvals appropriate to this application.

Approval Type	Approval Number
Development approval number	
Trade waste approval number	
Building approval number	
Plumbing and drainage approval number	
Other - please specify	

## Operational details

### Skills and knowledge of food handlers

Requirement	Staff
Number of staff to work in food business	
Has the applicant undertaken food hygiene training	
Have proposed staff undertaken food hygiene training	
NOTE: A food handler must have skills and knowledge commensurate with their work activities. For example a food handler in a retail outlet prepares, stuffs and cooks whole chickens. The food handler must have appropriate skills and knowledge in both food safety and food hygiene matters to ensure that the chicken is prepared safely for sale. Formal training may not be required.	

### Food Transport and Mobile Food Vending Details

Transport vehicle	Registration and/or make
Transport vehicle details:	
Refrigerated vehicle details:	
Commercial cool boxes:	
NOTE: Include details of vehicles used by your food business to transport food for sale. All food must be protected from contamination. Potentially hazardous food must be transported under temperature control.	

## Food Recall

If your business wholesale supplies, manufactures or imports food you will need to attach your written recall plan with this application. Food Standards Australia New Zealand have produced the *Food Industry Recall Protocol A GUIDE TO CONDUCTING A FOOD RECALL 5<sup>TH</sup> EDITION JULY 2001* to assist in preparing a food recall plan. This document is available free of charge from the FSANZ web site. Documented food recall system attached .

Design and fit-out all information included in this section is to be clearly indicated on the submitted plans. (i.e. colour, design and fit-out material)

Design and fit-out Criteria are indicated above each section that you need to complete. This provides guidance on fit-out design and materials to assist in completing this part of your application

This information has been compiled to assist you in making decisions on the design and fit out of your food premises and the construction material proposed for use.

The "Performance Criteria" gives 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" column lists suggested "best practice" solutions to meet the performance criteria. Any proposal that is not listed in this section will require documented proof that the design and construction will not effect the production of safe food.

Please telephone your Environmental Health Officer, Rosemaree Strong on 4776 4607 if you wish to discuss any alternative proposal.

Note: "FSS" means Food Safety Standard and 'SFA' means Safe Food Australia

## Walls

Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 3 Clause 11 SFA pg 155	<ul style="list-style-type: none"> <li><b>q</b> Appropriate for activities to be carried out</li> <li><b>q</b> Provided to protect food from contamination</li> <li><b>q</b> Sealed to prevent entry of dirt, dust and pests</li> <li><b>q</b> Impervious</li> <li><b>q</b> Easily &amp; effectively cleaned</li> <li><b>q</b> Unable to provide harbourage for pests</li> </ul>	<ul style="list-style-type: none"> <li><b>q</b> Ceramic tiles</li> <li><b>q</b> Gloss painted FC sheeting</li> <li><b>q</b> Impervious panelling</li> <li><b>q</b> Smooth finish provided</li> <li><b>q</b> Splash backs provided to sinks and benches</li> <li><b>q</b> Heat resistance material behind cooking equipment</li> </ul>
Fit-Out Material -(enter information here)		Indicated on Plans? (yes/no)

## Floors

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

Note: Floors for temporary food premises that are unlikely to pose any risk of contamination of food are exempt, provided the food business has obtained the approval in writing of the Local Council.

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## Ceilings

Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 3 Clause 11 SFA pg 155	<ul style="list-style-type: none"> <li>q Appropriate for activities to be carried out</li> <li>q Provided to protect food from contamination</li> <li>q Sealed to prevent entry of dirt, dust and pests</li> <li>q Impervious</li> <li>q Easily &amp; effectively cleaned</li> <li>q Unable to provide harbourage for pests</li> </ul>	<ul style="list-style-type: none"> <li>q Suspended ceiling</li> <li>q Gloss painted FC Sheeting</li> <li>q Impervious panelling</li> <li>q Smooth finish provided</li> </ul>
Fit-out Material (enter information here)		Indicated on Plans? (yes/no)

## Food transport vehicles

Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 17 SFA pg 178	<ul style="list-style-type: none"> <li>q Must be designed and constructed to protect food if there is a likelihood of contamination during transport</li> <li>q Easily and effectively cleaned</li> <li>q 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>q Smooth impervious surfaces to the compartment</li> </ul>
Fit-out Material (enter information here)		Indicated on Plans? (Yes/No)

## Water supply

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

### Sewerage and waste water

Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 5 SFA pg 143	<p>Must have a sewerage and waste water disposal system that:-</p> <ul style="list-style-type: none"> <li>q Effectively disposes of all sewage and waste water</li> <li>q Constructed and located so that there is no likelihood of the sewage and waste water polluting the water supply or contaminating the food</li> </ul>	<ul style="list-style-type: none"> <li>q Council sewerage system</li> <li>q Trade waste agreement</li> <li>q Septic system and absorption trenches - in unsewered areas.</li> <li>q Aerated Septic system (ie Biocycle) – in unsewered areas.</li> </ul>
Approved Connection e.g. connected to town sewer		Indicated on Plans?

### Garbage and waste storage

Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 6 SFA pg 144	<p>Must have facilities that:-</p> <ul style="list-style-type: none"> <li>q Adequately contain the quantity and type of waste and recyclable matter</li> <li>q Enclose the garbage or recyclable matter, if necessary to keep pests and animals away</li> <li>q Designed and constructed to be easily and effectively cleaned</li> </ul>	<ul style="list-style-type: none"> <li>q Wheeled refuse container</li> <li>q Commercial (bulk) refuse container</li> <li>q Approved storage area</li> <li>q Serviced by an approved contractor</li> <li>q Lidded containers within the premises</li> <li>q Plastic or similar material</li> </ul>
Type of Bins & Location of Storage		Indicated on Plans?
<p>ie Bulk / Wheelie Bin</p>           <p>Kitchen Disposal Facilities</p>		

## Lighting

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

## Fixtures and fittings

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

## Ventilation

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

## Washing facilities (preparation and cleaning purposes)

Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 12 SFA pg 159	<ul style="list-style-type: none"> <li>q 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>q Double bowl sink, or</li> <li>q Single bowl sink &amp; dishwasher</li> <li>q Glass washer provided</li> </ul>
Details of sinks and equipment		Indicated on Plans?

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## Storage facilities

Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 15 SFA pg 175	<ul style="list-style-type: none"> <li>q 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>q Located where there is no likelihood of stored items contaminating food or food contact surfaces</li> </ul>	<ul style="list-style-type: none"> <li>q Separated staff room</li> <li>q Clearly designated shelf/cupboard – staff items</li> <li>q Separated chemical/cleaning items storage room</li> <li>q Clearly designated shelf/cupboard – chemical/cleaning items storage</li> <li>q Locker</li> </ul>
Fit-out Material		Indicated on Plans?

## Toilet facilities

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

## Cleaning and sanitation

Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.2 Division 5 Clause 20 SFA pg 104	<ul style="list-style-type: none"> <li>q Ensure all equipment and utensils are in a clean &amp; sanitary state</li> <li>q 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>q does not compromise the safety of the food which it may come in contact with</li> <li>q does not permit the transmission of infectious disease.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>q Sink                             <ul style="list-style-type: none"> <li>q water at 50°C and detergent</li> </ul> </li> <li>q Dishwasher                             <ul style="list-style-type: none"> <li>q water at 75°C</li> <li>q water at 50°C and detergent</li> </ul> </li> <li>q Glass Washer                             <ul style="list-style-type: none"> <li>q water at 50°C and detergent</li> </ul> </li> </ul>
Type and Usage		Indicated on Plans?



## 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>q 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>q Thermostat &amp; gauge provided to all units</li> <li>q 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.

Details/Specifications	Indicated on Plans?

## Hand washing facilities

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

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## 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>q Be appropriate for activities to be performed</li> <li>q Adequate space</li> <li>q Permit effective cleaning and sanitising</li> <li>q Exclude dirt, dust, fumes, smoke and other contaminants</li> <li>q Not permit the entry of pests</li> <li>q Not provide vermin harbourage</li> </ul>	<ul style="list-style-type: none"> <li>q Appropriate location in relation to other activities</li> <li>q Adequate floor space</li> <li>q No cracks or crevices</li> <li>q Vermin proof construction</li> <li>q Vermin proof strip to external doors</li> <li>q Insect screening to windows or similar</li> <li>q Insect screening to doors or similar</li> <li>q Ceiling entries vermin proof</li> <li>q Conduits vermin proof</li> </ul>
Details/Specifications		Indicated on Plans?

## Food storage / display

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

I/WE enclose the prescribed fee of: see Schedule 1

Signature: .....

Date: .....

Office use only

Fee:	Date:
Receipt No:	Assess No:
Scheduled Category:	File No:
Registration No:	Licence No: