



GUIDE TO THE CONSTRUCTION OF A FOOD BUSINESS



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WHAT IS THIS INFORMATION PACKAGE?

This information package has been compiled to assist existing owners/proprietors, new owners/proprietors, architects and builders comply with relevant structural, fixture and fit-out requirements in food businesses and to explain the approval process(es) required.

RELEVANT LEGISLATION

The following legislation/standards may be relevant to the establishment or fit-out of a food business:

- *Food Act 2003*
- Food Safety Standards (Food Standards Australia New Zealand)
- Relevant parts of the Building Code of Australia including Tas Part H102
- *Building Act 2000* and associated Regulations
- Australian Standard (Food Premises) – AS 4674:2004 – Design, construction and fit-out of food premises
- Australian Standard (Lighting) – AS/NZS 1680.1:2006– Interior and workplace lighting – General principles and recommendations
- Australian Standard (Lighting) – Interior lighting – Industrial tasks and processes
- Australian Standard (Ventilation) - AS 1668.2:2002 – The use of ventilation and airconditioning in buildings – Ventilation design for indoor air contaminant control.
- Australian Standard (Ventilation) - AS/NZS 1668.1:1998 – The use of ventilation and airconditioning in buildings – Fire and smoke control in multi-compartment buildings.
- Australian Standard (Floors) – AS/NZS 4586:2004 – Slip resistance classification of new pedestrian surface materials

Copies of legislation can be obtained from:

- The Printing Authority of Tasmania, 2 Salamanca Place, Hobart
- Tasmania's Consolidated Legislation Online (www.thelaw.tas.gov.au)
- Standards Australia (www.standards.com.au)

COUNCIL CONTACTS

COUNCIL DEPARTMENT	TELEPHONE CONTACT
Planning	(03) 6264 0300
Building & Plumbing	(03) 6264 0300
Environmental Health	(03) 6264 0300



COUNCIL APPROVAL PROCESS

NEW BUSINESSES

The establishment of a new food business may be subject to Council approval from various Departments including Planning, Building and/or Environmental Health.

PLANNING UNIT

The Planning Unit will ascertain the suitability of your proposed business in your chosen location e.g - consideration to zoning, parking availability and other related planning matters.

Planning approval is the first step in the construction of a new food business. You should consult with a Council Planning Officer to determine whether a Development Application is required for your proposal. This may be necessary if you are, for example, constructing a new premise or occupying existing premises but changing the use (e.g – changing an office into a food business). Planning approval may also be required for the erection of signage.

BUILDING UNIT

The Building Unit processes applications and issues Building Permits in accordance with the *Building Act 2000*.

All permits require the services of an accredited Building Surveyor to issue a Certificate of Likely Compliance. This can be either Council's Building Surveyor or an externally privately engaged Building Surveyor. As part of the certification process, you may be required to engage other accredited building practitioners such as a building designer/architect or mechanical and/or electrical engineer.

Please note:

1. A Building Permit cannot be issued unless the Builder contracted to undertake the work is accredited at the appropriate level.
2. You cannot be an 'Owner Builder' if you are the lessee of the premises.

The Building Unit are also interested in all plumbing and drainage aspects of your proposal or fit-out. This particularly relates to such issues as grease-traps for businesses. In most cases, a separate plumbing application does not need to be submitted as this forms a component of your building application. However, depending on the volume and composition of waste likely to be generated, a Trade Waste Permit may be required.

ENVIRONMENTAL HEALTH DEPARTMENT

The Environmental Health Unit are required to assess and approve all plans for new premises and alterations or extensions of existing food premises.

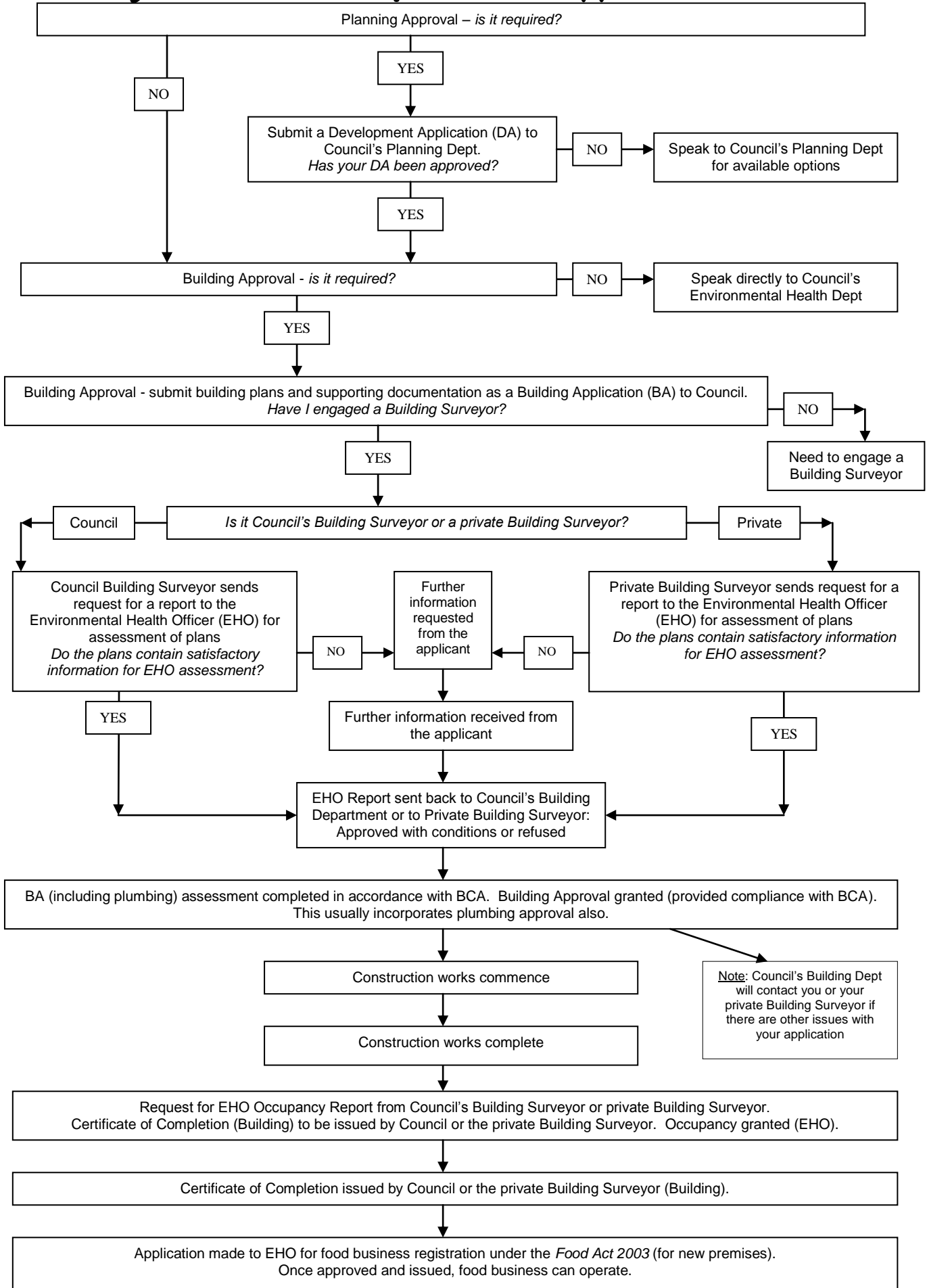
This Unit is concerned with suitability of the premise for food handling and the minimisation of opportunities for food contamination. Food premises, fixtures, equipment and transport vehicles should be designed and constructed to facilitate easy and effective cleaning and where necessary, sanitising. The premise needs to be of an adequate size for its purpose and provided with necessary services of water, waste disposal, light, ventilation, cleaning, staff facilities, storage space and toilet access.

You should advise of any changes to your food business and if necessary they will be assessed, even if Planning or Building approval is not required.

FEES

For all Application fees, please refer to Council's Fee Schedule or contact Council's Customer Service Centre on 6264 0300.

Diagrammatic Process for Council Approval



WHAT AM I REQUIRED TO SHOW ON MY PLANS?

To obtain approval from Council's Building and Environmental Health Units, plans and specifications must be submitted detailing proposed fixtures, fittings, finishes and equipment within the premises.

The plans are to be drawn to scale by an accredited building designer or architect and are to include specific details of:

- Finishes of floors, walls, ceilings, benches, shelves and other surfaces;
- Lighting and electrical installations – types, energy outputs, locations;
- Locations and elevation drawing (cross-section details) of all fixtures and fittings including constructions materials (elevations are to determine heights and widths of equipment);
- Plumbing design and location (including all sinks/services, floor wastes/bucket traps/cleaner's sink, grease traps and sanitary conveniences);
- Refrigeration details such as freezers, chillers, cool rooms, display fridges;
- Position of all exhaust facilities with details and specifications of hood fabrication and performance;
- Details of refuse facilities (rubbish bins, bin storage area);
- Toilets and change rooms (including disabled facilities where required);

Please also include a comprehensive list of all manufacturing processes to be undertaken and foods to be prepared.

Submission of the above details will minimise unnecessary delays in the approval process for the applicant.



WHEN CAN I START CONSTRUCTION WORK?

Construction work can only commence after the following:

- Planning approval has been granted (if applicable)
- Building and Plumbing Permits (incorporating Environmental Health) have been issued.

Please refer to the diagrammatic process for assessment (page 5)



FOR NEW PREMISES.....

WHEN CAN I START OPERATING AS A FOOD BUSINESS?

Stage 1 was the 'design approval' and Stage 2 is the 'approval to operate'.

Prior to operating as a food business, you must have:

- Planning approval (if applicable);
- Building and plumbing approval (incorporating environmental health);
- An Occupancy Report issued by an EHO to the Building Surveyor. Occupancy will not be issued until the EHO has inspected the premise and signed off on the construction;
- A Certificate of Completion issued by Council's Building Unit or Private Building Surveyor.

You then need to apply to Council's Environmental Health Unit for registration as a food business in accordance with the *Food Act 2003*. This form can be posted to you.

In accordance with the *Food Act 2003* all businesses must be registered with the Council of the municipal area in which the food business is located, before food business operations are conducted.

A food business is any business, enterprise or activity that involves the handling of food intended for sale; or the sale of food. This is 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.

The fee applicable to your application is determined upon a risk classification in line with the standards set by Food Standards Australia New Zealand (FSANZ) and their publication *The Priority Classification for Food Businesses*. This is a risk-based system designed to classify food businesses into priority ratings based on the risk they present to public health and safety. Council therefore has three risk categories; low, medium and high.

This application will be examined and a Certificate of Registration issued to the business. A Certificate of Registration requires renewal annually (on 30 June each year). A fee set by Council is also applicable.

Please note that if you have not constructed your kitchen in accordance with the approved plans or have not complied with the conditions of occupancy, Council may withhold issuing your Certificate of Registration or may issue this with conditions that must be complied with, in set time frames.

After this has been issued, you may commence operation as a food business.

Please refer to the diagrammatic process for assessment (page 5)



GUIDANCE ON STRUCTURAL REQUIREMENTS FOR FOOD BUSINESSES

Floor

The floor shall be a smooth, durable non-slip surface that is impervious and free from cracks and other defects. Recommended materials include:

- Epoxy resin
- Polyvinyl sheeting with welded seams

Other approved impervious materials may be used.

You may wish to consult Table 3.1 '*Suitability of Floor Finishes for Food Premises Areas*' of AS 4674:2004 – 'Design, construction and fit-out of food premises'.

Australian Standard (Floors) – AS/NZS 4586:2004 – 'Slip resistance classification of new pedestrian surface materials' is also useful as this provides details on slip resistance for floors.

Please note that floor grading for a floor waste is to be evenly graded (at least 1:100) to ensure suitable fall. Depending on the use of the premises there may be other gradients that are applicable e.g - for wet-down areas. The BCA should be consulted in this instance.

Walls

The walls shall have a surface that is smooth, rigid and durable, impervious and free from cracks and other defects. Walls shall be finished in a light colour (to facilitate cleaning), and if the surface does not consist of a glazed material it shall be painted with washable full gloss paint.

You may wish to consult Table 3.2 '*Suitability of Wall Finishes for Food Premises Areas*' of AS 4674:2004 – Design, construction and fit-out of food premises.

N.B – Polyvinyl sheeting is not considered suitable in areas of kitchens which are exposed to excessive heat or high impact areas.

Coving – Floor/Walls

The angles of all walls and floors of the preparation area shall be coved and sealed. This is to be done in such a manner as to prevent moisture through the joints, facilitate cleaning and ensure that accumulations of dirt, grease etc does not occur.

You may wish to consult Section 3.1.5 '*Coving*' of AS 4674:2004 – 'Design, construction and fit-out of food premises'.

Ceilings

Ceilings shall consist of a smooth, rigid surface that is free from cracks and other defects.

Ceilings shall be constructed in such a manner that offers the least possible opportunity for the lodgement of dust and shall be finished with light coloured, washable full gloss paint (to facilitate cleaning).

Drop-in panel ceilings or 'false ceilings' are not suitable for use in food preparation areas or over areas where open food is displayed or served.

You may wish to consult Table 3.3 '*Suitability of Ceiling Finishes for Food Premises Areas*' of AS 4674:2004 – Design, construction and fit-out of food premises.

Window sills

Where windows are present, windowsills are to be splayed down at an angle (e.g - 45°) and not used as a shelf. This facilitates cleaning and prevents the accumulation of dust and other particles. Sills should be at least 300mm above benches, sinks and appliances.

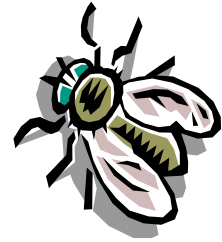
Animals and Pests

Pests must be prevented from entering the premises by providing screens, self-closing doors and other inhibiting mechanisms to all openings, doorways and windows which may be opened e.g - air-curtains, fly-strips or fly-zappers.

There should not be void areas above cupboards, cool rooms etc and all plinths should be of solid construction.

Pests can be eradicated by contracting a qualified pest control company to treat the premises on a regular basis and by providing baits and traps around the premises (including external areas to the building).

It is important to note that precautionary measures must be taken to ensure that pests will not be a problem in a food business.



Lighting

The preparation and storage areas shall be provided with natural or artificial lighting (or both). A minimum light intensity of 200 lux is recommended. Artificial lighting is to comply with AS/NZS 1680.1:2006 and AS/NZS1680.2.4:1997.

Council will condition an application that certification must be provided that the lighting is in accordance with the relevant Standard. To obtain certification, you may need to engage an electrical engineer.

Subdued lighting may be provided in drinking or dining areas.

All lights should be fitted with light diffusers/covers or shatterproof tubes to facilitate cleaning and to prevent contamination of food and the premises should breakage occur.

Ventilation

Adequate natural or mechanical ventilation shall be provided to effectively remove fumes, smoke, steam and vapour from the premise. It is recommended that you check the energy output of certain appliances before considering ventilation options.

A mechanical ventilation exhaust system, in accordance with AS/NZS 1668.1:1998 and AS 1668.2-2002, shall be provided over all cooking appliances and excessive heating appliances. Mechanical extraction hoods are required over all cooking equipment within the premise. An extraction system shall also be provided where there is any dishwasher and other washing/sanitising equipment that vents steam into the area to the extent that there is, or is likely to be, condensation collecting on walls and ceilings.

Where an exhaust canopy is required, plans/diagrams must be submitted with the application to check for design compliance with the Australian Standard. Council will condition an application that certification must be provided that the ventilation is in accordance with the relevant Standard(s). To obtain certification, you may need to engage an electrical or mechanical engineer.

Plinths

All appliances and fixtures that are *not* capable of being easily moved should be installed so that the area underneath the article can be easily cleaned. If this is not possible, they are to be placed on a solid base constructed of impervious material (plinth).

It is recommended that plinths be constructed at a minimum of 75mm in height.

Steel legs and frames used for supporting such appliances and fixtures must have the ends of tubular steel sealed to prevent vermin and insect access.

Shelving

The surface of all shelving shall be smooth, impervious, non-absorbent, free from cracks and defects, and capable of being easily cleaned. Shelving for food storage should not be at a level lower than 250mm above the floor.

If the underside of the shelving is absorbent, it is recommended that the surface be sealed so that it meets these requirements.

Supports and Brackets

Sinks, tubs, draining boards, hand wash basins, heaters, urns, benches, shelving and similar fittings shall be supported on approved frames. If hollow pipe is used the ends must be sealed. Timber framing is not permitted.

You may wish to consult Table 4.5 'Supports for Equipment' of AS 4674:2004 – Design, construction and fit-out of food premises.

Hand Wash Basins

A separate hand wash basin is to be provided with a permanent supply of warm running water through a single outlet. A flick mixer or similar system (e.g – sensor operated) is required for compliance.



The position of hand wash basins will be determined by operations in each area. Hand wash basins are to be located and installed so that they are:

- Unobstructed;
- At bench height either permanently fixed to the wall, to a supporting frame or set in a bench top;
- Easily accessible and no further than 5m from any place where food handlers are handling open food.

The hand wash basin is to be of a size that allows for the effective washing of hands and arms. A minimum recommended size is 400mm x 500mm off the wall.

Liquid soap and single-use paper towels shall be provided in wall-mounted dispensers. A receptacle for used paper towels is to be provided. This is to be of a size that fully contains the amount of waste generated.

Where extensive food preparation occurs, or there is high potential for contamination of hands, hand wash basins may need to be non-hand operated (eg. foot, knee, wrist or sensor operated).

Services Pipes and Conduits

All service pipes are to be concealed in floors, plinths, walls or ceilings. Where this is not possible, such pipes are to be fixed on brackets so as to provide at least 25mm clearance between the pipe and adjacent vertical surface and 100mm between the pipe and adjacent horizontal surfaces.

Where pipes enter into the wall cavity, gaps must be sealed.

Dishwashing Facilities

As a minimum, a stainless steel double-bowled sink with drainer and 150mm integral splashback shall be provided with an adequate supply of hot and cold water. Hot water temperature shall be not less than 80°C for a sink where sanitising will take place.

Approved dishwashing and glass washing machines may also be provided.

A separate sink may be required for food preparation.

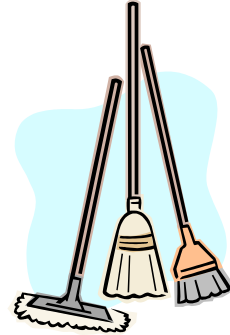
For further information, consult AS 4674:2004 – 'Design, construction and fit-out of food premises'.

Refrigeration

Sufficient refrigeration shall be required for the storage of all perishable foods. Where an approved coolroom is installed the shelving must comply with the Minister's Standards for Shelving in Refrigerated Cool rooms. Cool rooms require coving at all floor/wall junctions. Racks, shelves and other surfaces shall be smooth, non-absorbent, easily cleanable and non-corrosive.

Storage of Cleaning Materials and Equipment

A separate room or enclosure shall be provided for the storage of cleaning materials and equipment. This equipment is to be stored separately to any food.



Storage of Garbage

All trade refuse is to be stored in an impervious receptacle with a close fitting cover. An external enclosure shall be provided at an approved site for the storage of garbage.

Storage enclosures, where required, shall be constructed of solid impervious material. The floor shall be paved, graded and drained through a silt trap, to the sewer and the area shall be provided with a hose tap connected to the water supply.

Fats and oils should be collected and stored in drums. Do not wash them down the floor wastes or stormwater drains. There are various companies that collect and remove these wastes.

Refuse receptacles used in the food preparation areas should be located in a suitable position where cross-contamination cannot occur. Bins should be provided with a plastic liner and a lid and must be maintained in a clean condition. They must also be of a size that will fully contain the amount of waste generated.

Staff Personal Effects or Lockers

Staff room, lockers or separate facilities shall be provided for storage of street clothing and personal effects of employees.

Grease Traps

Grease traps are generally required in most food premises. This is for the adequate disposal of fats and oils other than those disposed of in drums (i.e. during dishwashing). Plumbing Plans should be submitted for compliance with the Tasmanian Plumbing Code and Council's Policy for the Discharge of Trade Waste to Sewers. Grease traps need to be regularly maintained. The size of the grease trap may vary depending on your business.

Cleaner's Sinks

Access to a cleaner's sink is required.

This will provide for the disposal of mop water and similar liquid waste. This is to be located in a separate area(s) from where open food is handled.

Floor Waste Gully

A floor waste gully may be required depending on the nature of the business.

Outdoor/Indoor Dining Areas

The provision of outdoor and indoor dining areas is covered by the BCA. You will need to contact your Building Surveyor for further information.



Sanitary Conveniences

The provision of sanitary facilities required for staff and patrons are determined by the Building Code of Australia (BCA).

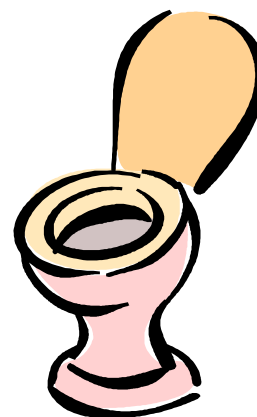
Food businesses must ensure that all staff and food handlers are provided with adequate toilet facilities.

There is to be no direct access between the toilets and any part of the food premises. Toilet facilities are to be separated from areas where food is handled, displayed or stored.

An air lock (intervening ventilated space) is to be provided with self-closing devices fitted to each door or an adequate screen may be provided in some cases.

All toilets must be provided with a constant supply of warm running water, liquid soap and single-use paper towels for hand washing.

Mechanical ventilation may be required depending on the location of the sanitary compartment.



Staff and Food Handlers:

- If there are less than 10 staff working at the food premises then a unisex toilet facility is acceptable.

Licensed facilities and eating houses with more than 20 patrons:

- Sanitary facilities shall be provided in licensed (liquor) eating-houses and in eating houses where there are more than 20 patrons. If the premise is licensed, facilities cannot be combined; they must be separate (separate male and female).

Accessible Toilets:

- Accessible toilets are required in all newly constructed premises and may be required when alterations, additions or a change of use are undertaken on an existing property. This must be in accordance with the BCA.

The following table is an extract from the BCA detailing facilities required for patrons. This covers the deemed-to-satisfy building requirements for restaurants, cafes and bars.

Persons		Facilities required in Restaurants in accordance with BCA Deemed - to - satisfy				
Type	No.	closet fixtures	washbasins	urinals	people with disabilities	Combined
M	10	nil	nil	nil	nil	nil
F	10	nil	nil	nil	nil	nil
M	25	1	1	1	1 unisex facility	unisex facility *
F	25	1	1			male - 1 urinal [+ basin] **
M	50	1	1	1	1 unisex facility	unisex facility *
F	50	2	1			male - 1 urinal [+ basin] ** female - 1 closet [+ basin] **
M	100	1	2	2	1 unisex facility	unisex facility *
F	100	3	2			male - 2 urinals 1 basin female - 2 closets 1 basin
M	150	2	2	3	1 unisex facility	unisex facility *
F	150	4	2			male - 1 closet 1 basin 3 urinals female - 3 closets 1 basin
M	200	2	2	4	1 unisex facility	unisex facility *
F	200	4	3			male - 1 closet 4 urinals 1 basin female - 3 closets 2 basins

Notes:

* These requirements would not comply with Tas H103.4 if Restaurant licensed because of the requirement for separate facilities.

** To be practical an additional basin would be required because the other basin is in the unisex facility.

It is strongly recommended that you contact the Building Surveyor to determine if your premises require accessible toilets, prior to submitting an application.

MOBILE FOOD BUSINESSES

What is a mobile food business?

A mobile food business is not a temporary premises. The term means a permanent food premises that can be moved to new locations and might return to a base overnight i.e. food van. The design, construction and fit-out can be restricted by space, weight and the need to be self sufficient in water supplies and waste disposal.

Do I need Planning Approval?

You will need to confirm whether you require Planning Approval.



Do I need Building Approval?

Building Approval is not required if the vehicle is going to be a registered vehicle.

In any other case, you should confirm with Council's Building Unit if approval is required.

Do I need Environmental Health Approval?

It is strongly recommended that you contact a Council Environmental Health Officer (EHO) very early in the planning of your mobile food business to discuss your proposal and advise of the extent of food handling you intend to undertake.

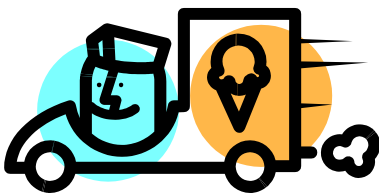
Whilst full building plans may not need to be submitted, Council's EHO will still ultimately need to approve the mobile food business for registration as a food business under the *Food Act 2003*.

When designing and fitting out a mobile food vehicle, you must ensure it can meet the required outcomes of the *Food Safety Standards*.

Please refer to pages 8-12 for guidance on structural requirements.

If my mobile food business is approved and registered, can I operate anywhere?

Please refer to page 7 for registration requirements under the *Food Act 2003*.



If you are a registered food business, your Certificate of Registration may entitle you to operate at other events either within the Huon Valley or in other Municipalities. However, you should always call the relevant Council to confirm if this is adequate or if there are other requirements for the particular event.

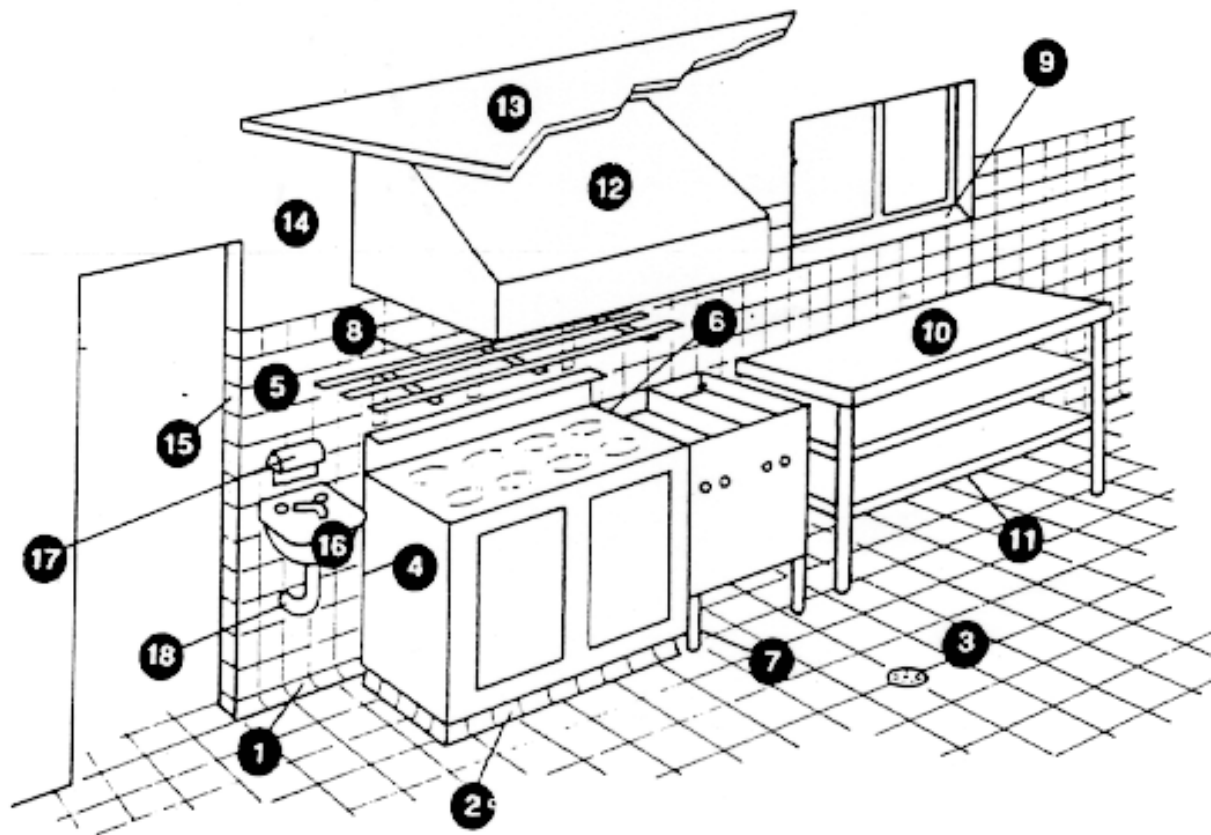
If you wish to operate from the side of the road, i.e. as a Hawker, you will need to obtain a permit from the relevant Council. Please note that in the Huon Valley, a Hawker's Licence will not be issued for the sale of products on the side of non-Council maintained roads e.g – Huon Highway, Channel Highway. In assessing a Hawker application, consideration is also given to such issues as traffic management i.e – if the area is a 100km zone.

If you wish to sell products on Council land, please contact Council's Planning Department.

How do I dispose of waste and wastewater?

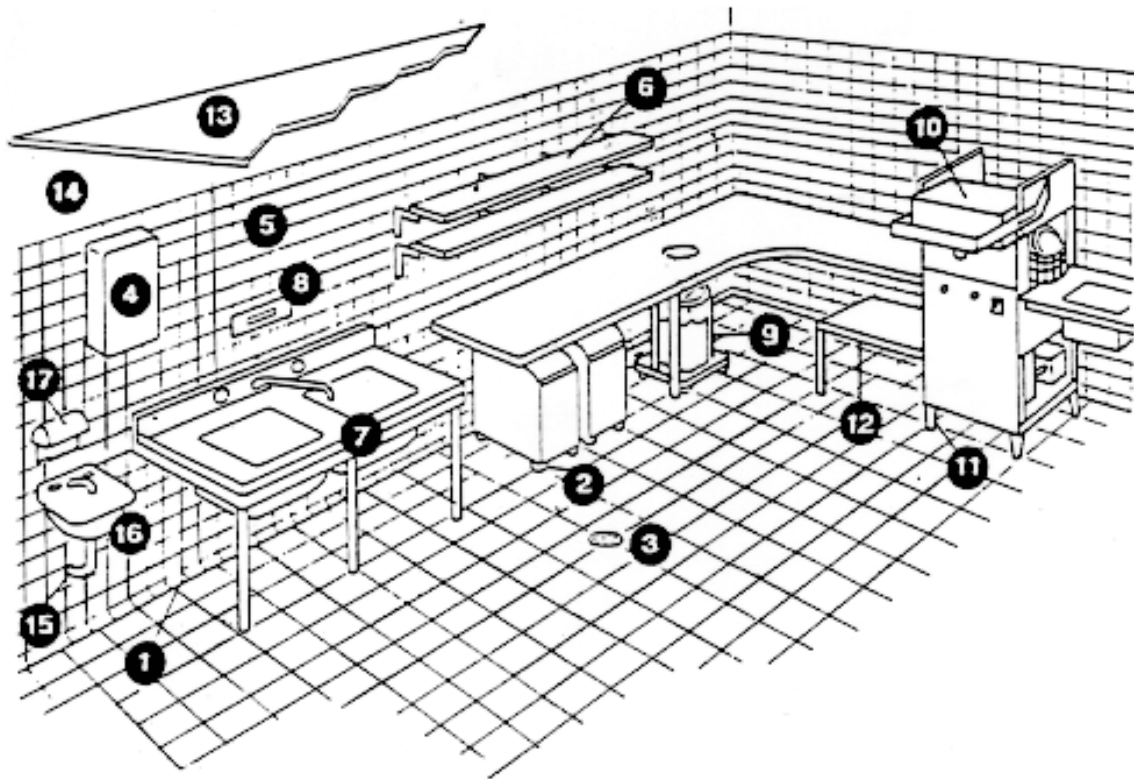
Depending upon the volume generated, disposal of waste/wastewater needs to be organised through a private waste contractor. Numbers can be obtained from the phone book.

EXAMPLE: FOOD PREPARATION AREA



- | | |
|--|--|
| 1. Floor / Wall Coving | 10. Preparation Bench – Steel Framed |
| 2. Plinth | 11. Bottom Shelf 250mm above Floor |
| 3. Impervious Floor Graded and Drained | 12. Mechanical Exhaust Ventilation Canopy |
| 4. Fittings Sealed to Wall or 150mm Clear | 13. Rigid Smooth Faced Ceiling |
| 5. Walls Tiled to 1800mm | 14. Smooth Cement Rendering |
| 6. Sealing between Fittings | 15. No Timber Door Frames |
| 7. Legs 150mm min. | 16. Hand Basin, Hot and Cold Water Mixing Set |
| 8. Open Design Racks | 17. Soap and Towel Dispenser |
| 9. Splayed Windowsill 300mm above Prep bench | 18. Water and Drainage Pipes concealed in Wall |

EXAMPLE: WASH-UP AREA



- | | |
|--|---|
| 1. Floor / Wall Coving | 10. Dishwasher with Temperature Indicating Device |
| 2. Castors to Underbench Storage | 11. Legs 150mm min. |
| 3. Impervious Floor Graded and Drained | 12. Bottom Shelf 250mm above Floor |
| 4. Hot Water Heater Sealed to Wall | 13. Rigid Smooth Faced Ceiling |
| 5. Walls Tiled to 1800mm | 14. Smooth Cement Rendering |
| 6. Shelving 25mm Clear of Wall | 15. Water and Drainage Pipes Concealed into Walls |
| 7. Sink Unit on Metal Frame | 16. Hand Basin, Hot and Cold Water Mixing Set |
| 8. Thermometer | 17. Soap and Towel Dispenser |
| 9. Garbage Receptacle | |

Source: Australian Standard (Food Premises) – AS 4674:2004 – Design, construction and fit-out of food premises (Figure 4.2)

NOTES

It should be noted that this document is intended only as a guide to assist in the establishment of a new food business or the alteration or extension of existing food businesses.

Council's Environmental Health Unit should be contacted for more specific details. You should liaise closely with the EHO through planning, construction and beyond as this will prove most beneficial.

For further information, please contact Council's Customer Service Unit:

In person: 40 Main Street, HUONVILLE TAS 7109;

Via email: hvc@huonvalley.tas.gov.au;

Via telephone: 03 6264 0300;

By mail: PO Box 210, HUONVILLE TAS 7109