

## New Food Business Checklist

*The Food Act 2008* requires all food premises to comply with the Food Safety Standards.

### 1. Kitchen design and layout plan

A well designed food premises makes for safer and more efficient food production

Use the following checklist to ensure your plans allow for the minimum requirements;  
Tick ✓ OR Cross X

#### Floors, Walls and Ceilings

- No exposed timber, brick or unsealed concrete in food areas
- Wall and floor finishes are smooth, impervious and washable and free of rough joints, cracks, and crevices

#### Fixtures, Fittings and Equipment

- Access to hot potable running water
- A dedicated permanent hand wash basin, soap and towel dispenser in food preparation areas preferably hands-free and near staff entrances (must be single mixer outlet)
- A double bowl sink and/or dishwasher adequate for largest equipment with draining/drying space
- Disposal points for all sewerage and wastewater i.e. cleaner's or sluice sink
- Drainage points in the floor designed to prevent pooling of water
- Grease traps are provided. Contact Water Corporation to determine if needed
- All benches, shelving, trays and equipment etc capable of being moved or easily and effectively cleaned
- Sufficient ventilation and design to effectively exclude dirt, dust, pests, fumes, smoke, steam and vapours from the food premises i.e fly screens or flashing on base of doors and mechanical exhaust ventilation
- Adequate lighting to all food preparation areas
- Toilet facilities separate from food handling areas with handwashing facilities

#### Storage

- Garbage disposal areas with effective bins that contain the rubbish and prevent access by pests.
- Adequate space for all equipment, food activities and storage of refrigerated food, chemicals, personal items, office materials.
- Pest control measures are in place

Please allow at least 10 working days prior to the date of operation for the processing of the final application once approved at final inspection.

Completed forms can be emailed to [council@cgg.wa.gov.au](mailto:council@cgg.wa.gov.au) or hand delivered to customer service at 63 Cathedral Avenue, Geraldton. They can also be downloaded from [www.cgg.wa.gov.au](http://www.cgg.wa.gov.au)

## 2. Complete the” Environmental Health Food Act 2008 Notification/Registration of a Food Business form” and submit this along with your plans and payment of the required fee.

Once the Environmental Health Team receives your application they will assess your proposal and if necessary contact you to discuss before any construction begins to ensure that you are on the right track whilst complying with FSANZ 3.2.3, Food Premises and Equipment.

When you submit plans please ensure you provide labels and information about the types of materials used in your kitchen

*If your premises or shop was not originally a food business, you may need to contact The City’s Town Planning Department for a change of use permit before further approvals can take place.*

## 3. Arrange for an inspection once the kitchen is completed

A ‘Certificate of Registration’ will only be issued once a Health Officer has assessed and approved your food premises

To ensure a successful first off approval, please provide evidence of the following before the final inspection;

- All cleaning products including detergents, food grade sanitiser and cleaning aids such as brooms, hoses and fittings
- Temperature measuring device
- All fridges, freezers and hot-holding units operating at the correct temperatures i.e. below 5C or above 60C
- Necessary food training for staff and record keeping procedures

***Please Note: Applications will NOT be processed until payment has been made. Please visit our customer service office to ensure payment is made at the front counter to avoid any delays.***

## Need more information?

“Safe Food Australia” is a great place to start to read more about your responsibilities under the Food Standards Code. You can access the guide online;

[http://www.foodstandards.gov.au/publications/documents/complete\\_safefood.pdf](http://www.foodstandards.gov.au/publications/documents/complete_safefood.pdf)

- **AS4674-2004** Construction and fit out of food premises
- **AS 1668** The use of ventilation & air-conditioning in buildings
- **FSANZ 3.2.3** Food Premises & Equipment
- **FSANZ 3.2.2** Food Safety Practices & General Requirements
- **Training:** <http://www.imalert.com.au/foodsafety/training/welcome.php?sub=cgg>

*Please contact the City on (08) 9956 6600 if you have any further questions or queries*

