



# INFORMATION KIT | New Food Premises



2023

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# Contents

<b>INTRODUCTION</b> .....	<b>5</b>
<b>FOOD BUSINESS RISK CLASSIFICATION</b> .....	<b>6</b>
Class 1, Class 2, Class 3 & Class 4.....	6
<b>REGISTERING A NEW FOOD BUSINESS</b> .....	<b>7</b>
DEVELOP AND SUBMIT YOUR NEW FOOD PREMISES PROPOSAL .....	7
INSPECTION OF THE PROPOSED SITE (OPTIONAL) .....	7
CONSULT WITH OTHER DEPARTMENTS.....	7
BEFORE FINAL APPROVAL IS GIVEN AND PRIOR TO OPENING YOUR BUSINESS .....	8
HAVE A FINAL INSPECTION CONDUCTED .....	8
FOOD SAFETY SUPERVISOR NOMINATION.....	8
ESTABLISH A TRADE WASTE AGREEMENT .....	8
OBTAIN A FOOD SAFETY PROGRAM .....	8
REGISTRATION OF YOUR FOOD BUSINESS .....	9
MAINTAIN YOUR FOOD ACT REGISTRATION .....	9
<b>COUNCIL DEPARTMENTS</b> .....	<b>10</b>
Planning Department.....	10
Building Department .....	10
Traffic & Local Law Department .....	10
Economic Development Department .....	10
<b>CONSTRUCTION GUIDELINES FOR COMMERCIAL PREMISES</b> .....	<b>11</b>
INTRODUCTION .....	11
DESIGN & MATERIALS.....	11
FLOORS.....	12
WALLS .....	12
CEILINGS .....	13
LIGHTING .....	13
VENTILATION.....	14
FOOD STORAGE .....	15
HAND WASH BASINS .....	15
FOOD PREPARATION SINK .....	16
EQUIPMENT/UTENSIL CLEANING.....	16
CHEMICAL & CLEANING EQUIPMENT STORAGE.....	17
CLEANERS SINK .....	17
STAFF/PERSONAL STORAGE .....	18
WATER SUPPLY .....	18
FIXTURES, FITTINGS & EQUIPMENT .....	18
GARBAGE BIN WASH AREA .....	19
COMMERCIAL WASTE.....	19
TOILETS.....	20
SMOKE-FREE DINING .....	21

PROPRIETOR'S NAME .....	21
FOOD TRANSPORT VEHICLES .....	21
<b>EXAMPLES OF OPERATIONS/CRITERIA FOR JUDGING THE ADEQUACY OF EQUIPMENT PROVISIONS</b>	<b>22</b>
<b>FOOD HYGIENE TRAINING REQUIREMENTS .....</b>	<b>23</b>
<b>FOOD SAFETY SUPERVISOR COMPETENCIES .....</b>	<b>24</b>
<b>REGISTERED TRAINING ORGANISATIONS .....</b>	<b>25</b>
<b>FOOD SAFETY CONSULTANTS .....</b>	<b>26</b>
<b>FOOD SAFETY PROGRAMS .....</b>	<b>27</b>
FOOD SMART TEMPLATE .....	28
ELECTRONIC FOOD SAFETY RECORDS/APPS .....	28
<b>FOOD LABELLING .....</b>	<b>29</b>
<b>FOOD ALLERGENS .....</b>	<b>30</b>
<b>COMMERCIAL WASTE .....</b>	<b>31</b>
TRADE WASTE AGREEMENT .....	31
GENERAL WASTE / RECYCLING .....	31
WASTE OIL .....	31
<b>TEMPORARY FOOD PREMISES .....</b>	<b>32</b>
<b>SUSTAINABLE FOOD BUSINESSES .....</b>	<b>33</b>
<b>FOOD SAFETY INFORMATION AT YOUR FINGERTIPS .....</b>	<b>34</b>
<b>GLOSSARY .....</b>	<b>35</b>
<b>FINAL APPROVAL CHECKLIST .....</b>	<b>36</b>
<b>PLAN - TYPICAL EXAMPLE REQUIREMENTS FOR PROPOSED FOOD PREMISES .....</b>	<b>38</b>
<b>PLAN - TYPICAL EXAMPLE REQUIREMENTS FOR PROPOSED DOMESTIC KITCHEN .....</b>	<b>39</b>

## INTRODUCTION

All commercial food businesses, including mobile food businesses and food businesses operating from residential dwellings that handle, store or prepare food for sale must be registered with the local Council under the Food Act 1984.

All new food businesses must be granted Food Act Registration by Council prior to commencing trade.

This information kit has been developed by Council to assist in this registration process. The information has been prepared as guidance material to assist in compliance with the Food Act 1984 and food safety standards.

**Business Concierge** is your point of contact within Council and will guide you through the new Food business application processes from the beginning right to the very end. You can contact Concierge on 03 9688 0200 or [Concierge@maribyrnong.vic.gov.au](mailto:Concierge@maribyrnong.vic.gov.au)

### NOTE

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Applicants wishing to register their private residential dwelling as a food business with Council must comply with all requirements outlined in this information kit.

Council will only consider registering **Class 3 food businesses** situated in **residential dwellings**.

Refer to Food Business Risk Classification Section for further information.

# FOOD BUSINESS RISK CLASSIFICATION

In Victoria, every food business must be assigned a food business risk classification by Council.

## CLASS 1, CLASS 2, CLASS 3A, CLASS 3 & CLASS 4

This classification system is based on food safety risks associated with the food handling activities at different types of food businesses.

### CLASS 1

Food businesses predominately handling potentially hazardous foods that are served to Vulnerable persons.

**Types of businesses:** *Hospitals, Child Care Centres providing long day care and Aged Care Facilities such as Nursing Homes and Hostels*

### CLASS 2

Food businesses handling any unpackaged potentially hazardous foods requiring correct temperature control during the handling process, including preparation, storage, cooking and service to keep them safe.

**Types of businesses:** *Restaurants, Cafes, Hotels, Takeaways, Caterers*

### CLASS 3

Food businesses supplying or handling low risk unpackaged foods; or selling pre- packaged potentially hazardous foods that require refrigeration.

**Types of businesses:** *Convenience Stores, Greengrocers, Canteens, Service Stations*

### CLASS 3A

- Businesses offering accommodation and preparing/cooking high risk foods for immediate consumption for Guests.
- Home Based food businesses producing chutney, relish, salsa's, tomato sauce or similar.

**Types of businesses:** *Bed & Breakfast, Accommodation getaway premises and home based businesses.*

### CLASS 4

Food businesses selling low risk Pre-packaged foods.

**Types of businesses:** *Newsagents selling frozen ice creams and packaged snacks; Milk Bars selling low risk pre-packaged food and/or milk in a sealed container*

Your assigned Environmental Health Officer will determine which risk classification your business falls under.

Further information can be obtained by visiting: [Starting a food business - what you need to know \(health.vic.gov.au\)](http://www.health.vic.gov.au/starting-a-food-business)

# REGISTERING A NEW FOOD BUSINESS

It is important to read through all of the information in this kit to know what Council requires in order to obtain a certificate of Food Act Registration.

## DEVELOP AND SUBMIT YOUR NEW FOOD PREMISES PROPOSAL

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It is important that you provide Council with detailed information about your food handling and food processing activities. Your New Food Business Proposal should include the following at a minimum in order to be considered for approval:

1. **Type of premises** (e.g. restaurant, café, caterer, etc) and **location**.
2. **Types of foods**; list specific foods that you will be preparing or storing onsite, including a current menu; list where food ingredients/products will be purchased from (\*it is important that all suppliers are registered to sell food).
3. **Types of food processes**; outline how you will process food products; how you will ensure that food products are maintained safe during processing; how long you are able to store the food you process/purchase before sale.
4. **Your customers**; retail or wholesale customer base; whether you will be supplying food products to childcare centres, hospital kitchens, or aged care facilities.
5. **Quantities of** food sold and prepared; quantities sold on a daily to weekly basis.
6. **Food transportation**; method of transportation of food to/from your premises; methods of ensuring safety during transportation.
7. **Number of staff** both full-time and part-time.
8. Whether you will be **repackaging any food products**.

Further assistance is also available from Food Safety Consultants/Auditors who can assist in developing your food business proposal.

A Food Safety Auditor list can be accessed at: [www.health.vic.gov.au/food-safety-auditor-list](http://www.health.vic.gov.au/food-safety-auditor-list)

## INSPECTION OF THE PROPOSED SITE (OPTIONAL)

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Council recommends that you request a site assessment of your proposed premises where you wish to register your food business. This will assist in determining whether the property is suitable for the operation of the proposed food business. This site assessment is recommended prior to the purchasing or signing a leasing agreement.

Upon receipt of this form with the appropriate payment, one of Council's Environmental Health Officers will make contact to arrange an appointment time. Council provides an option for a 5 day or 10 day business service.

## CONSULT WITH OTHER DEPARTMENTS

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To ensure that you meet all of Council's requirements, consultation should also be sought from Council's Planning, Building and Local Law Departments.

Council's Concierge will be able to guide you through this process to ensure you have the correct permits for your business.

## **BEFORE FINAL APPROVAL IS GIVEN AND PRIOR TO OPENING YOUR BUSINESS**

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You must apply for a Food Act Registration through Concierge at Council.

If registering as a company:

- A copy of the certificate of the Company Certificate is required.
- Proof that the applicant signing on behalf of the company is a Director of the company.

This is an annual registration which must be renewed with Council's Environmental Health Section each year.

## **HAVE A FINAL INSPECTION CONDUCTED**

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You must contact your Environmental Health Officer to make an appointment for a final inspection to verify that all works have been satisfactorily completed to the required food standards and the Food Act 1984.

This must be undertaken prior to opening the business. Please allow 2 business days notice to ensure obtaining an appointment. (Refer to final approval checklist to assist you in obtaining final approval)

## **FOOD SAFETY SUPERVISOR NOMINATION**

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- Nominate one person as your businesses Food Safety Supervisor (FSS). Class 1 & 2 businesses only.
- Provide to Council a copy of your Food Safety Supervisors Food Hygiene Training Certificates.

**(For more information about Food Safety Supervisors, please refer to the 'Food Hygiene Training Requirements' and Food Safety Supervisor Competencies' sections)**

### **NOTE:**

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Businesses requiring **more than ONE (1) final inspection** will incur a fee.

## **ESTABLISH A TRADE WASTE AGREEMENT**

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Submit to Council a copy of your trade waste agreement, issued by Greater Western Water.

For more information about Trade Waste Agreements refer to Commercial Waste section.

## **OBTAIN A FOOD SAFETY PROGRAM**

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A Food Safety Program is a written plan that explains how each business manages their food safety risks. Class 1 and Class 2 food premises are required to maintain a Food Safety Program appropriate to their food business activities and have it onsite.

The Food Safety Program, which must be in an approved format can be obtained from Council. Alternatively the template can be accessed free of charge at: [www.health.vic.gov.au/food-safety/foodsmart](http://www.health.vic.gov.au/food-safety/foodsmart)

Businesses can also assess [www.health.vic.gov.au/food-safety/foodsmart](http://www.health.vic.gov.au/food-safety/foodsmart) and complete the Food safety program online.

Council is unable to approve new food premises applications without the required documentation.

## **REGISTRATION OF YOUR FOOD BUSINESS**

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A certificate of Food Act registration is issued for your food business when all of Council's requirements have been met. This certificate must be kept on the premises at all times.

Registration of your business must be renewed annually. The registration period is from the 1<sup>st</sup> January to the 31<sup>st</sup> December with invoices being issued in November and payment being due around the 31<sup>st</sup> December.

## **MAINTAIN YOUR FOOD ACT REGISTRATION**

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To ensure your business can continue to produce and sell food products you must:-

- renew your Food Act Registration annually to maintain your registration
- ensure your Food Safety Supervisor and their training is up to date
- ensure your Food Safety Program is followed, records completed and they are onsite at all times.
- comply with directions/letters issued by Council.

### **Council undertakes:**

- an annual food safety assessment at your business
- provides professional food safety advice
- issues informative newsletters
- tests food products for compliance
- swabs equipment and preparation surfaces to ensure cleaning is properly undertaken
- Investigates food related complaints, including food poisoning.

Council's Environmental Health Officers can inspect your business at any time during business hours, including after hours.

## COUNCIL DEPARTMENTS

As part of the process of establishing a new food business, it is necessary to consult with other Council Departments to determine whether other approvals or permits are required.

**Business Concierge** is your point of contact within Council and will guide and assist you through the new business application processes from the beginning, right to the very end. You can contact Concierge on 03 9688 0200.

### PLANNING DEPARTMENT

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Further information and consultation can be provided in regard to:

- Signage (apart from A-frame signs on the footpath)
- Premises wishing to increase their seating capacity
- Obtaining a permit for any proposed building works
- Obtaining a permit for a proposed use of a building/area
- If you are wishing to sell/serve liquor
- Installation of a mechanical exhaust system

Obtaining a permit for change of existing use of a building/area.

### BUILDING DEPARTMENT

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Further information and consultation can be provided in relation to:

- Building Permits: A building permit is required when constructing a building and may be required when renovating/ altering an existing building
- Mechanical Exhaust System: A permit may be required for installation
- Toilets: Details regarding the number of toilets, urinals and hand wash basins and whether disabled toilet access is required. Disabled access to premises must also be
- Fire Safety/Essential Services: Details on emergency lighting, emergency exits, fire fighting equipment/ extinguisher types

### TRAFFIC & LOCAL LAW DEPARTMENT

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Further information and consultation can be provided in relation to:

- Parking matters
- Obtaining a permit for items on a footpath e.g. framed advertising signs, tables & chairs, barriers, windbreaks, displays, waste skips, goods on the footpath and roadside food stalls.

### ECONOMIC DEVELOPMENT DEPARTMENT

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The Economic Development Unit works in the area of fostering good relations between Council and existing or new businesses. This is undertaken in several ways such as visits to local businesses and participation in business seminars and events hosted for the region.

The unit promotes economic activity by ensuring the environment is conducive to business growth and investment attraction. The Section of Council promotes and delivers business assistance programmes, promotes local and regional networks, co-ordinates co-operative marketing initiatives, facilitates access to business and economic development information, and assists businesses to deal with Council.

# CONSTRUCTION GUIDELINES FOR COMMERCIAL PREMISES

## INTRODUCTION

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These construction guidelines have been designed to provide appropriate information on food premises design and construction.

This information is a summary only and further consultation should be sought from the Food Standards Code (food premises and equipment) Standard 3.2.3 visit:

[www.foodstandards.gov.au](http://www.foodstandards.gov.au)

## DESIGN & MATERIALS

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It is essential that the design of your food business follows a logical work flow from food receipt, storage, preparation to serving/displaying food.

Areas intended to be used for preparing and storing foods must be physically separated from:

- Chemical storage areas
- Toilets and change rooms
- Waste storage areas
- Guest seating areas

The materials used in the premises must be durable and able to withstand the regular application of cleaning chemicals and cleaning processes. Poor quality fittings and materials will result in repairs and or replacement which could be more costly for the business.

The standard of workmanship must also be considered. Uneven tiles, rough finishes and unfinished surfaces such as raw wood are not compliant and will not be approved by Council.

## FLOORS

Floors in food preparation and food storage areas must be constructed of a material that is smooth, impervious and able to be effectively cleaned and sanitised.

Coving is required at floor and wall junctions of all food preparation, handling, serving and wet areas. This will assist in floor cleaning operations and will help to prevent a build up of dirt or food particles.

Coving should extend up the wall to a height of not less than 75 millimetres, with a minimum radius of 25 mm and be constructed in such a way as to produce a smooth continuous union.

Where cleaning with hoses is anticipated, floor drains connected to sewer are required. The floor must be appropriately graded not less than 1:100 so that the water flows to each floor drain and does not pool. Graded floors should have a maximum distance of 5 metres to any drain.

Rubber matting is not recommended for use due to its difficulty in cleaning at an acceptable frequency.

Examples of appropriate floor finishes:

- Tiles
- Polished sealed concrete
- Polyvinyl sheeting
- Epoxy resin



POLYVINYL SHEETING

## WALLS



STAINLESS STEEL SPLASHBACK

Walls in food preparation and storage areas must be smooth, impervious, durable and be able to be effectively cleaned. They must also be able to prevent the entry of pests, dirt and dust.

Walls junctions to food preparation benches, sinks and cooking equipment require a splash back which is durable and is adhered directly to the wall and appropriately sealed with no gaps. Splash backs to cooking equipment must be of a fire resistant material.

Examples of appropriate wall finishes:

- Tiles
- Stainless steel
- Lami panels
- Washable painted surface

## CEILING

Walls in food preparation and storage areas must be smooth, impervious, durable and be able to be effectively cleaned. They must also be able to prevent the entry of pests, dirt and dust and be appropriately sealed at the ceiling/wall junction.

Types of ceiling surfaces are fibrous plaster, plaster board, fibrous cement or cement render.

Suspended ceiling panels are not suitable for use in food preparation areas.

## LIGHTING

Food premises must have a lighting system that provides sufficient natural or artificial light. Australian Standard 1680-1976 outlines lighting requirements for food businesses.

Sufficient lighting is required to allow for safe food handling activities and for effective cleaning to be carried out in all food preparation, servery and storage areas including cool rooms and freezer rooms.

Light fittings should be recessed or fitted flush to the ceiling and be fitted with shatterproof covers or alternatively shatterproof diffuser tubes. This prevents physical contamination of food in the event of a breakage or power surge.

Dimmer lighting is acceptable for dining areas.

As a general rule, 5 watts of fluorescent lighting per square metre of flooring provides 100 lux of lighting with a ceiling height of 3 metres.

### Australian Standard 1680-1976

ACTIVITY	LEVEL OF LIGHT (LUX)
Food and equipment storage areas	110-150
Retail, dishwashing, hand washing, toilet areas	220-300
Food preparation areas	500



FLUORESCENT LIGHTS WITH SHATTERPROOF COVER



RECESSED LIGHTS WITH SHATTERPROOF COVER

## VENTILATION

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Most food premises with commercial cooking equipment must provide mechanical ventilation to effectively remove fumes, smoke, steam and vapours from the premises.

Commercial dishwashers (other than those under a bench), also require a mechanical exhaust system to prevent steam condensation.

A mechanical exhaust system is required if the cooking equipment / dishwasher has a:

- Total electrical power input exceeding 8kW;  
or
- Total gas input exceeding 29MJ/h; or

Total maximum power input to more than one piece of equipment exceeds:

- 0.5kW electrical power;  
or
- 1.8MJ gas/metre square of floor area of the room or enclosure.

All cooking equipment must be located underneath the mechanical exhaust system. The canopy hood shall extend a minimum of 150mm beyond the perimeter of all cooking equipment. Mechanical exhaust systems which are domestic are not approved.

Mechanical ventilation systems must comply with Australian Standard 1668.2-2002 Mechanical Ventilation for acceptable indoor air quality.

The positioning of extraction flues and vents must be carefully considered so that odour nuisances do not occur.

Permits may be required from Council's Building and Planning Departments for the installation of mechanical ventilation systems.



COMMERCIAL MECHANICAL EXHAUST SYSTEM  
ABOVE ALL WORKING APPLIANCES

## FOOD STORAGE

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Food storage areas must be constructed of materials which are smooth and impervious and easy to be cleaned, including shelving.

All food must be stored on the shelving provided, so adequate shelving is required and not stored on the floor surface, unless on castors.

Dried ingredients once opened are required to be stored in cleanable food grade containers with tight fitting lids.

Shelving should be a minimum of 15 centimeters above the floor surface to assist with floor cleaning operations and reduce pest activity.

All cool store and frozen storage equipment is recommended to be placed on castors to assist with floor cleaning operations. It is recommended that these units have a digital temperature displays to assist with temperature monitoring activities.



FOOD STORED OFF THE FLOOR  
ON APPROPRIATE SHELVING

## HAND WASH BASINS

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Hand washing facilities must be provided to all food preparation / servery areas and be easily accessible to food handlers.

Hand wash basins should be hands free, of an adequate size and be supplied with warm water (40 °C) through a single faucet, liquid and foam soap and disposable paper toweling with a waste bin. Hands free devices can be electronic or operated by mechanical means such as a foot/knee operated unit.



HANDS-FREE HAND WASH BASIN

## FOOD PREPARATION SINK

A separate sink must be provided where food preparation involves the washing of foods such as raw fruits and vegetables. This sink is to be utilised for this purpose only and not for hand or equipment washing.

Council recommends that ready-to-eat, prepared fruit and vegetables undergo an antimicrobial wash in the food preparation sink.

A set concentration of antimicrobial fruit and vegetable wash mixed with water is used to soak food for 90 seconds. Dispensing systems can be fitted to preparation sinks for this purpose. This significantly reduces pathogens that may cause illness.

## EQUIPMENT/UTENSIL CLEANING

A double bowl sink must be provided for the cleaning and sanitising of equipment and utensils. These sinks must be supplied with a continuous supply of hot and cold water through a single faucet. Sinks must be large enough to immerse all equipment to be cleaned and sanitised.

One sink is designated for the washing of equipment in hot, soapy water. The water temperature is required to be between 54°C to 60°C.

The second sink is to be utilised for sanitising equipment. Sanitisation of equipment can be achieved by soaking equipment in hot water with a temperature of 77°C or above for 30 seconds. Alternatively equipment can be sanitised by soaking with water and a food grade sanitiser and following the Manufacturer's instructions.

Some businesses will also want to install a dishwasher to clean and sanitise equipment and utensils. It is important that dishwashers are able to operate at a wash temperature of between 54°C to 60°C. The rinse cycle is considered to be the sanitising step. To achieve this, dishwashers may operate at 80° C for 2 minutes, 75°C for 10 minutes or 70°C for 15 minutes for example to effectively sanitise. Commercial dishwashers are recommended.

Council will want to know the washing temperature and rinse cycle time and temperature parameters of your dishwasher.

Adequate space is also required for draining and air drying of equipment and utensils after cleaning and sanitising steps have been completed.



FOOD PREPARATION ONLY SINK



DOUBLE-BOWL SINK WITH STAINLESS STEEL SPLASHBACK



COMMERCIAL DISHWASHING UNIT

## **CHEMICAL & CLEANING EQUIPMENT STORAGE**

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Cleaning chemicals (including pest control chemicals) and cleaning equipment must be stored in a designated cupboard or room, located away from food preparation and food storage areas.

Chemicals if stored incorrectly have the potential to contaminate food and food contact surfaces. All chemicals should be appropriately labeled. Food grade sanitisers with a chlorine based active ingredient are recommended.



CHEMICAL/CLEANING  
EQUIPMENT STORAGE AREA

## **CLEANERS SINK**

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A cleaner's sink is required to allow for the disposal of waste water from mop buckets and to refill buckets. Waste water must not be disposed of into equipment washing or food preparation sinks or into the storm water system. This sink must be connected to sewer and supplied with hot and cold water.

Cleaner's sinks are generally located outside near bin wash/storage areas, away from food preparation and storage areas.



CLEANERS SINK

## STAFF/PERSONAL STORAGE

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Personal belongings may carry dirt, hair and other foreign matter which can pose a risk of contamination to food products.

All personal belongings must be stored in a designated room or cupboard separate to all food preparation and food storage areas.



APPROPRIATE PERSONAL STORAGE AREA

## WATER SUPPLY

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Constant portable hot and cold running water from mains supply is required at all times to the premises. Hot water must be at a sufficient temperature of at least 70 °C to sanitise equipment. Instantaneous hot water units are recommended.

Sewerage and waste water disposal All waste water and sewerage generated by the business must be drained to sewer. Waste water cannot be disposed of into a storm water drain.

All piping must be maintained effectively to minimize any likelihood of sewerage and waste water polluting the water supply or contaminating food.

**For further information, contact Greater Western Water on 131 691.**

## FIXTURES, FITTINGS & EQUIPMENT

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All fixtures, fittings and equipment must be durable, impervious, easy to clean and in good working order.

All fixtures and equipment should be either fixed to the floor, 15 centimeters off the floor or on castors to allow more easy movement to assist with cleaning operations.



EQUIPMENT ON CASTORS

## GARBAGE BIN WASH AREA

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To enable garbage bins to be effectively cleaned, preventing odour problems and attracting pests, a paved/concreted area, graded and drained to the sewer must be provided for bin cleaning activities. Hot and cold water is required to be supplied to this area.

Alternatively, businesses can enter into a commercial arrangement and have bins cleaned onsite by a contractor if approved by Council. An agreement letter would be required to be provided to Council and this would be a condition on the food registration for the business.



GARBAGE BIN WASH AREA

## COMMERCIAL WASTE

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Commercial waste covers general waste, recyclables, organic waste and waste oil. All commercial waste must be able to be maintained onsite at the premises prior to collection.

The bins/waste skips must be of a suitable size, quantity, be able to be effectively cleaned and have tight fitting lids. Waste must be removed from the premises at a frequency which prevents overflowing which would attract pests which could enter the premises. Garbage bins should be located so they can be emptied without being transported through food preparation areas.



GARBAGE CONTAINED WITH APPROPRIATE RECEPTACLES

## TOILETS

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A food business must ensure that adequate toilets are available for the use of food handlers working at the food premises.

Toilets for customers are required when 20 or more patrons can be accommodated in the building.

Separate toilets for food handlers and customers are not required and 'combined' toilets should be considered adequate.

Toilets must be separated from areas which open onto food preparation/display areas via a ventilated space with a self-closing door.

Toilets must be supplied with hand wash basins within or adjacent to toilets with hot and cold water, antibacterial liquid soap and either disposable paper toweling or an air dryer.

To prevent customers from contaminating food, access to customer toilets should not be through food preparation areas.

To determine the number of toilets/urinals and whether disabled access is required, consultation should be sought with Council's Building Department.



CLEAN, OPERATING TOILET WITH  
HAND WASHING FACILITIES

## SMOKE-FREE DINING

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There are now smoke free requirements in place for food premises for all enclosed dining areas. Outdoor dining areas must also be smoke free if the area has a roof and the total actual area of wall surfaces exceeds 75% of the total notional wall area.

No smoking signs must also be displayed to clearly indicate smoke free areas. No Smoking signs must be displayed so that a person is reasonably likely to see one or more of the signs either on entering the premises or area or from within the premises or area.

**No smoking stickers can be obtained by ringing the Department of Health on 1300 136 775.**

Food businesses wishing to sell tobacco products can do so without a license (excluding specialist tobacconist stores) and are generally sold via tobacco vending machines. Approved positioning of vending machines, signage and not selling to persons under 18 years are the minimum requirements.

## PROPRIETOR'S NAME

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It is a requirement under the Food Act 1984 to display the registered proprietor's name in a prominent position at the front of the premises. Display on the front window or door of the premises is recommended.

## FOOD TRANSPORT VEHICLES

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Vehicles used to transport food must be designed and constructed to protect food and be able to be effectively cleaned.

Food transport vehicles although not requiring separate food registration will need to be assessed as part of the registration process.



## EXAMPLES OF OPERATIONS/CRITERIA FOR JUDGING THE ADEQUACY OF EQUIPMENT PROVISIONS

TYPE OF OPERATION:	CRITERIA FOR JUDGING ADEQUACY:
<b>Cooking/processing</b>	Adequate equipment to ensure that the process reaches the temperature or other parameter required to destroy pathogens
<b>Cooling &amp; refrigerated storage of potentially hazardous foods</b>	Adequate equipment to cool food in accordance with the requirements of FSANZ Standard 3.2.2. (60°C to 21°C in 2 hours and 21°C to 5°C in 4 hours), and hold food under temperature control. Adequate refrigeration space available
<b>Displaying potentially hazardous foods</b>	Adequate refrigerated or hot display counters to ensure that all displayed food is displayed in accordance with temperature requirements of FSANZ Standard 3.2.2 (5°C or below and 60°C or above) and is protected from contamination (including by the public)
<b>Transporting chilled potentially hazardous food</b>	Refrigerated equipment or insulated containers appropriate to ensure food is capable of being maintained at 5°C or below
<b>Washing fruit &amp; vegetables</b>	Where food handling involves frequent washing of fruit and vegetables a food preparation sink is required
<b>Utensil &amp; equipment / washing &amp; sanitising</b>	Double bowl sink and/or dishwasher that sanitises
<b>Hand washing</b>	All staff have easy access to hand washing facilities
<b>Floor &amp; general cleaning requirements</b>	Cleaners sink, hose connections, curbed drain connected to the sewer or other facility for cleaning the equipment used for cleaning the premises and for disposing of dirty water

# FOOD HYGIENE TRAINING REQUIREMENTS

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All food premises that operate in Victoria need to ensure that their food handlers have the skills and knowledge required to keep food safe in the workplace.

## **CLASS 1 & CLASS 2 BUSINESSES**

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All Class 1 and class 2 businesses require a Food Safety Supervisor as per the Food Act 1984.

### **A FOOD SAFETY SUPERVISOR IS SOMEONE WHO -**

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- Knows how to recognise, prevent and alleviate food handling hazards at your premises ;
- Has a statement of attainment that shows the required food safety competencies from a Registered Training Organisation (RTO);
- Has both the ability and authority to supervise other people handling food at the premises and ensure that food handling is done safely.

### **A FOOD SAFETY SUPERVISOR CAN BE -**

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- The Owner
- The Manager or a staff member
- A person external to the business (e.g. someone working across several business sites )

### **A FOOD SAFETY SUPERVISOR MUST BE ABLE TO -**

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- Know their role and responsibilities
- have relevant and appropriate training
- allocate time in their day to undertake food safety supervisor tasks
- supervise other staff and ensure staff are aware who the food safety supervisor is; and
- know what to do if there are any food safety issues in your business.

The Food Safety Supervisor doesn't have to be on the premises at all times. However they must be able to know how food is being handled when they are not on the premises.

For further information in relation to Food Safety Supervisors, visit

[www.health.vic.gov.au/foodsafety](http://www.health.vic.gov.au/foodsafety)

Refer to Food Safety Supervisor Competency.

## **CLASS 3 & CLASS 4 BUSINESSES**

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Class 3 and class 4 food premises are not required to nominate a Food Safety Supervisor.

They must however ensure that staff members have the skills and knowledge they need to safely handle food in their work roles.

Council recommends that all food handlers other than Food Safety Supervisors undertake food hygiene training.

Refer to Council's list of Registered Training Organisations for accredited training, or alternatively, visit Food Safety Vitoria website at <http://dofoodsafely.health.vic.gov.au/> to access 'Do Food Safely' a free on-line learning program.

# FOOD SAFETY SUPERVISOR COMPETENCIES

The following are the minimum competencies that a Food Safety Supervisor must complete. It is important that your Food Safety Supervisor completes training in the relevant food sector.

FOOD SECTOR	MINIMUM COMPETENCY
<p><b>Food Processing</b> Businesses such as food product manufacturers including flour mills, canneries, packers, bakers, breweries and wineries.</p>	<p>DFDFS2001A 'Implement the food safety program and procedures'</p> <p>Previous course code: FDFCORFSY2A 'Implement the food safety program and procedures'</p>
<p><b>Retail</b> Businesses such as supermarkets, convenience stores, grocers and delicatessens</p> <p>→ Take away and fast food businesses can be considered either retail or hospitality food businesses</p>	<p>SSIRRFSA001A 'Apply retail food safety practices' OR</p> <p>Use both units from the Hospitality Sector below</p> <p>Previous course code: WRRLP6C 'Apply retail food safety practices'</p>
<p><b>Hospitality</b> Businesses such as restaurants, cafes and hotels</p>	<p>SITXFSA101 'Use hygienic practices for food safety' SITXFSA201 'Participate in safe food handling' OR</p> <p>Use unit from Retail Sector above</p> <p>Previous course codes: SITXOH002A 'Follow workplace hygiene procedures' SITXFSA001A 'Implement food safety procedures' OR</p> <p>THHGH01B 'Follow workplace hygiene procedures' THHBCC11B 'Implement food safety procedures'</p>
<p><b>Health Businesses</b> such as hospitals</p>	<p>HLTFS207C 'Follow basic food safety practices' HLTFS310C 'Apply and monitor food safety requirements' HLTFS309C 'Oversee the day-to-day implementation of food safety in the workplace' OR</p> <p>HLTFS207B 'Follow basic food safety practices' HLTFS310B 'Apply and monitor food safety requirements' HLTFS309B 'Oversee the day-to-day implementation of food safety in the workplace'</p> <p>Previous course codes: HLTFS7A 'Follow basic food safety practices' HLTFS10A 'Apply and monitor food safety requirements' HLTFS9A 'Oversee the day-to-day implementation of food safety in the workplace'</p>
<p><b>Community Services</b> Businesses such as childcare centres, nursing homes, hostels, and Meals on Wheels services</p>	<p>Use all three units from the Health sector above.</p>
<p><b>Transport &amp; Distribution Businesses</b> such as warehouses</p>	<p>Use relevant units from other sectors.</p>

[www.health.vic.gov.au/food-safety/food-safety-supervisors](http://www.health.vic.gov.au/food-safety/food-safety-supervisors)

## REGISTERED TRAINING ORGANISATIONS

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The following Registered Training Organisations can provide accredited training in the following areas:

- Basic food hygiene training
- Food Safety Supervisor training
- Responsible service of alcohol

### **CFT – THE CLEAN FOOD TRAINING COMPANY PTY LTD**

PO Box 249

Warburton 3799

Phone: 1300 665 633

Email: [support@cft.com.au](mailto:support@cft.com.au)

Web: [www.cft.com.au](http://www.cft.com.au)

(Online Training Available)

### **PRIME SKILLS**

Unit 2 1210 Toorak Road

Camberwell 3124

Phone: 9888 7448

Email: [info@PrimeSkills.com.au](mailto:info@PrimeSkills.com.au)

Web: [www.primeskills.com.au](http://www.primeskills.com.au)

For a complete list of Registered Training Organisations visit the National Training Information Service website at [www.training.gov.au](http://www.training.gov.au)

## FOOD SAFETY CONSULTANTS

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A Food Safety Consultant can assist businesses in complying with the Food Act 1984 and Food Standards Code.

They can provide professional advice to businesses at the time of set up, when a new food process is to be introduced at a business or when there are food safety risks that need addressing.

Food Safety Consultants commonly are Food Safety Auditors who are approved by the Department of Health & Human Services.

### **Food Safety Consultants:**

#### **The Gourmet Guardian**

Phone: 1800 366 372

Fax: 9808 7448

Email: [admin@gourmetguardian.com.au](mailto:admin@gourmetguardian.com.au)

Web: [www.australianfoodsafety.com.au](http://www.australianfoodsafety.com.au)

#### **National Food Institute**

Phone: 5429 3817

Email: [lou.licastro@nationalfoodinstitute.com.au](mailto:lou.licastro@nationalfoodinstitute.com.au)

Web: [www.nationalfoodinstitute.com.au](http://www.nationalfoodinstitute.com.au)

**For a complete list of Food Safety Consultants registered with the Department of Health & Human Services, visit:**

[www.health.vic.gov.au/food-safety-auditor-list](http://www.health.vic.gov.au/food-safety-auditor-list)

# FOOD SAFETY PROGRAMS

A Food Safety Program is simply a written plan that shows what a business does to ensure that the food it sells is safe for human consumption. It is an important tool for helping businesses that handle, process or sell potentially hazardous foods to maintain safe food handling practices and protect public health.

Under the Food Act 1984, businesses that are either required to have a Food Safety Program or keep minimum records must do so and maintain these at the premises at all times. Council can issue fines for non-compliance.

As part of the registration process for a food business, Council will classify your food business based on the food safety risk of the type of food that you plan to handle.



**CLASS 1** food businesses are required to have a Food Safety Program. This program must be an independent (non-standard) Food Safety Program which must be developed specifically for the food handling activities of the premises.

Class 1 businesses are required to have 2 annual compliance checks:

- **One annual audit** by a Department of Health approved Food Safety Auditor (fee applicable; visit [www.health.vic.gov.au/food-safety-auditor-list](http://www.health.vic.gov.au/food-safety-auditor-list) for a list of approved Food Safety Auditors)
- **One annual assessment** of compliance by Council (no fee)

**CLASS 3** food businesses **do not require** a food safety program, however class 3 businesses need to complete minimum food safety records. Copies of the minimum records can be obtained from Council or downloaded from the Department of Health's website at [www.health.vic.gov.au/food-safety/food-safety-program-templates](http://www.health.vic.gov.au/food-safety/food-safety-program-templates)

**CLASS 2** food businesses are required to have a food safety program. Class 2 businesses can choose to:

- Have an independent (non-standard) food safety program that is developed specifically for the premises. Choosing this option will require an audit by a Department of Health approved Food Safety Auditor (fee applicable).
- Use a suitable food safety program template registered with the Department of Health.

**CLASS 4** food businesses **do not require** a food safety program or need to complete minimum records.

For further information about Food Safety Programs visit the Department of Health's website at

[www.health.vic.gov.au/food-safety/food-safety-programs](http://www.health.vic.gov.au/food-safety/food-safety-programs)

## NOTE:

**Not all food business classes require a Food Safety Program.**

The following Food Safety Programs for Class 2 businesses have been approved for use by the Department of Health.

Template Name	Available From	Cost
Food Service and Retail Business (No:1, version 3)	<a href="https://www.health.vic.gov.au/food-safety/food-safety-program-templates">https://www.health.vic.gov.au/food-safety/food-safety-program-templates</a>	Free download
Food smart	<a href="https://www.foodsmart.vic.gov.au">https://www.foodsmart.vic.gov.au</a>	Free download
Community Clubs Victoria Food Safety Program	Community Clubs Victoria – <a href="http://www.ccv.net.au">www.ccv.net.au</a>	Available to members

Please note: This food safety program does not need to be submitted to Council. If you add any additions to the program, copies of these will need to be submitted to Council's Environmental Health Section.

### FOOD SMART TEMPLATE

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The Food Smart Template is an interactive based template for food service and retail businesses. By answering questions about what you do in your business, Food Smart will construct a food safety program specific to your business.

Your completed food safety program can then be emailed to Council's Environmental Health Section: [foodhealth@maribyrnong.vic.gov.au](mailto:foodhealth@maribyrnong.vic.gov.au) as well as printed out for your own use.

### ELECTRONIC FOOD SAFETY RECORDS/APPS

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Having electronic food safety records enables proprietors to remotely check that the required food safety records are completed. Some programs will send alerts when records have not been filled or are out of range.

- Cooking the Books [www.cookingthebooks.com.au](http://www.cookingthebooks.com.au)
- Safety Food Zone System [www.safetyfoodzone.com](http://www.safetyfoodzone.com)
- MFC Safe (who digitise customised / independent food safety programs) <https://www.mfcsafe.com>

## FOOD LABELLING

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Food labels are a wealth of information. The Food Standards Code is the code which outlines all labelling requirements for Australia and New Zealand.

The following information is a guide for businesses wishing to sell pre-packaged food products:

All foods sold for retail purposes must be labelled, except for:

- Food not in a package e.g. fresh fruit
- Food made and packaged on the premises from where it is sold e.g. bakeries
- Food packaged in the presence of the customer, for example at a delicatessen or a take-away food shop.
- Food delivered packaged at the customer's request, for example home delivered pizza.
- Food sold at a fund raising event for charitable purposes like a school fete.
- Individual serve packages that are sold in a large package such as a 12 pack of corn chips, although the information has to be on the outer package

The following information must appear on a food label and be in English:

- The name of the food
- Premises and lot identification
- Business name and address
- Mandatory warning and advisory information
- Ingredient labelling
- Date mark
- Health & safety advice for consumers
- Nutrition information panel
- Characterising ingredient declaration (percentage labelling)
- The country of origin

Food labels, what do they mean?

To determine the minimum requirements to be included on a food product label, visit: [www.foodstandards.gov.au/industry/labelling](http://www.foodstandards.gov.au/industry/labelling)

# FOOD ALLERGENS

Certain foods can cause severe or mild to moderate allergic reactions in people who suffer from food allergies. Anaphylaxis is the most severe form of allergic reaction which can result in death.

People suffering from food allergies are rising in Australia with approximately one in 10 infants, one in 20 children up to five years of age, and two in 100 adults have food allergies.

## REQUIREMENTS

Under clause 4 of standard 1.2.3 of the Australia New Zealand Food Standards Code (the Code), eleven foods or substances are identified as requiring mandatory declaration on the label of packaged foods for sale in Australia. These foods or substances can cause an allergic, intolerant or auto-immune response in some people. Declaring the presence of these substances on the label of packaged food allows people with allergies to make informed and safe choices about the food they buy.

For unpackaged food that is not required to bear a label, such as meals from a café or restaurant, allergen advisory statements and declarations must be stated in labelling that is displayed in connection with the display of the food or provided to the purchaser either verbally or in writing on request.

The Code also states that food businesses must take reasonable measures to ensure they do not compromise the safety and suitability of food. For example, by keeping preparation areas and equipment separate, and ensuring equipment is properly cleaned so that non-allergenic food is not mixed in with allergenic foods.

## THE 11 ALLERGENS THAT MUST BE DECLARED:

1. Cereals containing gluten and their products namely wheat, rye, barley, oats and spelt and their hybrid strains
2. Crustacea and their products
3. Egg and egg products
4. Fish and fish products
5. Milk and milk products
6. Peanuts and peanut products
7. Tree nuts and tree nut products (does not include coconut)
8. Sesame seeds and sesame seed products
9. Soybean and soybean products

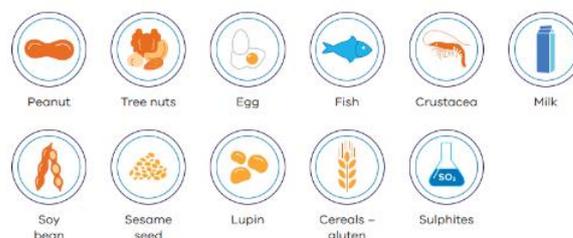
10. Added sulphites in concentrations of 10mg/kg or more

11. Lupin

For more detailed information on each of the 11 allergens, visit:

[www2.health.vic.gov.au/public-health/food-safety/food-allergen-awareness](http://www2.health.vic.gov.au/public-health/food-safety/food-allergen-awareness)

Also available in Vietnamese, Chinese and Arabic



## FOOD ALLERGEN TRAINING

Food allergen training is recommended for anyone who works with food.

"All about Allergens" is a free online course that comes with a certificate once completed.

<https://foodallergytraining.org.au/>

## FOOD ALLERGEN MATRIX

It is important that food businesses identify food allergens in the food they prepare, handle and sell so this information can be communicated easily to Customers upon request or via the foods packaging.

Once food allergens have been identified, Council recommends this information is recorded in an allergen matrix for easy reference when a Customer enquiry is received. It is important that this matrix is updated when the menu changes or a Supplier changes.

Please see allergen matrix template at Council's:

[Food Safety Information and Resource Portal](#)

# COMMERCIAL WASTE

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## TRADE WASTE AGREEMENT

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Greater Western Water require most commercial food businesses to install a grease trap and have a trade waste agreement in place for their business.

A trade waste agreement outlines the conditions for discharging commercial waste in to the sewer system as well as installing and maintaining a grease trap. **A copy of this agreement must be provided to Council.**

Grease traps collect fats, oils, grease and food particles which reduces the risks associated with sewer pipes blocking. All kitchen fixtures, including floor drains, kitchen sinks, dishwashers, cleaner's sinks and bin wash areas must be connected to the grease trap.

Grease traps can be placed above or below ground and must be installed by a licensed plumber.

The location must allow access for regular pump outs and other maintenance.

Council must approve the chosen location, preferably outside or otherwise away from food preparation and food storage areas.

Greater Western Water determines the type and size of a grease trap required.

**If no grease trap is required by Greater Western Water, a letter allowing an exemption must be submitted to Council.**

If a trade waste agreement is not provided to Council, the matter is referred to Greater Western Water for follow-up.

## GENERAL WASTE / RECYCLING

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Council provides one 240 Litre wheelie bin for general waste and one 240 Litre wheelie bin for recyclables for commercial properties. These are collected weekly. Extra bins can be obtained for an annual fee, however no extra weekly pickups can be purchased.

**All waste must be contained on site, so adequate space in a location approved by Council's Environmental Health Section is required before Council will consider issuing a Food Act Registration Certificate.**

## WASTE OIL

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Liquid waste oil from cooking processes such as from deep fryers must not be disposed of in your general rubbish bin. Oil can be recycled and collected free of charge from your business.

## TEMPORARY FOOD PREMISES

Food businesses (including mobile food businesses) may wish to operate a temporary food premises on occasion. E.g. attend a festival and sell food.

To legally operate a temporary or mobile food premises in Victoria, you must make application online through Streatrader (operated by the Department of Health and is a state-wide registration process):

1. **Streatrader** will require you to either **register** or **notify** your temporary and mobile food premises with Council online in order to operate anywhere in Victoria
2. Once a registration or notification is complete, you will need to **lodge a statement of trade (SOT)**. This informs all relevant councils where and when you will be trading in their districts.

For further information visit:

<http://streatrader.health.vic.gov.au/>



MOBILE FOOD VAN

# SUSTAINABLE FOOD BUSINESSES

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Council encourages all food businesses to reduce greenhouse emissions, conserve water and employ sound waste management principles. Implementing sustainable practices in your business will equip your business for the challenges and opportunities ahead.

## **ENERGY**

- Energy efficiency and best practice for businesses
- Renewable energy – consider using green power

## **WASTE AND RECYCLING**

- Waste – working towards zero waste
- Recycling – the power of green purchasing, effective recycling and composting of organic waste

## **WATER**

- Water saving – purchase water-saving equipment and consider using recycled water, e.g. use in toilets

## **REBATES AND GRANTS**

[www.sustainability.vic.gov.au](http://www.sustainability.vic.gov.au)

[www.gww.com.au](http://www.gww.com.au)

## **BUILDINGS & RENOVATIONS**

- Investigate design and technology solutions to manage the business' carbon footprint/operating costs

For further information, visit

[www.sustainability.vic.gov.au](http://www.sustainability.vic.gov.au)

# FOOD SAFETY INFORMATION AT YOUR FINGERTIPS

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## LINKS

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### **BUSINESS VICTORIA**

[www.business.vic.gov.au](http://www.business.vic.gov.au)

For information about starting and managing a business.

Ph: 132 215

### **FOOD SAFETY VICTORIA – DEPARTMENT OF HEALTH**

[www.health.vic.gov.au/public-health/food-safety](http://www.health.vic.gov.au/public-health/food-safety)

For information in relation to food safety, food safety supervisors and food safety programs.

Ph: 1300 364 352

### **GREATER WESTERN WATER**

[www.gww.com.au](http://www.gww.com.au)

For information regarding the installation of a grease trap, trade waste agreement and advice on reducing water consumption.

Ph: 13 44 99

### **CONSUMER AFFAIRS VICTORIA**

[www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

For information on how to register your business name.

Ph: 1300 558 181

### **VICTORIAN GAMBLING & CASINO**

#### **CONTROL COMMISSION**

[www.vcglr.vic.gov.au](http://www.vcglr.vic.gov.au)

For information in relation to selling and serving liquor.

Ph: 1300 182 457

### **FOOD STANDARDS AUSTRALIA & NEW ZEALAND (FSANZ)**

[www.foodstandards.gov.au](http://www.foodstandards.gov.au)

Ph: (02) 6271 2222

## INDUSTRY ASSOCIATIONS

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Membership of an industry association can provide advice and assistance specific to your food industry:

### **RESTAURANT & CATERING VICTORIA**

[www.rca.asn.au](http://www.rca.asn.au)

Ph: 1300 722 878

### **AUSTRALIAN HOTELS ASSOCIATION OF VICTORIA**

[www.ahavic.com.au](http://www.ahavic.com.au)

Ph: 9654 7100

### **BAKING ASSOCIATION OF AUSTRALIA**

[www.baa.asn.au](http://www.baa.asn.au)

Ph: 02 4340 0244

### **COMMUNITY CLUBS VICTORIA**

[www.ccv.net.au](http://www.ccv.net.au)

Ph: 1300 787 852

**FOOD PREMISES**

Any premises including land, vehicles, parts of structures, tents, stalls and other temporary structures, boats or pontoons used for the handling of food for sale, regardless of whether the premises are owned by the Proprietor, including premises used principally as a private dwelling, but does not mean food vending machines or vehicles used only to transport food.

**PATHOGENS**

An agent causing disease or illness such as a bacterium or a virus.

**POTABLE WATER**

Water that is acceptable for human consumption

**POTENTIALLY HAZARDOUS HANDLING OF FOOD**

Food that has to be kept at certain temperatures to minimise the growth of any pathogenic microorganisms that may be present in the food or to prevent the formation of toxins in the food.

**PROPRIETOR**

A Proprietor of a food business is:

- the person carrying on the food business, or
- if that person cannot be identified – the person in charge of the food business.

**SANITISE**

To apply heat or chemicals, heat and chemicals, or other processes, to a surface so that the number of micro organisms on the surface is reduced to a level that:

- does not compromise the safety of food with which it may come into contact; and
- does not permit the transmission of infectious disease.

**SEWAGE**

Includes the discharge from toilets, urinals, basins, showers, sinks and dishwashers whether discharged through sewers or by other means

# FINAL APPROVAL CHECKLIST

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- Before your Authorised Officer can grant approval for you to commence trade, a final onsite assessment is required. (Please allow 5 business days notice to Council to ensure an appointment)
- Two onsite assessments are included in your application fee.
- Any additional onsite assessments will be charged a fee.
- Please note that no food preparation/storage can occur until you have final approval from Council.

## PREMISES

- All works completed (No Tradesman should be onsite)
- Premises appropriately clean
- All equipment operational e.g. fridges working to allow for temperature testing
- All hand-wash basin(s) operational and supplied with warm water, liquid or foam soap, disposable paper towel stored hygienically and a bin for disposal.
- Hot water and cold water available to all sinks (temperature of hot water is 77°C)
- Probe thermometer available at premises. It is recommended that alcohol swabs be utilised for cleaning the probe.
- No smoking signage displayed in dining area
- Proprietors name displayed in a prominent position

## CLEANING EQUIPMENT

- Cleaning chemicals available onsite. e.g. detergent, degreaser
- Cleaning equipment available onsite. e.g. mops, buckets, paper towelling
- Food Grade Sanitiser available onsite. (You will be asked to demonstrate how to use your sanitiser)

## DOCUMENTATION

- Food Safety Program: Template or Independent Food Safety Program available onsite (Applicable for Class 1 and Class 2 businesses only)
- Food Safety Program template records on site ready for use
- Food Safety Supervisor nominated and copies of accredited food hygiene training certificates submitted to Council and approved.
- Copy of Greater Western Water trade waste agreement/exemption letter submitted to Council
- Other documentation as required by Council. e.g, ASIC certificate, Bin wash agreement

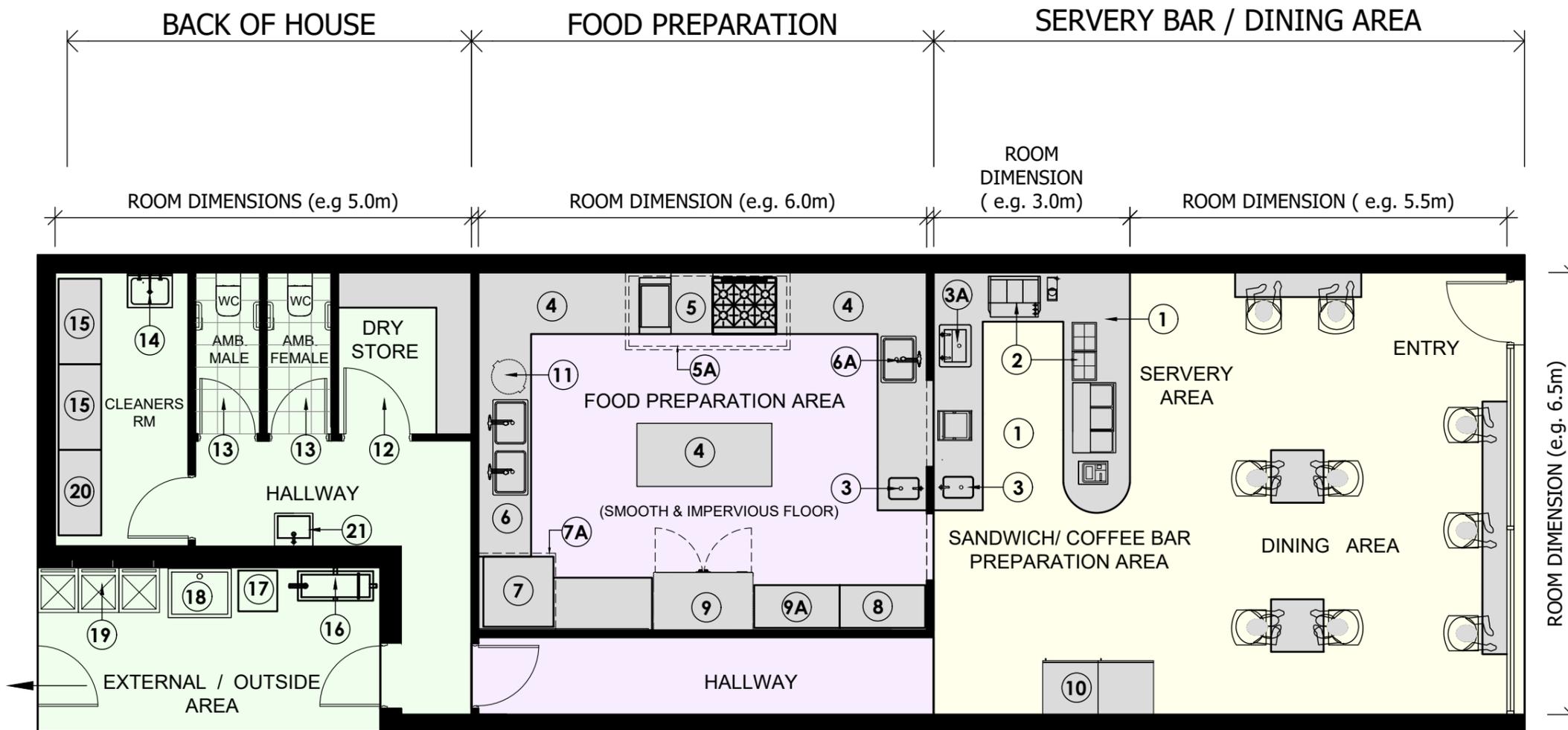
## FINAL APPROVAL

At the time of the final inspection, if the Authorised Officer is satisfied that all requirements have been met, they will give you verbal approval to commence operating your food business. A confirmation email to commence trading will be sent on the same day and your Food Act Registration Certificate will then finalised and mailed to you by Council.

The following checklist outlines key areas which need to be considered when establishing a food premises in regards to complying with the Food Act 1984, other Council departments and relevant authorities.

<p><b>1. PREMISES DESIGN</b></p> <ul style="list-style-type: none"> <li>- Adequate working space</li> <li>- One way product flow</li> <li>- Hot and cold water supplied to fixtures</li> <li>- Rubbish facilities provided onsite</li> <li>- Grease trap provisions available</li> <li>- Deliveries provision available</li> </ul>	<p><b>12. COOLROOM / FREEZER</b></p> <ul style="list-style-type: none"> <li>- Temperature gauges</li> <li>- Adequate shelving</li> <li>- Shelving smooth, durable and impervious</li> <li>- Shelving 150mm off floor surface</li> <li>- Cooling unit discharge to sewer</li> <li>- Lighting with covers</li> </ul>
<p><b>2. FLOORS</b></p> <ul style="list-style-type: none"> <li>- Floor covering suitable for process</li> <li>- Graded wet areas to a floor waste</li> <li>- Floor covering including cool rooms</li> <li>- Smooth, durable and impervious</li> </ul>	<p><b>13. MECHANICAL VENTILATION</b></p> <ul style="list-style-type: none"> <li>- Vertically discharge &gt;5m/s</li> <li>- 1m above pitched roof</li> <li>- 3m above flat roof</li> <li>- 6m from property boundary</li> <li>- Ventilation design – AS 1668</li> </ul>
<p><b>3. WALLS</b></p> <ul style="list-style-type: none"> <li>- Rendered appropriate for process</li> <li>- Smooth, durable and impervious</li> <li>- Splayed window sills</li> <li>- Insect proofing on windows &amp; doors</li> </ul>	<p><b>14. CLEANING CHEMICALS/EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>- Detergent &amp; chlorine based sanitiser</li> <li>- Stored away from food</li> <li>- Adequate storage for cleaning equipment ( mops / buckets )</li> <li>- Cleaners sink available</li> <li>- Adequate hot water unit</li> </ul>
<p><b>4. FITTINGS AND FIXTURES</b></p> <ul style="list-style-type: none"> <li>- Installed to allow effective cleaning, e.g. flexible gas pipes</li> <li>- Benches/shelving 150mm off floor/castors/fixed to floor</li> <li>- Open design racks</li> </ul>	<p><b>15. GREASE TRAP</b></p> <ul style="list-style-type: none"> <li>- Contact Greater Western Water for exemption / size of unit</li> <li>- Location to be approved by Council</li> </ul>
<p><b>5. SHELVING</b></p> <ul style="list-style-type: none"> <li>- Stainless steel/laminate</li> <li>- Wood adequately sealed</li> <li>- Smooth, durable and impervious</li> </ul>	<p><b>16. FIRST AID KIT</b></p> <ul style="list-style-type: none"> <li>- Coloured band-aids / gloves</li> <li>- Antiseptic/sterile dressing</li> </ul>
<p><b>6. WORK SURFACES</b></p> <ul style="list-style-type: none"> <li>- Stainless steel/laminate</li> <li>- Smooth, durable and impervious</li> </ul>	<p><b>17. PEST CONTROL</b></p> <ul style="list-style-type: none"> <li>- Commercial pest management program</li> </ul>
<p><b>7. CEILING</b></p> <ul style="list-style-type: none"> <li>- Rigid/sealed and easy to clean</li> <li>- Lighting with shatterproof covers</li> </ul>	<p><b>18. FOOD HYGIENE TRAINING</b></p> <ul style="list-style-type: none"> <li>- Accredited training course to be completed by Food Safety Supervisor</li> <li>- Recommended staff undergo food hygiene training</li> </ul>
<p><b>8. CHANGE ROOMS/PERSONAL STORAGE</b></p> <ul style="list-style-type: none"> <li>- Designated area separate to food prep and food storage areas</li> </ul>	<p><b>19. FOOD SAFETY PROGRAM</b></p> <ul style="list-style-type: none"> <li>- Implemented and approved</li> <li>- On site at all times</li> </ul>
<p><b>9. REAR YARD</b></p> <ul style="list-style-type: none"> <li>- Paved, graded to sewer, silt trap and hot &amp; cold water supply under pressure</li> </ul>	<p><b>20. RUBBISH/RECYCLING FACILITIES</b></p> <ul style="list-style-type: none"> <li>- Adequate bins and collection frequency</li> <li>- Bin wash area / bin cleaning agreement in place</li> </ul>
<p><b>10. TOILETS</b></p> <ul style="list-style-type: none"> <li>- Complying with Building Code Australia 1996. Refer to Councils Building Department</li> </ul>	<p><b>21. OTHER REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>- Consultation with other Council Departments/Organisations</li> </ul>
<p><b>11. WASHING FACILITIES</b></p> <ul style="list-style-type: none"> <li>- Sinks – Stainless steel or ceramic</li> <li>- Sinks provided with splashback</li> <li>- All connected to sewer</li> <li>- Hands free hand wash basin with liquid or foam soap</li> <li>- Air dryer or disposable paper towelling</li> <li>- Water and drainage pipes concealed</li> </ul>	

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**GENERAL NOTES:**  
 Each application must include the following -

- Floor finish
- Wall and ceiling coverings /surfaces
- Finishes of benches and shelving
- Canopy/Mechanical exhaust
- Grease trap (cannot be located in food pre area)
- Wash-hand basin (3), liquid soap & paper toweling
- Bin storage
- Cleaning/ Chemical equipment and storage
- Cooking Equipment such as food bainmaries, microwave oven, etc.
- Lighting
- Food preparation sink (6A)

This is an example of how a proposed Food Premises Layout Plan should be presented to the Environmental Health Section. This plan must include the type and location of all fitting and fixtures. Please submit a copy of a plan drawn to a scale of 1:100

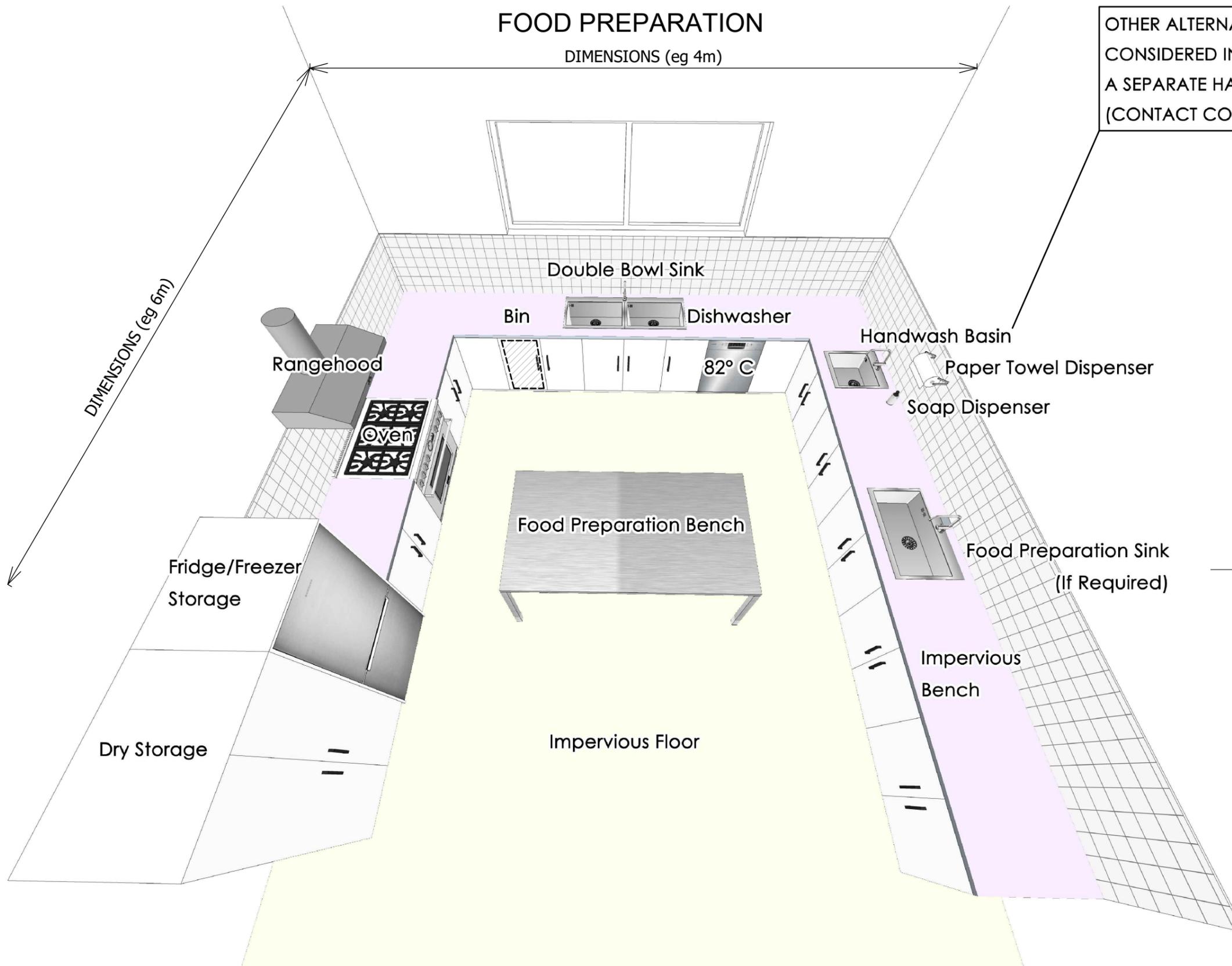
Note: This plan is indicative based on the type of processes undertaken. Providing a clear and accurate plan will assist your application and reduce processing times  
 \* Additional plans maybe required if above details are not provided.

- LEGEND:**
- ITEM
- ① Front servery bench
  - ② Servery equipment - bain mare, coffee machine etc.
  - ③ Wash-hand basin with liquid soap & paper toweling
  - ③A Juggler/ additional sink
  - ④ Food preparation bench
  - ⑤ Cooking equipment
  - ⑤A Canopy/ mechanical exhaust above
  - ⑥ Double bowl sink
  - ⑥A Food preparation sink
  - ⑦ Commercial dishwasher
  - ⑦A Canopy/ mechanical exhaust above
  - ⑧ Dry storage cupboards/racks
  - ⑨ Refrigerator
  - ⑨A Freezer
  - ⑩ Drinks Display Refrigerator
  - ⑪ Rubbish bin
  - ⑫ Storage area
  - ⑬ Ambulent toilets to comply with current building regulations and relevant Australian standards.
  - ⑭ Cleaners sink - connected to hot & cold water
  - ⑮ Cleaners /chemical storage cupboard/racks
  - ⑯ Grease trap interceptor - (Greater Western Water Approval / permit)
  - ⑰ Hot water service
  - ⑱ Bin wash area - connected to sewer, hot and cold water
  - ⑲ General & Food waste bins
  - ⑳ Personal items - storage locker
  - ㉑ Wash-hand basin with liquid soap, paper toweling & hot and cold water

## PLAN - TYPICAL EXAMPLE / REQUIREMENTS FOR PROPOSED FOOD PREMISES

(SCALE 1:100)





OTHER ALTERNATIVES MAY BE CONSIDERED IN LIEU OF INSTALLING A SEPARATE HAND BASIN (HWB) (CONTACT COUNCIL TO DISCUSS)

**BACK OF HOUSE**



**LAUNDRY PLAN**  
(NOT TO SCALE)

- PLEASE LIST & IDENTIFY :
- Additional Storage
  - Storage of Bins
  - Provide details and location of hot water service

**PLAN - TYPICAL EXAMPLE / REQUIREMENTS FOR PROPOSED DOMESTIC KITCHEN**  
SCALE - 1:100 (MIN.)