



# SETTING UP NEW FOOD PREMISES

## New Premises

Designed to assist:

- Proposed Shop Owners
- Builders, Architects and Shopfitters
- Solicitors

Licensing under the *Food Act 2006* is required for any food premises that involves packaging, preparation, handling, manufacture and sale for fee or reward of food not wholly enclosed in a protective package or subjected to heat treatment.

This leaflet specifically details processes that must be followed when planning construction of a food premises. Details of construction requirements for new food businesses can be found in Section 3.2.3 of the *Food Standards Code*. For a hard copy of these standards, contact ANSTAT (03) 9278 1144 or alternatively they are available to be downloaded from the website [www.foodstandards.gov.au](http://www.foodstandards.gov.au).

Council has also developed a number of guidelines in relation to acceptable structural requirements for food premises. These should be read in conjunction with the *Food Standards Code*.

It is strongly suggested that you discuss your proposal with an Environmental Health Officer (EHO) at the planning stage to ensure your proposal complies with the *Food Act 2006* and *Food Standards Code* prior to undertaking works.

### **Proposed New Premises or Alterations to Existing Premises**

The steps below outline procedures that should be followed in the planning stage of a new premises or proposed alterations to existing premises.

## **STAGE 1 - PLAN APPROVAL**

### **Step 1: Design Approval Application**

An application for design approval must be made to Council along with the relevant form, fee and plans. The application is to be properly made including detailing all other approvals as required by Council's Planning, Trade Waste, Building and/or Plumbing sections. Applications can be made via Council's online services

<https://online.gladstone.qld.gov.au/ePathway/eProd/Web/Default.aspx>.

The plans should be available for approval prior to any construction or alteration work. Without this the business may not meet the requirements and costly repairs or alterations may be required.

The plans should include:

- Site and Floor Plans
- Relevant Sections and Elevations
- Details of Fixtures, Fittings and Finishes, including dimensions.

The plans are assessed based on the Food Safety Standards and Council's Food Premises Guideline and should therefore highlight issues from these documents such as floor and wall finishes, junctions, basin and sink positions and proposed use, mechanical exhaust ventilation, equipment, storage etc.

Scales should be as follows:

Floor Plan	1:50
Sectional Elevations	1:50
Mechanical Exhaust Ventilation Plans	1:50

For a sample of a plan and the type of detail required refer to **Appendix One**.

### **Step 2: Plan Assessment and Approval**

Council's Environmental Health Unit will assess the application against the relevant requirements of the *Food Act 2006* and the *Food Standards Code*. If additional information is required, an EHO will contact you to discuss further. Once your design approval has been approved, you will be notified in writing with advice on any conditions imposed. Written details on the classification of your food business and annual licence invoice will also be supplied at this stage. Payment is to be made prior to the final inspection and the operating of the business.

## **POSSIBLE ADDITIONAL APPLICATIONS AND REQUIREMENTS**

### **Development Application**

If necessary, a development application may be required which can cover both town planning, building and plumbing applications concurrently.

For information on:

- How to seek approval to conduct your food business in the chosen location contact Council's Development (Town Planning) Section;
- For a new building or structural alterations to an existing premises contact Council's Development (Building and Plumbing) Section.

### **Liquid Waste Discharge Approval**

To discuss suitability of liquid waste and its discharge, including grease trap requirements, contact Council's Trade Waste Section.

### **Food Safety Program**

A food safety program (FSP) is a requirement for all food businesses which involves off-site catering, primarily undertake on-site catering or process or serve potentially hazardous food to six or more vulnerable persons such as childcare centres, aged care facilities or private hospitals. An FSP is a documented system that identifies the food safety hazards in the handling of food in a food business and details the way the hazards will be controlled in that business. If an FSP is required it needs to be accredited by Council prior to business operation, and separate application needs to be submitted with the relevant fee and a copy of the FSP.

### **Advertising Signs**

Signs that do not meet the Minimum Standards in Council's *Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011* require approval from Council, and a separate application needs to be submitted with relevant plans.

### **Relevant Government Bodies**

The following may need to be aware of your proposed business:

- Registration as a Workplace: Division of Workplace Health & Safety  
Phone: 1300 362 128
- Compliance with the Fire Safety Act: Queensland Fire Service  
Phone: (07) 4899 2200
- Obtaining a Liquor Licence: (Liquor) Licensing Division  
Phone: 13 74 68

## **STAGE 2 - APPROVAL TO OPERATE (OBTAINING A FOOD BUSINESS LICENCE)**

### **Step 1: Food Business Licence Application**

Once you have received your design approval and constructed the food premises, you are then required to apply to obtain a Food Business Licence by making payment of the annual licence fee stated on your invoice.

If you did not nominate a Food Safety Supervisor (FSS) on your application, you are required to do so within 30 days of being issued your licence. A FSS's role is to ensure food hygiene and safety standards are achieved and maintained within the food business. Further information on the minimum competency standards for a FSS factsheet and the FSS nomination form can be found on Council's website at [www.gladstone.qld.gov.au](http://www.gladstone.qld.gov.au).

### **Step 2: Final Inspection**

An EHO is required to undertake a final inspection of the premises when it is ready prior to opening and operating to the public. Once your annual licence fee is received by Council, an EHO will arrange for a final inspection to be completed.

### **Step 3: Licence Approval**

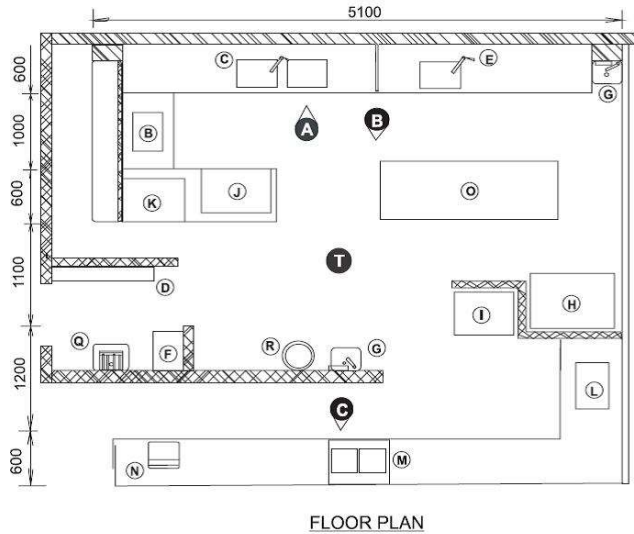
Your Food Business Licence will be sent to you once the relevant annual fee is received and an EHO has completed a final inspection confirming compliance with *Food Act 2006*, *Food Standards Code* and your approved design. If approval is conditional on other work being carried out, a time frame will be negotiated in which the outstanding work must be completed.

### **FURTHER ENQUIRIES?**

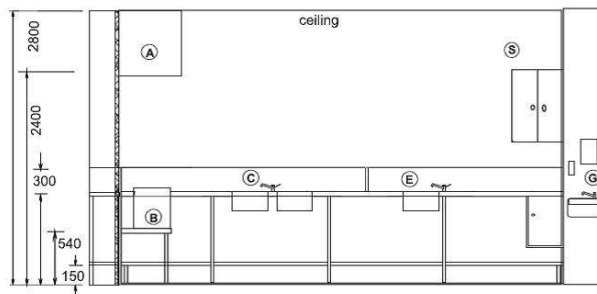
If you have any doubts or queries, please check out Council's website [www.gladstone.qld.gov.au](http://www.gladstone.qld.gov.au) which contains information, factsheets and forms. Alternatively you can contact Council on (07) 4070 0700. Keeping in touch with Council's Environmental Health Unit throughout any of the processes described in this kit will help eliminate any complications occurring which often saves a lot of time and money!

## APPENDIX ONE

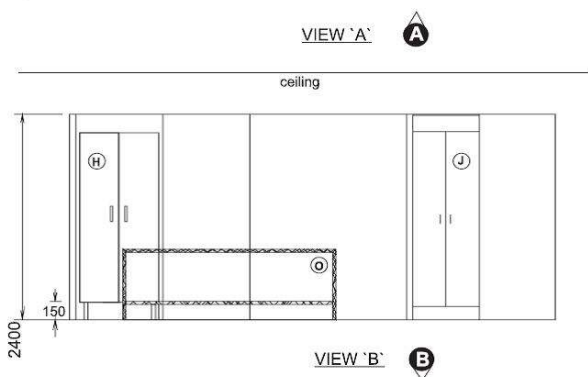
### Example of a fixed food premises plans.



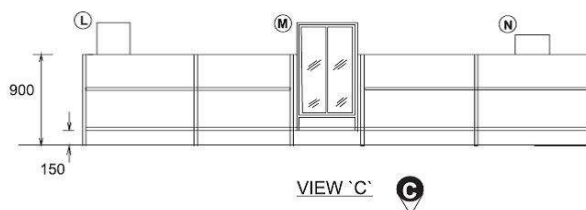
- A** Mechanical exhaust
- B** Fryer
- C** Stainless steel
- D** Staff personal effects storage
- E** Stainless food preparation sink
- F** Chemical storage unit
- G** Stainless steel hand wash basin 400mm by 500mm
- H** Upright scope commercial refrigeration unit
- I** Scope upright drinks fridge
- J** Dry goods pantry
- K** Commercial pie warmer
- L** Coffee
- M** Refrigerated display cabinet
- N** Cash register
- O** Stainless steel food preparation bench
- P** General waste bin
- Q** Cleaners sink
- R** Waste bin
- S** Storage cupboard
- T** Floor waste drain



- |                      |  |
|----------------------|--|
| <b>FLOOR</b>         | Ceramic tiles and coving to all walls.         |
| <b>WALLS</b>         | Timber framing.                                |
| <b>WALL LINING</b>   | 10mm plasterboard gloss enamel finish.         |
| <b>BENCHES</b>       | Stainless steel bench and frame.               |
| <b>FRONT COUNTER</b> | Laminex bench top.                             |
| <b>CEILING</b>       | Sealed plasterboard tiles gloss enamel finish. |



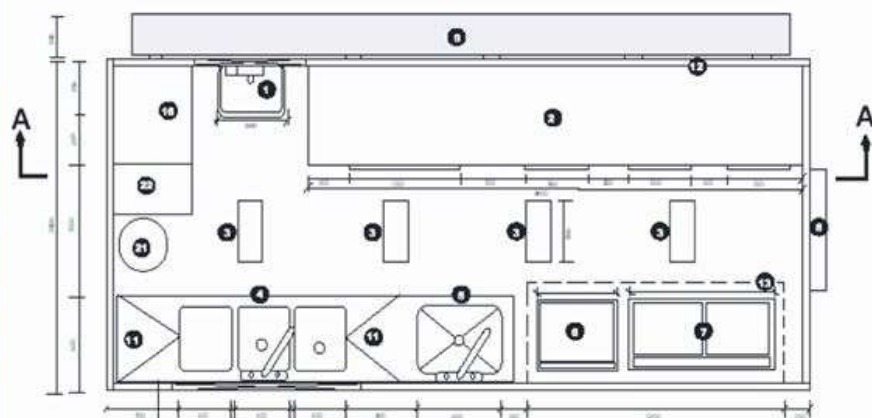
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|----------------------------|---|
| <b>PLUMBING</b>            | ss basin, knee operated mixer tepid & cold water ss sinks, lever mixer tap, hot and cold water. |
| <b>BACKFLOW PREVENTION</b> | Air gap to all tapware.<br>Dual check valve to coffee machine.                                  |





## Example of a mobile food premises plans.

1. Stainless steel hand wash basin provided with hot and cold water through single spout. The hand wash basin should be a minimum of 500mm by 400mm. Knee operated basin supplied with liquid soap and paper towel dispensers fixed directly above
2. Food preparation bench stainless steel construction
3. Ample fluorescent lighting - 30watt 12 volt DC
4. Three compartments/ dishwasher sink (hot and cold mixed water faucet) 300(w) by 400mm(l) by 300mm(d)
5. Food preparation/large pot wash sink (hot and cold mixed water faucet) 600mm(w) by 550mm(l) by 400mm(d)
6. Cooktop/Grill natural gas fitted with large wheels for cleaning requirements
7. Commercial natural gas deep fryer with large wheels for cleaning requirements
8. Self-closing entrance door
9. Stainless steel folding table
10. Commercial grade seamless vinyl flooring coved to walls
11. Stainless steel folding table
12. Self-closing screened pass-out window
13. Mechanical exhaust extraction unit compliant with AS 1668 discharge vent screened to prevent pest and vermin entry
14. Stainless steel shelving sealed to wall
15. 250L gravity portable water storage unit tank - food grade reinforced plastic
16. Storage cupboards – personal effects, cleaning equipment/ chemicals
17. Gas operated commercial stainless steel freezer unit fitted with external temperature gauges accurate to  $\pm 1^{\circ}\text{C}$
18. Gas operated commercial stainless steel refrigeration unit fitted with external temperature gauges accurate to  $\pm 1^{\circ}\text{C}$
19. Primary waste water tank 100L
20. Window
21. Swing window perspex for protection from exterior dust
22. Waste bin with close fitting lid



**Floor Plan**

