



# ALTERATIONS TO EXISTING FOOD PREMISES

## Alterations to Existing Food Premises

Designed to assist:

- Existing Owners
- Builders, Architects and Shopfitters
- Solicitors

Licensing under the *Food Act 2006* is required for any food premise 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 details processes that must be followed when planning alterations to an existing food premises.

Details of structural requirements that may affect proposed alterations can be found in Section 3.2.3 of the Food Safety Standards. 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 Safety Standards.

It is strongly suggested that you discuss your proposal with an Environmental Health Officer (EHO) at the planning stage to ensure all necessary features are incorporated into your work.

### **Proposed Alterations to Existing Premises**

The steps below outline procedures that should be followed for a proposed alteration to existing premises.

*Note: Prior to submitting an application to operate a new food business or alter existing premises, you need to ensure any relevant Planning, Trade Waste, Building and/or Plumbing approvals have been granted.*

### **Stage 1: Plan Approval**

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

A Food Business Licence Application form with the sections relevant to a structural amendment is to be completed and submitted with the prescribed fee together with plans of the alteration to the existing licensed food business. The application form is to be completed in its entirety including detailing all other approvals as required by Council's Planning, Trade Waste, Building and/or Plumbing sections. For a copy of the Application form visit Council's website at [www.gladstone.qld.gov.au](http://www.gladstone.qld.gov.au).

The plans should be available for approval prior to any construction or alteration work to avoid instances where conditions do not meet requirements and therefore require often-costly rectification work.

The plans should include:

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

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, 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 will assess the application against the relevant requirements of the *Food Act 2006* and the *Food Safety Standards*. If additional information is required, an EHO will contact you to discuss further. Once your amendment application has been approved, you will be notified in writing with advice on any conditions imposed. Depending on the scale of the works and their impact on the operation of your business to provide safe food, you may have to close your business until the works have been completed. Written details on the classification of your food business and applicable annual licence fee will also be given at this stage.

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

**Step 1: Food Business Licence Application**

If your Food Business Licence has lapsed you will be required to submit a Food Business Licence Application form with the sections relevant to a new licence completed and make an annual licence fee payment.

**Step 2: Final Inspection**

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

**Step 3: Licence Approval**

Your approval to operate (licence) will be sent to you once the application for licence and relevant annual fee have been received and an EHO has completed a final inspection. 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 don't hesitate to contact Council. Keeping in touch with Council's Environmental Health Section throughout any of the processes described in this kit will help eliminate any complications occurring which often saves a lot of time and money!

