



GUIDELINES
FOR THE FIT OUT AND CONSTRUCTION
OF A FOOD PREMISES

CITY OF MANDURAH
ENVIRONMENTAL HEALTH SERVICES
TELEPHONE: 9550 3746

GUIDE TO THE FIT-OUT AND CONSTRUCTION OF FOOD PREMISES

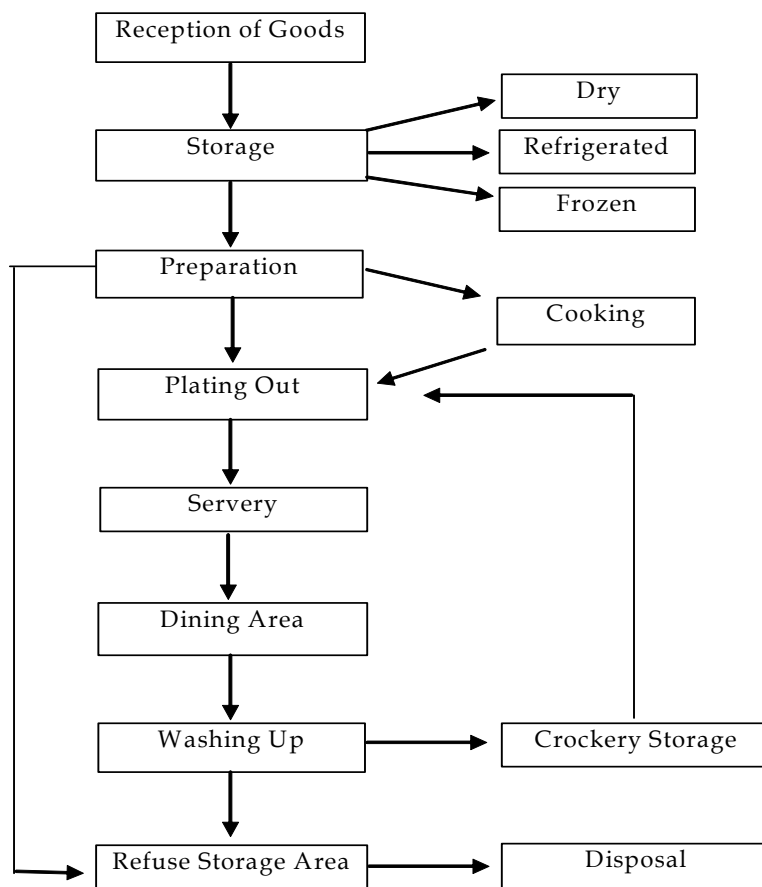
This following is a guide to how to best meet the requirements of the *Health (Food Hygiene) Regulations 1993* and the *Food Standards Australia New Zealand (FSANZ) Food Safety Standards*. It is recommended that you consult with one of the City's Environmental Health Officers when designing your food premises in order to obviate any issues. Copies of the standards and the regulations can be obtained on request.

A food premises should be properly designed and constructed to ensure that the proposed business will operate efficiently, facilitate easy and adequate cleaning and sanitising and prevent cross-contamination of foods. There is an Australian Standard on the fit-out and construction of a food premises (AS 4674-2004), which provides invaluable advise on how to design an effective food premises. A copy of this document is available for viewing from our office.

LAYOUT OF A FOOD PREMISES

The first consideration in kitchen design is a layout that gives a logical continuous workflow. To achieve this, the design should separate the preparation and serving areas from other areas, which may be conducive to the contamination of foods, eg. those areas receiving raw produce, those receiving soiled articles from a dining room, refuse storage areas, washing up areas and office and staff facilities.

An example of a logical continuous workflow is detailed as follows:-



Guidelines for the establishment of a food premises

A NOTE FROM THE MANAGER, ENVIRONMENTAL HEALTH, RANGERS AND EMERGENCY SERVICES

The purpose of these guidelines is to provide information in simple easy to read terms so that prospective purchasers of food premises are made aware of relevant regulations and Local Authority requirements. We encourage you to liaise closely with the City's Environmental Health personnel to ensure compliance with the required legislation and standards.

The importance of proper construction is not just to ensure that your premise complies with the required regulations but more importantly the design features in the legislation work from a practical sense. Following the regulations ensures that the premises will be constructed in a manner to assist with the reduction of potential points of contamination, reduce vermin access and will be easily cleaned during and at the end of the working day. So proper design assists with the day to day operation efficiency.

Obviously having the premises constructed correctly is only part of the equation and the most important aspect is the efficient and hygienic operation. There is no point having the best quality finished, compliant building if it is not going to be operated in a 'healthy' manner. It is estimated that in excess of 1 million people per year suffer from food poisoning and the cost to the community at large is in excess of 2 billion dollars. This enormous cost to the community is preventable and can generally be traced back to poor food handling and preparation in premises that are often of an unacceptable standard.

It is for this reason that we at the City of Mandurah have taken the time to simplify the legislative requirements and place them in this guideline. We ask that you to read this material and would welcome your questions or enquiries about the requirements. The City is keen to develop a strong and effective working relationship with all food premises proprietors within the municipality and to this end, the Environmental Health Officers are available at any time to assist you in the planning, operation or management of your premise. We believe that good food hygiene is the result of a strong partnership between you and the City. We seek and encourage cooperation from all parties involved.

CONTENTS:

- Guideline to the fit-out and construction of food premises
- Food Premises approval – an overview
- Food Premises approval flowchart
- Eating House Classifications

Brendan Ingle
Coordinator Environmental Health Services

DESIGN CONSIDERATIONS

A food premises should include the following:-

- 1) Adequate physical separation between goods inwards (i.e. raw produce) and goods outwards (i.e. refuse/waste).
- 2) A separate vegetable store if uncleaned vegetables are used.
- 3) A separate dry storage area.
- 4) Separation of cooked and uncooked stored foods.
- 5) A kitchen incorporating:-
 - wet preparation area
 - dry preparation area
 - cooking areas
 - wash up area
 - food store
 - refrigeration
 - crockery/equipment storage
- 6) Separate sanitary conveniences for both staff and customers.
- 7) Separate storage of chemicals/cleaning equipment.
- 8) An external refuse storage enclosure.

LEGAL REQUIREMENTS

In addition to the requirements of the Health (Food Hygiene) Regulations 1993 and the FSANZ Food Standards Code, the City's Health Local Laws provide that the following facilities be provided and the specification for their construction:

KITCHEN FLOOR AREA

- Floor area to be not less than 25 per centum of the floor area of the room or rooms and any outside area where meals are served to, or consumed by the public.
- For the purpose of 8.1.1 above, the floor area of the kitchen does not include any floor area occupied by a scullery, food storeroom, cool room or refrigerator.

GARBAGE ROOMS AND RUBBISH ENCLOSURES

Rooms and rubbish enclosures used for the storage of garbage and for the washing and storage of garbage receptacles shall:

- be of sufficient size to accommodate all receptacles used in connection with the eating house, but in any event having a floor area of not less than 3 metres x 3.5 metres or as approved by the Manager, Environmental Health, Rangers and Emergency Services;
- have a floor constructed of concrete not less than 75 millimetres in thickness and graded evenly to a trapped 100 mm industrial floor waste gully which is connected to an approved liquid waste disposal system;
- be enclosed by walls not less than 1.8 metres in height and rendered smooth internally with an approved impervious material;
- be provided with a tap connected to an adequate water supply;
- be located in area which allows easy access for the removal of the receptacles by the refuse collection vehicle; and
- be provided with an access way of not less than 3.2 metre and fitted with lockable access gate.

TOILETS, HAND BASINS AND CHANGE ROOMS

- ☑ Part 4 of the *Health (Food Hygiene) Regulations* provide details of toilets, hand basins and change rooms.
- ☑ The provision of toilet facilities is now standardised and are as per the requirements of the *Building Code of Australia*. Public sanitary conveniences are generally only required when a food premises accommodates more than 20 persons.

KITCHEN EXHAUST HOODS

A mechanical exhaust system is required in any kitchen or cooking area (dependent upon the total power wattage of the appliances), for the purpose of the local exhaust of heat, fumes and vapours arising from cooking and/or heating appliances.

The *Health (Food Hygiene) Regulations* require that all exhaust canopies comply with the *Australian Standards AS 1668.1 - 1991* for construction and performance. Plans and specifications of all exhaust hoods must be submitted to the City's Environmental Health Services Section for approval prior to construction or installation. These plans should be submitted with the detailed plans and specifications of the proposed food premises. A guideline to assist in the understanding of the requirements for Kitchen Exhaust Hoods is available upon request.

SOME ISSUES TO CONSIDER

- * **Raw produce** like chicken and meats are generally heavily contaminated with food poisoning micro-organisms. If the storage areas (coolrooms, freezers, etc) are in close proximity to the delivery door, delivery personnel do not need to gain access to the preparation area, therefore reducing the possibility for cross contamination.
- * **Washing up areas** receive soiled crockery and cutlery plus waste food. They should be well separated from preparation and serving areas so as to prevent the staff from contaminating preparation benches by temporarily stacking soiled items on them until ready for washing.
- * **Clothing and other non-food items** should be kept out of preparation areas. Delivery dockets and correspondence stacked in preparation areas can also cause contamination. Staff and office areas should be physically separated from preparation and storage areas.
- **Brooms and mops**, which generally harbour large numbers of pathogenic micro-organisms, should be stored in a separate cleaning cupboard/room and not in the preparation, serving or food storage areas.
- **'Cleanability' of each area, surfaces and equipment.** If items are easy to clean, they will retain an 'as new' appearance and staff will display enthusiasm and pride in maintaining a high standard of cleanliness. If however, a surface or appliance is difficult to clean the effort involved will produce frustration and the feeling that the attempt is a waste of time. Food poisoning bacteria love these neglected areas, as it will allow them sufficient time to grow to the infective dose in between each cleaning cycle and the ability to move directly from surface to food.

FOR FURTHER INFORMATION

Please contact one of the City's Environmental Health Officer's in the Environmental Health Services section on (08) 9550 3746.

For information on how to meet with the Standards refer to the FSANZ Safe Food Australia "A Guide to the Food Safety Standards" on the FSANZ website www.foodstandards.gov.au.

Copies of the *Health (Food Hygiene) Regulations 1993* are available from:-
State Law Publisher
Ground Floor
10 William Street
PERTH WA 6000
Telephone (08) 9321 7688

FOOD PREMISES APPROVAL – AN OVERVIEW

Do you require a planning permit for your proposal?

It is important to firstly check if you need to obtain a planning permit in order to go ahead with your proposal. Under the City of Mandurah Planning Scheme there are many different types of development proposals that require permission from the City prior to works being undertaken, so it is very important you check that you do not require a permit. If you find out that you do not require a permit, request something in writing from Planning Services.

CONTACT: Planning Services (08) 9550 3748

Do you require a building licence for your proposal?

Always check if you need a building licence prior to undertaking any works on your premises. Even if you do not need a planning permit, you may still require a building licence for works you plan to undertake in the construction of your premises.

If you are constructing a food premises, ensure that you submit full detailed plans of your food premises at this stage and pay the 'application for approval to construct a food premises'. Building Services will refer the plans to Environmental Health prior to issuing you with a building licence.

CONTACT: Building Services (08) 9550 3749

Apply to Environmental Health for approval to construct a food premises. Pay applicable fee.

An application for approval to construct or establish a food premises must be completed and returned to the Environmental Health Services Section together with:-

1. Scaled floor plans (minimum 1:100) and specifications which include the following details:
 - i) the use of every room;
 - ii) the structural finishes of every wall, floor and ceiling;
 - iii) the position and type of every fixture and fitting;
 - iv) all sanitary conveniences, change rooms, ventilating systems, drains, grease traps and provision for waste disposal;
 - v) plans and specifications of the mechanical exhaust system if cooking is to take place in the food premises; and
 - vi) the estimated number of sex of every person, including the proprietor or proprietors, engaged in the preparation, manufacture, processing, cooking or serving of meals.
2. Payment of a non-refundable application fee of \$147.00

Prior to the commencement of any work taking place, an onsite meeting with an Environmental Health Officer is required in order to discuss your proposal in detail so that any potential problem areas can be identified.

Construct food premises in accordance with Environmental Health conditions, Health (Food Hygiene) Regulations 1993 and FSANZ Food Safety Standards.

The construction and standards to be observed in food premises in Western Australia are specified in the *Health (Food Hygiene) Regulations 1993* made under the *Health Act 1911* (as amended).

In addition, there are national requirements for food premises that are within the Food Standards Australia New Zealand (FSANZ) Food Safety Standards. You can obtain a copy of the Food Safety Standards from the FSANZ website www.foodstandards.gov.au or alternatively pick up a copy from our office. It is very important you are familiar with these standards as in addition to structural requirements, the standards outline food hygiene and handling requirements.

The City of Mandurah also has adopted Health Local-Laws which outline additional requirements with respect to Food Premises, defined as Eating Houses.

For more information, please refer to City of Mandurah's publications:

- 'Guide to the fit-out and construction of food premises'
- 'Classification guide'

No work can commence on the premises until fit-out plans have been processed and approved by the City's Environmental Health Services Section and returned to you. Premises shall be constructed, altered or amended in accordance with approved plans and any conditions imposed by the City.

Apply for registration and food licence. Pay applicable fees.

All Eating-Houses in the City of Mandurah are required to be registered prior to commencement of any food handling or storage. The proprietor is also required to obtain a licence to conduct the eating house. The registration and licence expire on 30 June each year and are automatically renewed subject to annual application and the premises continuing to comply with the relevant standards.

EATING HOUSE SCHEDULE OF FEES

Registration of Eating House	Per Annum
Restaurant (With seating for more than 30 persons)	\$270
Restaurant (With seating for less than 30 persons)	\$200
Dining Room	\$200
Take-away Food Premises	\$200
Tea Room	\$135
Licence to Conduct an Eating House	\$30
Transfer of Licence (i.e. change of ownership)	\$30

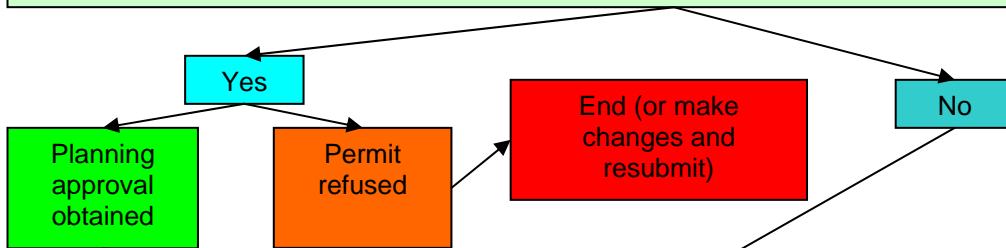
You cannot open the food premises and sell food to the public until the Environmental Health Officer has assessed the premises and granted to open. Contact your local Environmental Health Officer and arrange for a final assessment.

FOR FURTHER INFORMATION:-

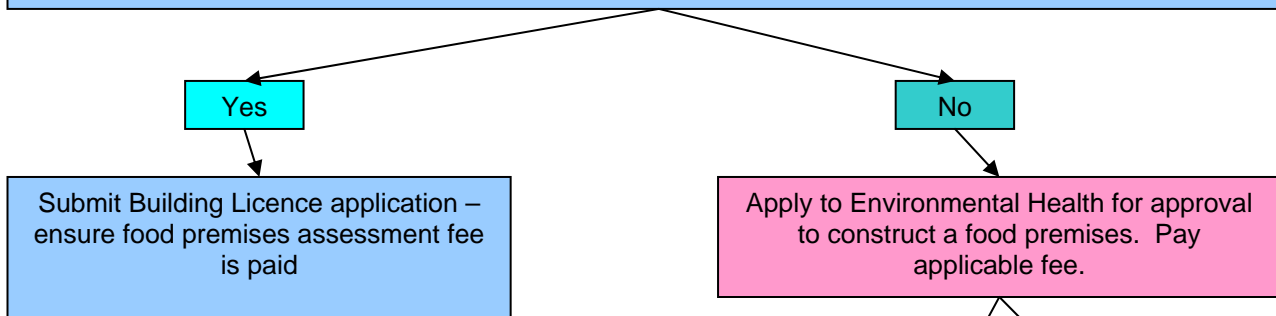
Please contact one of the City's Environmental Health Officer's in the Environmental Health Services section on (08) 9550 3746.

FOOD PREMISES APPROVAL FLOWCHART

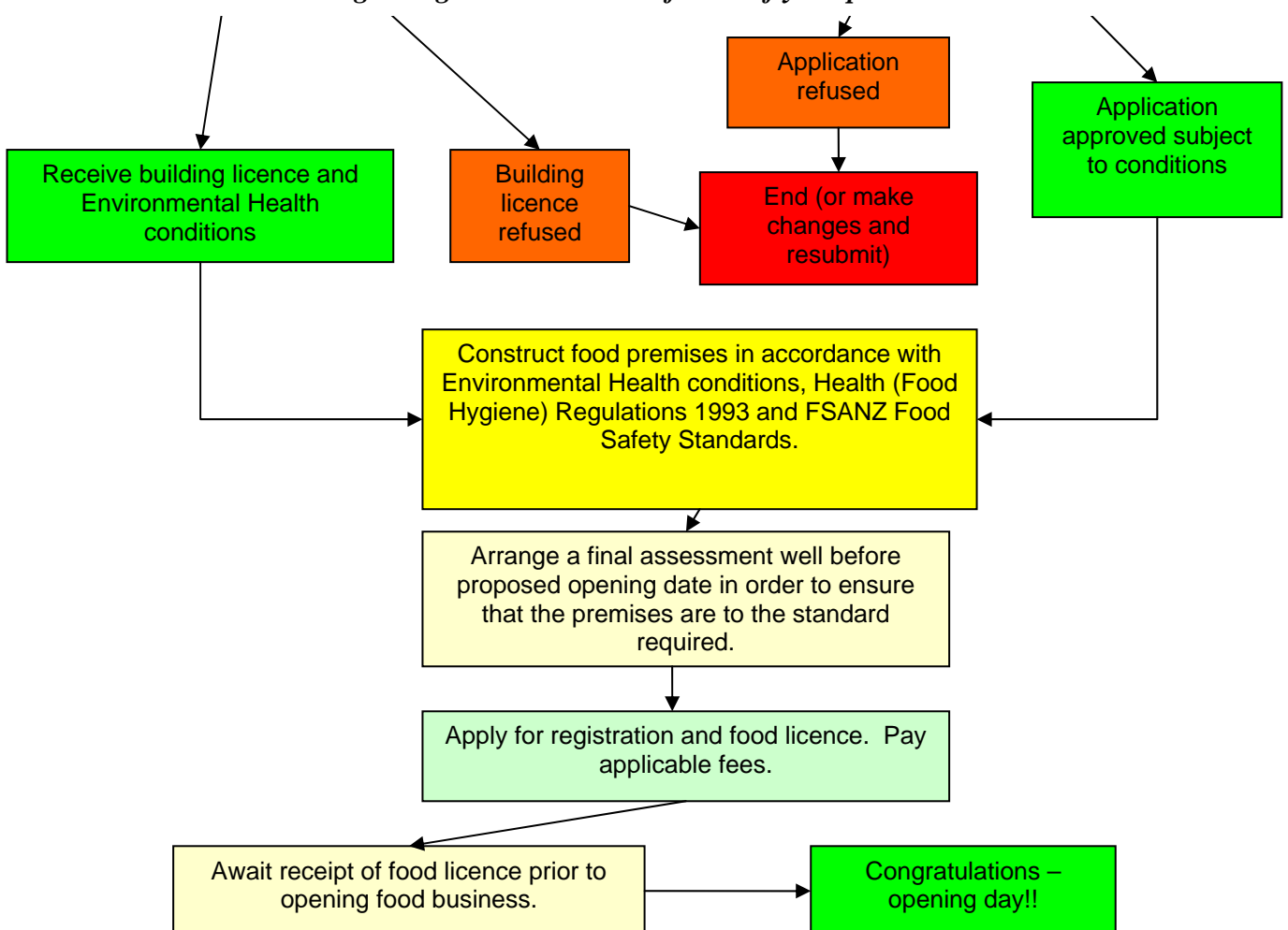
Do you require a planning permit for your proposal? (*check with **Planning Services***)



Do you require a building licence for your proposal? (*check with **Building Services***)



REMEMBER : Consult with Environmental Health Services if you have any questions regarding the construction/fit-out of your premises



EATING HOUSE CLASSIFICATIONS

The Local Laws require that Eating-House premises be classified, registered and licensed under the following categories:

- | | |
|-----------------|--------------------|
| a) Dining Rooms | c) Take-aways; and |
| b) Restaurants | d) Tea Rooms. |

“Dining Room”

Any eating house where provision is made on the premises for meals to be served at tables to less than 20 persons at any one time.

“Restaurant”

Any eating house where provision is made on the premises for meals to be served at tables to 20 persons or more at any one time.

“Take-away Food Premises”

Any eating house where meals are only served or prepared for service in a state in which they may be taken away from the eating house and consumed in the state in which they are served or prepared for service but does not include the following:

- any eating house in which meals are served at tables;
- any tea rooms; or
- any eating house where the only meals served are confectionery.

“Tea Room”

Any eating house where the only meals served or prepared for service are tea, coffee and similar beverages, all products of wholesale pastry cooks, sandwiches, buns and bread rolls containing fillings which do not require cooking on the premises, toast, salads, cold meats, boiled, scrambled and poached eggs, omelettes, saveloys boiled in water, beef tea and other extract or soups, and food supplied in tins or similar containers which need only to be heated to be prepared for service.

CLASS OF FOOD PREMISES EXPLANATION

Schedule 3 of the *Health (Food Hygiene) Regulations 1993* requires that food premises be classified into one of five (5) different classes of food premises. The different classes set out different structural requirements for fixtures and fittings based on the nature of the operation of the food premises.

Class 1

Food premises and food vehicles in which —

- extensive food preparation or cooking is carried out;*
- the foods by their nature are subject to spoilage, rapid bacterial growth, or require a high level of protection; and*
- the nature of the activity requires specific finishes, equipment, or facilities.*

PREMISES WHICH FALL WITHIN THE CLASSIFICATION OF CLASS 1

- | | |
|---|--|
| • Restaurant | • Butcher |
| • Pastry Cooking | • Boning Room |
| • Lunch Bar (extensive cooking basic preparation) | • Smallgoods Manufacture |
| • Cafe (cooking and preparation from basic food) | • Hotel/Tavern (kitchen) |
| • Commercial kitchens (caterers) | • Fast Food/Takeaway Outlets |
| • Fish & Chips (preparation and cooking) | • Pizza Bar |
| • Fishmonger | • Market Food Stalls |
| | • Hot Bread Shop (baked and sold on premise) |

Class 2

Food premises and food vehicles in which preparation, reconstitution, special storage or packaging of food is undertaken and where no direct sale to the public is involved are classified as Class 2 food premises and food vehicles.

PREMISES WHICH FALL WITHIN THE CLASSIFICATION OF CLASS 2

- Poultry processing
- Seafood processing
- Seafood canning
- Fruit Juices/Carbonated drink manufacturing
- Preparation of Dairy Products — Milk, Cheese, and Ice-cream
- Cannery (vegetables and fruit)
- Cold Stores
- Frozen Food processing (vegetables only)
- Flour milling
- Bee Pollen, Honey extraction and packaging
- Food Formulators (concentrated food)
- Bakeries

Class 3

Food premises and food vehicles in which —

(a) *limited food preparation is carried out including heating of food for sale;*

(b) *most of the food used is in a prepared form and requires only refrigerated or dry storage; or*

(c) *the nature of the activity demands basic finishes and fixtures,*

are classified as Class 3 food premises and food vehicles.

PREMISES WHICH FALL WITHIN THE CLASSIFICATION OF CLASS 3

- Bakery (bread only)
- Lunch Bar (sandwich making, heating and serving food)
- Cafe and Tea-room (sandwich making, heating and serving food)
- Delicatessen/Sandwich Bar (lunches)
- School Canteen
- Health Food Shop (wholesale and packing)
- Warehouse (cold storage)
- Grocery Packaging

Class 4

Food premises and food vehicles in which food handling is limited to dispensing without preparation pre-prepared foods or packaged foods are classified as Class 4 food premises and food vehicles.

PREMISES WHICH FALL WITHIN THE CLASSIFICATION OF CLASS 4

- Cake Shop (retail only, no cooking)
- Delicatessen
- Confectionery, Ice-cream, Drinks (sales only)
- Supermarket (grocery only)
- Health Food Shop (retail only)

Class 5

Food premises and food vehicles in which the food sold is fruit, vegetables or is wholly contained within protective packages which do not require refrigeration or special storage conditions are classified as Class 5 food premises and food vehicles.

PREMISES WHICH FALL WITHIN THE CLASSIFICATION OF CLASS 5

- Greengrocer/Fruit & Vegetable Market
- Warehouse (dry foods)
- Liquor Store

