



# Food Premises Registration Guidelines

Updated October 2020



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# Introduction

The following guidelines have been developed to assist you with meeting the requirements of the [Food Act 1984](#) (the Act) and the [Australia New Zealand Food Standards Code](#). Please be advised this is a summary of relevant Acts and Standards. For additional information please refer to the Food Act 1984, the Australia New Zealand Food Standards Code, the [Food Safety Unit](#) at the Department of Health and Human Services or contact Baw Baw Shire Council Public Health Unit.

T: (03) 5624 2411

E: [Health@bawbawshire.vic.gov.au](mailto:Health@bawbawshire.vic.gov.au)

W: <https://www.bawbawshire.vic.gov.au/Business/Health-and-Food-Requirements>

The Food Act 1984 requires that any person or legal entity which handles, stores or prepares food for sale must register with the Council in which the food business resides. Please be advised that operating a food business without Food Act Registration is an offence under Section 35A (1) of the Food Act 1984.

It is recommended to contact Baw Baw Shire Council in the early stages of planning. Baw Baw Shire is dedicated and passionate about providing support to local businesses, that's why we have developed the business support service.

It may be necessary to consult with building, planning and compliance departments to obtain approvals and permits. It is recommended you contact Baw Baw Shire Council Business Support services to provide support before, during and after obtaining permits for your new business.

T: 1300 BAW BAW (1300 229 229)

E: [your.business@bawbawshire.vic.gov.au](mailto:your.business@bawbawshire.vic.gov.au)

W: <https://www.bawbawshire.vic.gov.au/Your-Business/Business-Approvals-Support>

# Food Act Classifications

Food businesses, organisations, individuals and community groups handling, storing and selling food or drink in Victoria must be classified according to their predominant food handling activity and the potential risk posed to the target population.

**Class 1 – Highest risk** – Where the predominant activity is handling unpackaged high-risk foods for sale to vulnerable populations.

**Class 2** - Where the predominant activity is handling unpackaged high-risk foods for sale to the general public;

**Class 3** - Where the predominant activity is handling pre-packaged high-risk foods and unpackaged low risk foods for sale to the general public.

**Class 4 Notification only** - Where the predominant activity is handling pre-packaged low-risk foods, such as confectionery, drinks/alcohol and basic sausage sizzles stalls.

Additional information on food classifications can be found in the next section. If you require further assistance understating the food classifications, refer to the [Department of Health and Human Service website](#).

# Food Classifications, Food Safety Programs & Food Safety Supervisor

## Class 1 food premises

Class 1 food premises sell, store and handle potentially hazardous food which require temperature control or pH control during the food handling process. Class 1 food premises are predominantly selling food to vulnerable populations such as, aged care services, children's services, hospitals and catering service companies that sell meals to vulnerable populations.

## Class 1 regulatory requirements

Serving food to vulnerable populations carries more severe consequences and higher risk of food poisoning.

Class 1 food premises must:

- Comply with the Food Act 1984 and the Australia New Zealand Food Standards Code
- Sell food which is safe and suitable for human consumption
- Submit to annual Food Safety Assessment undertaken by Council
- Ensure that Food Act Registration is updated annually
- Inform Council when food handling operations are transferred or subleased to a new proprietor
- Provide a Food Safety Supervisor with the necessary accredited training
- Install an independent site-specific Food Safety Program and supporting prerequisite programs including but not limited to, allergen management, listeria management, outbreak management, staff training, pest control and maintenance.
- Maintain the required food safety records
- Keep copy of the Food Safety Program on site at all times of production
- Undergo an annual third-party audit by a Department of Health & Human Services (DHHS) approved auditor to determine compliance to the Food Safety Program
- Submit the third-party audit report and certificate to the registering Council within 14 days of receipt
- If the auditor identifies critical non-conformances that potentially lead to food being prepared in a manner or location that is unsafe or unsuitable then the auditor must inform the registering Council and the DHHS Food Safety Unit as soon as practicable.

## Class 2 food premises

Class 2 food premises are predominantly selling, storing, transporting and handling unpackaged high-risk foods which require temperature control or pH control for sale to the general public. Some examples are; restaurants, fast food outlets, some mobile food vehicles, sushi restaurants, pubs, caterers, delicatessens, supermarkets with delicatessens/bakeries/butchers, cafes and most food manufacturers.

## Class 2 regulatory requirements

- Comply with the Food Act 1984 and Food Standards Code
- Sell food which is safe and suitable for human consumption
- Submit to annual Food Safety Assessments undertaken by Council
- Ensure that Food Act Registration is updated annually
- Inform Council when food handling operations are transferred
- Provide a Food Safety Supervisor with the necessary accredited training
- Provide a Food Safety Program and Prerequisite Programs. A Public Health Officer will assess your requirements for the relevant food safety program;
- Provide a standard template developed by Department of Health & Human Services (DHHS). Please note if you choose to use a standard template you must comply with the scope and processes defined within the program. If your processes or food handling practices are not within the scope you may be required to research alternatives; Or,
- Provide a site specific Foodsmart food safety program developed by DHHS. An assessment will be made by a Public Health Officer for compliance; Or,
- Provide a template registered with the DHHS. If using a registered template, you must consult with DHHS Food Safety Unit for compliance; Or,
- Provide an independent (non-standard) food safety program, which is audited annually by an approved DHHS auditor to determine compliance. The third-party audit report and certificate is to be provided to the registering Council within 14 days of receipt. If the auditor identifies critical non-conformances that potentially lead to food being prepared in a manner or location that is unsafe or unsuitable then the auditor must inform the registering Council and the DHHS Food Safety Unit of as soon as practicable.
- Maintain the required food safety records.



## Class 2 home based food business

Class 2 home based food businesses are predominantly selling, storing, transporting and handling unpackaged high-risk foods which require temperature control or pH control for sale to the general public. It is important to note that residential kitchens are generally designed for domestic use, not for being a place from which to operate a food business. As such, domestic kitchens are usually only suitable for small scale, low to medium risk food activities. Large scale and/or high risk food activities should be conducted from a separate or commercial kitchen. You need to be aware of the following:

- You may need to make structural changes to your home facilities to comply with the requirements of the Act and the Food Standards Code.
- If you are on a wastewater septic system and/or a private water supply, you may need to make alterations to your septic system and verify your private water quality.
- Any goods offered for sale online must not be collected from the dwelling in accordance with Baw Baw Shire Council planning requirements under Clause 52.11 Home Based Business of the Baw Baw Planning Scheme.

To review this provision, please refer

T: 5624 2411

E: [your.business@bawbawshire.vic.gov.au](mailto:your.business@bawbawshire.vic.gov.au)

W: [https://planning-schemes.delwp.vic.gov.au/schemes/vpps/52\\_11.pdf](https://planning-schemes.delwp.vic.gov.au/schemes/vpps/52_11.pdf)

Please note: Some food business are exempt from registration with Council as defined under the Food Act 1984. Some examples are the predominant sale and primary production of dairy, meat, seafood, chicken, game meat, pet food and therapeutic goods.

## Class 2 regulatory requirements

- Comply with the Food Act 1984 and Food Standards Code
- Sell food, which is wholesome, safe, suitable and fit for human consumption
- Submit to annual Food Safety Assessments undertaken by Council
- Ensure that Food Act Registration is updated annually
- Inform Council when food handling operations or locations change
- Provide a Food Safety Supervisor with the necessary accredited training
- Provide a Food Safety Program and Prerequisite Programs. A Public Health Officer will assess your requirements for the relevant food safety program
- Maintain the required food safety records.

### **Class 3 food premises**

Class 3 food premises are predominantly selling, storing, transporting and handling pre-packaged high-risk foods which require temperature control and/or handle unpackaged low risk foods for sale to the general public such as; milk bars, convenience stores, greengrocers selling cut vegetables and fruit, wholesalers distributing pre-packaged foods, third party bottling services and primary producers of honey and whole egg sales.

### **Class 3 home based food business**

Class 3 home based food businesses are predominantly selling, storing, transporting and handling pre-packaged high-risk foods which require temperature control and/or unpackaged low risk foods for sale to the general public. Some examples are; cake decoration, gift boxes, pre-packaged platters, preserves and some confectionary manufacturing. You need to be aware of the following:

- You may need to make structural changes to your home facilities to comply with the requirements of the Act and the Food Standards Code.
- If you are on a wastewater septic system and/or a private water supply, you may need to make alterations to your septic system and verify your private water quality.
- Any goods offered for sale online must not be collected from the dwelling in accordance with Baw Baw Shire Council planning requirements under Clause 52.11 Home Based Business of the Baw Baw Planning Scheme.

To review this provision, please refer

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E: [your.business@bawbawshire.vic.gov.au](mailto:your.business@bawbawshire.vic.gov.au)

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### **Class 3 regulatory requirements**

Class 3 premises must:

- Comply with the Food Act 1984 and Food Standards Code.
- Sell food, which is safe and suitable for human consumption
- Submit to annual Food Safety Assessments undertaken by Council
- Ensure that Food Act Registration is updated annually
- Inform Council if you intend to change predominant food handling activities
- Inform Council when food handling operations are transferred
- Maintain the required minimum food safety records.



## Class 4 food premises

Class 4 food premises are predominantly selling, handling and storing shelf stable pre-packaged low risk foods and basic sausage sizzles.

Some examples are;

- Sale of shelf stable pre-packaged confectionery
- Sale of uncut (whole) fruit and vegetables at farmers markets or by greengrocers
- Alcohol tastings accompanied by pre-packaged shelf stable low risk foods.
- Pre-packaged shelf stable low risk baked goods, bottled jams or honey at a community event;
- Basic sausage sizzle for fundraising; Cooked sausages and onion in bread with condiments for immediate consumption. Excluding hamburgers, eggs, bacon, cheese, salads or other fresh sides and all other high-risk foods.

## Class 4 regulatory requirements

Class 4 food premises must:

- Notify Council of their food operations. However, they are not required to attain Food Act Registration in accordance with the Food Act 1984.
- Sell food which is safe and suitable for human consumption
- Please be advised Council may inspect a class 4 premises to ensure that food handling practices are not exceeding the scope of class 4 food handling activities. However, this is not an annual requirement

## Changing classifications

If you intend to alter the food handling activities undertaken within your food business, you must advise Baw Baw Shire Council Public Health Unit prior to undertaking any altered food handling activities. Changes in food handling activities may change your risk classification. If alterations to your food handling activities are approved, you must meet the requirements of the new classification.

## Food safety programs

A [food safety program](#) provides a documented framework for how the food business will keep food safe for human consumption and forms part of your defence of due diligence. The food safety program must identify critical control points within the food handling activities and apply controls for monitoring to ensure that food remains safe and suitable for human consumption. A Public Health Officer will help determine your Food Classification when you register your food premises; and will enquire about your food handling activities to determine the scope and requirements for a food safety program.

## Food safety records

Food safety records provide evidence that you are meeting the requirements of your food safety program and include monitoring and documenting critical control points such as your suppliers, food temperatures and validation of your procedures.

It is a requirement that your food safety program and records are appropriate and reflective of your business practices, kept onsite and up to date at all times.

## Food safety supervisors

It is important to choose your food safety supervisor carefully. Your food safety supervisor can be the owner, an employee or a person external to the business, providing they are able meet the requirements of the Food Act 1984.

All Class 1 and Class 2 food premises require a food safety supervisor. A food safety supervisor is a person who:

- Has a Statement of Attainment that shows the required food safety competencies from a Registered Training Organisation (RTO) this is sometimes incorporated in food-based apprenticeships and other qualifications.
- They possess a sound knowledge of food safety and knows how to recognise, prevent and alleviate food handling hazards at your premises;
- Granted the authority to supervise other people handling food at the premises and ensure that food handling is done safely.

## Food safety supervisor exceptions

- For a food premises that use a Quality Assurance (QA) food safety program prepared under a declared QA code, if the program includes competency based or accredited training for its staff;
- Food events of one to two days duration run by Class 2 community groups where the majority of the workforce are volunteers.
- Class 3 and Class 4 food premises are exempt from the requirements a food safety supervisor. However, proprietors must ensure that staff have the skills and knowledge to handle food in a safe and suitable manner.

Please refer to the department of health and human services webpage for additional information:

<https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-safety-training-skills-knowledge/food-safety-supervisors>

# Selecting a Food Premises

Before you buy, renovate, build, lease/rent any food related business or purchase an existing food business to conduct food handling activities, you are encouraged to first have the food premises or mobile food vehicle assessed by a Baw Baw Shire Council Public Health Officer. This initial inspection will facilitate compliance with the Food Act 1984 and will also ensure you meet the structural requirements of the Food Standards Code and supporting Australian Standards.

## Existing Food Premises

If you intend to purchase an existing food premises it is recommended to arrange a Transfer Inspection prior to purchasing the business. The transfer inspection report will provide you with the condition of the food premises, any required structural upgrades and any structural non-conformances. Before you purchase a food business it is strongly recommended to contact Baw Baw Shire Council Public Health Unit to;

- Enquire if the business has current Food Act Registration
- Request a Transfer Inspection of the business. A [Release of Information Application Form](#) must be signed by the current proprietor and submitted with the transfer inspection request. The Release of Information Application Form will allow Council to provide a copy of the inspection report to the purchaser.
- It is recommended to inform Council of any proposed changes in food handling activities within a food premises, for example from greengrocer to a fast-food take-away to facilitate compliance with the relevant standards.

## Transfer Inspection

Upon completion of the Transfer Inspection, the Public Health Officer will issue you and/or your solicitor with the transfer inspection report. This report will detail any structural non-conformances or updates required by the Food Act 1984 and the Food Standards Code.

The non-conformances identified in the Transfer Inspection should be completed prior to the transfer of Food Act Registration. The current proprietor and purchaser can negotiate the responsibility for undertaking any required structural works.

## Transfer of registration

Once the business has been purchased, a Food Act Registration Application Form will be provided and must be completed and returned to Baw Baw Shire Council, accompanied by the paid transfer fee and a copy of the Food Safety Supervisors Certificate (only for Class 1 & 2 food premises) Council will then issue a Certificate of Registration to the new proprietor. The business is encouraged to display the Certificate in plain view of the public within the premises.

## **New food premises**

Before deciding on a new food premises, it is recommended that you develop a floor plan or architect drawing for consideration by your Public Health Officer. This will enable you and your Public Health Officer to ensure you comply with the requirements of the code and to mitigate any costly or time-consuming obstacles. Please note, Council is not in a position to approve site plans for food businesses.

## **Progress Assessment**

It is recommended to undertake a progress assessment to facilitate compliance with the Food Act 1984 and the Food Standards Code. This is not a requirement, however early intervention and advice may prevent delays in the registration process.

## **Final Inspection**

When you are ready to register your food business, a final inspection must be undertaken with a Public Health Officer to ensure compliance with the Food Act 1984 and Food Standards Code. The food business is not permitted to store, handle or prepare food for sale prior to a final inspection being undertaken and approved by a Public Health Officer. Please note, alterations may be required to meet the Food Standards Code and this should be factored into your schedule.

## **Final Act Registration**

Upon the final inspection and approval by a Public Health Officer, the application for the Food Act Registration will be provided to you.

The Food Act Registration Form must be completed and submitted to Council with the paid allocated fee. When Council has approved your Food Act Registration, the business will be supplied with a Certificate of Registration. The business is encouraged to display the Certificate in plain view of the public within the premises.

Renewal of your Food Act Registration must be completed and paid annually. The registration period is covers from 1 January to 31 December every calendar year. Council will provide the renewals of registration in October/November of each year.

# Additional Information and Requirements

Businesses that intend to manufacture foods or produce food for wholesale (including home manufacturers) must ensure the product meets the food labelling requirements in accordance with; The Australian Food Standards Code – Standard 1.2.1 Labelling and other information; The National Measurement Institute; and the Australian Competition & Consumer Commission.

## Nutritional Panel Calculator

<https://www.foodstandards.gov.au/industry/npc/Pages/nutrition-panel-calculator.aspx>

## Country of Origin Labelling

<https://www.business.gov.au/Products-and-services/Product-labelling/Country-of-origin-labelling-online-tool>

## Food Standards Code Labelling

<https://www.foodstandards.gov.au/consumer/labelling/Pages/default.aspx>

- In English and legible and/or provided with translated labelling  
Identify the food.
- Display the weight or volume of food (not including packaging)
- Display date marking; lot identification, best before, use by date, baked on dated or other batch codes.
- Display mandatory warning and advisory information
- Display nutrition panel
- Display Ingredients and Characterising ingredient declaration (percentage labelling)
- Display Allergy declaration, warning or other advisory statements
- Display Country of Origin
- Display Customer directions for storage or use.
- Display Manufacturer contact details

All food for retail sale or sold for catering purposes must be labelled, except for the following:

- Food not in a package;
- Food in an inner package not designed for sale and where the outer packaging shows the required information;
- Food made and packaged on the premises from where it is sold;
- Food packaged in the presence of the purchaser;
- Whole or cut fresh fruit and vegetables in packaging that does not obscure the nature or quality (does not include sprouted seeds or similar products);
- Food delivered packaged at the express order of the purchaser;
- Food sold at fundraising events.
- Where a packaged food is exempt from the general labelling requirements information may still need to be displayed in connection with the food or provided to the purchaser on request.

## **Pets and assistance animals**

Assistance animals must be allowed in areas open to customers. Personal and/or Customer pets may, at your discretion be allowed in outdoor dining areas. Other exceptions include display fish within dining areas and clearly segregated viewing areas for domestic animals (such as a pet themed café).

## **Live seafood**

Live fish, seafood and shellfish are the only live animals allowed in areas where food is handled. However, you must take all reasonable precaution to protect live seafood from becoming contaminated. Please refer to the Australian Food Standards Code -Standard 4.2.1 Primary Production and Processing Standard for Seafood.

## **Food transport vehicle**

Food transport vehicles are for the sole purpose of transporting food. A food transport vehicle is not required to be registered. However, the food transport vehicle must be maintained in a clean and sanitary condition and may be inspected by Public Health Officers during annual food safety assessments. You must not sell food directly from a Food Transport Vehicle unless the vehicle has been registered with Council as a Mobile Food Vehicle.



# Construction Guidelines

The purpose of the Construction Guideline is to provide a general overview of information concerning food premises design and construction. The below information is a summary of the Australian Food Standards Code - Standard 3.2.3 and the Australian Standard 4674 – 2004 Construction and fit-out of food premises. A copy of the Safe Food Australia - A guide to the Food Safety Standards can be found at the below weblink: <https://www.foodstandards.gov.au/publications/Pages/safefoodaustralia3rd16.aspx> Please be advised that this information is a summary of the standards and is subject to amendments and interpretation the guide should be used to facilitate your compliance with the Food Act 1984 and Food standards Code.

## Design and Construction

- The food premises must provide adequate space to allow for safe food production and accommodate equipment and ingredients without overcrowding.
- The food premises must be designed around food receipt, storage, preparation, cleaning and sanitising, serving of ready to eat food, etc.
- The premises should be suitably designed to prevent unauthorised access.
- Food premises must be designed to prevent cross-contamination between different processes and work-flows.
- The food production area should be constructed to a professional tradesperson like standard so that it can be effectively cleaned and sanitised, prevent contamination sources and pest harbourage or access.
- Rear yard areas are to be easily maintainable free of pest harbourage, standing water, rubbish and debris.
- Separate toilet/laundry blocks should be constructed in a tradesperson like standard so that it can be effectively cleaned, prevent sources of contamination and pest harbourage.
- Separate food storage sheds or other food storage structures must be constructed in a tradesperson like standard so that it can be effectively cleaned, prevent contaminations sources and sealed to prevent pest access.

## Materials and Equipment

- The food premises, all equipment and shelving must be constructed of materials safe for food production durable with respect to; water resistance, heat resistance, chemical or pH resistance, and able to be effectively cleaned. Food handling utensils, knives and cutting surfaces must be purchased with the same consideration. All surfaces are to be continuous, smooth, impervious and easily cleanable.

To prevent a build-up of dirt and grease in hard to reach areas, all fixtures (ie oven, fryers, dishwashers, etc) should be:

- fixed to the floor (without false bottoms); or
- 150mm off the floor; or
- on castors to allow movement.

All pipes, conduits and electrical wiring should be either:

- concealed in floor, walls or ceiling; or
- fixed on brackets to provide at least 25mm clearance between the pipe and the adjacent vertical surface.
- Gas lines should be installed with flexible hosing to facilitate movement.

## Floors

Floors in food preparation and storage areas must be constructed of a material that is smooth, durable, impervious and able to be effectively cleaned. The floor must be appropriately be laid so that there is no ponding of water.

Examples of finishes suitable for floors in food preparation and wash up areas (e.g. smooth, free from cracks and crevices and resistant to hot water, steam and/or chemicals) include:

- ceramic tiles with flush epoxy grouting
- sealed quarry tiles
- polyvinyl sheeting
- laminated thermosetting plastic sheeting
- epoxy resins
- non-slip stainless steel.

Coving should be installed at the floor-wall junction of all wet areas and food preparation areas. The flooring material should form a continuous surface from the floor up to the wall. This makes the floor-wall junction area easier to clean and helps to prevent the build-up of dirt and food matter. Floors that are hosed down for cleaning or are regularly wet should have floor drains that connect directly to wastewater.

## Walls

Walls in food preparation and storage areas must be constructed of a material that is smooth, durable, impervious and able to be effectively cleaned. Wall surfaces must be sealed to prevent the entry of dirt, dust and pests. Walls adjacent to food preparation benches, cooking equipment and washing up areas should be finished with a splashback consisting of a durable material (stainless steel sheeting, glass, glazed tiles) adhered directly to the wall.

## Ceilings

Ceilings in food preparation areas must be of continuous construction so there are no spaces or joints and finished with a material that is washable and impervious. The intersection of ceilings and walls should be tight jointed, sealed and dust-proof. Recommended materials include; painted or sealed plasterboard; painted or sealed cement sheeting; or render which is smooth and light coloured. Please note, removable drop-in or suspended ceiling panels are not recommended as a suitable for use in food preparation or handling areas.

## Lighting

The lighting system must provide sufficient light for the activities conducted on the food premises. Lights in areas where food is handled or stored must be fitted with shatterproof globes, light covers or tubing, to prevent physical contamination of food in the event of breakage.

## Ventilation

All food preparation areas where fumes, smoke, steam or vapours are produced require a mechanical ventilation system that complies with Australian Standard 1668.2-2002: The use of ventilation and air conditioning in buildings - Ventilation design for indoor air contaminant control.

- An exhaust canopy should be fitted above commercial dishwashers, to prevent steam damaging the ceiling and walls. Care should be taken when considering the location for the exhaust outlet, so as not to affect the amenity of the surrounding area with offensive noise or odour. For further information on siting the exhaust outlet, contact Council's Planning & Building Departments.
- If the premises requires mechanical exhaust you should engage with an flue system cleaning service to have the exhaust flue system cleaned regularly to prevent canopy fires.

## Hand wash basins

Hand wash facilities must be located where they are easily accessible to food handlers. Your food premises may require more than one hand wash basin.

- Hand wash basins must have a continuous and permanent supply of warm potable water delivered through a single outlet.
- It is recommended that hand wash basins be hands-free, operated either electronically or by a knee/foot mechanism.
- Warm water must reach this basin in a reasonable timeframe and with sufficient water pressure to facilitate effective hand washing.
- Hand wash basins must be clearly designated for the sole purpose of hand washing.
- Hand wash basins must be provided with an adequate supply of liquid soap in a dispenser and an adequate supply of disposable paper towel in a dispenser. Please note Air-dryers are not advisable for food handlers.
- The hand wash basin must have a splashback and adequality sealed at the joining junctions to prevent water damage.
- There should be no obstacles between a hand wash basin and an area where unpackaged food is handled. The hand wash basin is for the sole purpose of washing hands and must not be obstructed by any equipment or utensils.
- If there are toilet facilities in the premises, a hand wash basin must be located immediately adjacent to the toilet or toilet cubicles.

Please note it is recommended that hand washing facilities should be no further than 5 meters from food handling and money handling areas to encourage regular use by food handlers.

## Food preparation sink

A separate sink should be provided where food preparation involves the washing of food, such as raw fruit and vegetables and to facilitate thawing of food under water. It must not be used for other purposes such as the cleaning of equipment, as this can lead to chemical or bacterial contamination.

## Water supply

An adequate supply of constant hot and cold potable water must be provided to the food premises for washing food ingredients, cooking, adding to food and drinks, making ice, cleaning, sanitising and personal hygiene.

- Hot water must be of a sufficient temperature to facilitate effective cleaning and sanitising.
- Potable water must comply with the requirements set out in the Australian Drinking Water Guidelines 2016.
- Private collected water sources should be avoided within a food premises. Unless the food business can demonstrate that the use of private collected water for a purpose will not adversely affect the safety of the food handled by the business.

## Sewage and wastewater disposal

- A suitably sized Mop Sink and/or Bin Washing Facility must be installed away from food handling areas. The facility must be connected directly to the sewerage system and food and oil interceptor (where required). The facility must have access to potable hot and cold water with adequate water pressure. The instillation of a mop sink is for the exclusive use of filling of mop buckets and the disposal of wastewater.
- Food premises with access to the reticulated sewer system must drain all wastewater generated by the premises including condensation overflow from coolrooms, freezer rooms, drinks dispenser's coffee machines and floor drainage into the sewer system.
- Please be advised that you may require a trade waste agreement with your water authority. This may require instillation of a food and oil interceptor. Food and oil interceptors must be situated outside of the food premises, away from any food storage areas and remain accessible for servicing and ventilation. You must contact your water authority (Gippsland Water or South East Water) to confirm the requirements of your food and oil interceptor. You should provide Council with proof that you have entered into a Trade Waste Agreement with your Water authority, or that your business has been granted an exemption prior to registration of your food business.
- Your Water Authority can provide further advice on the appropriate type and size of the food and oil interceptor for your premises.
- If the food premises does not have access to the reticulated sewer system the premises must have access to an approved septic tank wastewater system. Please advise Council if you are unsure of your wastewater requirements.
- Wastewater generated from the premises must never be disposed of into a stormwater drain or off site.

Gippsland Water

T: 1800 050 500

W: <https://www.gippswater.com.au/commercial/general-information/commercial-trade-waste>

South East Water Corporation

T: 1300 760 306

W: <https://southeastwater.com.au/Business/Pages/FoodOilInterceptorService.aspx>

## Toilets

- In order to prevent the contamination of food preparation areas, toilets must be separated from areas where open food is handled, displayed or stored by an intervening ventilated space fitted with self-closing doors.
- The toilets must always be kept clean and operating correctly . Hand wash facilities must be provided to all toilet areas and supplied with potable warm running water. Toilet hand wash basins must also be provided with liquid soap and paper towels in fixed dispensers.

## Waste disposal

- The rubbish/garbage bins used by the premises must be of a suitable size to contain the volume of garbage and recyclable matter generated daily. Garbage receptacles must be fitted with lids to prevent pest entry and adequately protected to prevent public access. If you generate rubbish beyond the capacity of your waste collection, you may be required to arrange additional services to prevent uncontained garbage, which can generate odour and attract pests.
- You must not dispose of waste oil into Garbage bins regardless of amount. You must engage a waste oil collection service.
- If the premises requires onsite wastewater sewer or a food and oil interceptor you must have a maintenance agreement in place to have this equipment pumped out and serviced.

## Food storage

- Food Storage areas must be large enough to adequately store the volume of food required by the business. Food should not be stored on the floor, on cardboard or paper, on crates or makeshift structures.
- Shelving in food storage areas are to be constructed of a material that is smooth, impervious and easy to clean.
- All food storage shelving should at a minimum of 150mm off the floor.
- Shelving units installed in the coolroom or freezer room must be constructed of food-grade, durable plastic or stainless steel to facilitate effective cleaning and sanitising.
- All Foods in storage (including shelf stable dry-storage, cold storage and freezers) must be stored in food-grade containers which are durable with tight fitting lids or tightly fitted single use covering.
- Food in Bain-maries must be protected from the likelihood of contamination and should be fitted with heat resistant plastic lids or provided with adequate protection in the form of sliding glass/plastic doors to prevent food from pest access, contamination sources and bacterial growth.
- Food in food preparation wells must be protected from the likelihood of contamination and should be fitted with lids, single use covering or sliding glass or plastic doors to prevent food from pest access, contamination sources and bacterial growth.

## Sanitising equipment, eating and drinking utensils

You must provide a Chemical Food Grade Sanitiser or heat sanitiser (commercial dishwasher) or approved sanitising alternative.

The recommended chemical food grade sanitisers include hypochlorite or bleach, quaternary ammonium compounds, alcohol, iodophors (iodine), organic acids (e.g. peracetic acid) and hydrogen peroxide. Alternatives such as vinegar, lemon juice and methylated spirits are not generally recommended.

- A double bowl sink must be provided for the cleaning and sanitising of equipment and utensils. All sinks must be provided with hot and cold potable running water supplied through a single outlet, the double bowl sink must be of adequate size to fit the largest piece of equipment used within the food premises.
- Alternatively, a commercial dishwasher may be used for cleaning and sanitising in addition to a single bowl sink.

## Chemical storage

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

## Staff/personal storage

Staff clothing and personal belongings should be stored in a designated room or cupboard located outside of food preparation and storage areas.

## Pest control

Pests can quickly become a serious problem in a food premises. For this reason, the premises should be designed in a way to prevent the entry of rodents, birds, animals and insects.

- Windows should be fitted with tight fitting mesh screens or permanently closed. Exterior doors should be solid, tight fitting, with a pest strip at the base and a self-closer.
- Where the doors are open for day trade, doorways should be fitted with heavy duty plastic strip curtains or automatic self-closing, air curtains or screen doors.
- All holes, gaps and spaces in walls, floors and ceilings must be sealed to prevent the entry and harbourage of pests. This includes areas where pipes and conduits pass through walls, ceilings and floors.
- Insect control devices must not be located directly over food preparation or storage areas to prevent contamination by dead insects and pest chemicals.



## Smoke free dining and tobacco sales

There are smoke free requirements in place for drinking and dining areas. Outdoor dining must also be smoke free if the area has a roof and the total actual area of wall surfaces exceeds 75 per cent of the total notional wall area.

If you intend to sell tobacco products, including Shisha products, Electronic cigarettes or vaping products you must inform Baw Baw Shire Council Health Services or consult with the Department of Health and Human Service Tobacco Unit.

P: 1300 136 775

E: [tobacco.policy@dhhs.vic.gov.au](mailto:tobacco.policy@dhhs.vic.gov.au)

W: <https://www2.health.vic.gov.au/public-health/tobacco-reform>

T: (03) 5624 2411

E: [Health@bawbawshire.vic.gov.au](mailto:Health@bawbawshire.vic.gov.au)

W: <https://www.bawbawshire.vic.gov.au/Business/Health-and-Food-Requirements>

## Liquor Licensing

If you intend to sell liquor in any quantity, please ensure that you contact The Victorian Commission for Gambling and Liquor Regulation (VCGLR) to ensure that you have a license, or you are exempt.

The Victorian Commission for Gambling and Liquor Regulation

P: 1300 182 457

W: <https://www.vcglr.vic.gov.au/>

## Proprietor's name

All food businesses must display the registered proprietors name in a prominent position at the front of the premises. It is recommended that this is displayed on the front window or door of a food premises. Please notes this may be different to the name of the business.

# Mobile Food Vehicle & Streatrader

The purpose of the Construction Guideline is to provide a general overview of information concerning food premises design and construction. The below information is a summary of the Australian Food Standards Code - Standard 3.2.3 and the Australian Standard 4674 – 2004 Construction and fit-out of food premises. A copy of the Safe Food Australia - A guide to the Food Safety Standards can be found at the below:

<https://www.foodstandards.gov.au/publications/Pages/safefoodaustralia3rd16.aspx> Please be advised that this information is a summary of the standards and is subject to amendments and interpretation the guide should be used to facilitate your compliance with the Food Act 1984 and Food standards Code.

## Mobile food vehicles/stall

All Mobile Food Vehicles/stall must register with the Council in which the vehicle or stall is garaged or stored. Similarly, to fixed food premises your risk classification will be determined by the types of food provided and therefore the structural and documentation requirements for the Mobile Food Vehicle or Stall.

The following requirements apply only to Mobile Food Vehicle or Stall from which food is prepared and offered for sale:

- The proprietor of the food vehicle or stall must prominently affix their name and contact details on to the vehicle or stall and be maintain in a legible condition.
- Food Safety program, records, probe thermometer and food grade sanitiser; depending on the risk classification.
- All fittings, equipment, floors, walls and ceiling must be constructed of smooth and impervious material capable of being easily cleaned.
- A minimum of one sink supplied with hot and cold potable water for the cleaning of utensils and equipment used in the preparation of food.
- A dedicated hand wash basin supplied with hot and cold running (potable) water, liquid soap and paper towel.
- A wastewater holding tank is to be provided. You must dispose of all wastewater at a sewer point
- Adequate waste disposal of food waste, rubbish and waste oil.
- Adequate mechanical ventilation to be provided above cooking appliances.
- Adequate refrigeration facilities to ensure any cold foods are stored at or below 5°C or at or below -15°C
- Hot holding bain-maries must maintain foods above 60 °C.
- A copy of their Food Act Registration and Streatrader Statement of Trade.

## **Streatrader**

If you sell food from a Mobile Food Vehicle, Food Stall, Community hall, short term venue or event, or from a vending machine then you must also be registered on [Streatrader](https://streatrader.health.vic.gov.au/) and submit statements of trade (SOT) to notify the local Council that you are trading.

- You are required to provide your statement of trade on request by Public Health Officers.

Failure to register and provide a statement of trade may result in enforcement action. Please note if you are catering for one-off closed private event you are not required to register with Streatrader.

- Private water carters that sell water for human consumption must be registered with their local Council and submit Statement of Trade (SOT) via Streatrader.

- Once your application for registration has been accepted by your principal council, you may trade anywhere in Victoria. However, it is a requirement that you submit a SOT prior to attending a site.

Streatrader

W: <https://streatrader.health.vic.gov.au/>

# Useful Websites & Information

## **Baw Baw Shire Council - Food Registration Forms:**

<https://www.bawbawshire.vic.gov.au/Your-Business/Health-and-Food-Requirements/Registration-of-Food-Premises>

## **The Food Act 1984:**

[http://classic.austlii.edu.au/au/legis/vic/consol\\_act/fa198457/](http://classic.austlii.edu.au/au/legis/vic/consol_act/fa198457/)

## **The Australian New Zealand Food Standards Code:**

<https://www.foodstandards.gov.au/Pages/default.aspx>

## **The Victorian Department of Health and Human Services (DHHS) Food Safety Unit:**

<https://www2.health.vic.gov.au/public-health/food-safety>

## **DHHS Classifications:**

<https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-business-classification>

## **DHHS Food Safety Program:**

<https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-safety-program/food-safety-program-templates/food-safety-program-template-class-2>

## **FoodSmart Food Safety Programs:**

<https://www.foodsmart.vic.gov.au/en>