



# New Food Business Guide

# Contents

<b>General Requirements.....</b>	<b>5</b>
Purpose of this guide.....	5
Registration .....	5
Classification of food businesses .....	5
Food Safety Programs.....	6
Food Safety Supervisor .....	10
Minimum Records.....	11
Evidence of key food safety controls .....	11
Skills and Knowledge of Food Handlers.....	12
Do Food Safely .....	12
All About Allergens .....	12
Allergen Management .....	13
Food Labelling .....	14
Food Recall Procedure .....	15
FoodTrader.....	15
<b>Design and Construction of a Food Premises .....</b>	<b>16</b>
General Requirements.....	16
Floors, Walls and Ceilings .....	17
Floors.....	17
Walls and Ceilings.....	18
Fixtures, Fittings and Equipment .....	18
Benches & Shelving .....	19
Appliances .....	19
Coolrooms.....	19
Temperature Measuring Device .....	20

Ventilation .....	20
Lighting .....	20
Pest Control .....	21
Hand Basins.....	21
Equipment Washing .....	22
Food Preparation .....	22
Cleaners Sink.....	23
Storage Facilities .....	23
Food Storage .....	23
Storage of garbage and recyclable matter.....	23
Storage of other items.....	24
Plumbing .....	24
Water Supply .....	24
Sewage and Wastewater - Trade Waste .....	24
Toilet Facilities .....	25
<b>Further information and resources.....</b>	<b>26</b>
City of Port Phillip .....	26
Planning Permits .....	26
Building Permits .....	26
Footpath Trading.....	26
South East Water – Trade Waste Agreement.....	26
Department of Health - Food Safety .....	27
Food Standards Australia New Zealand .....	27
Business Victoria .....	27
Standards Australia .....	27
Liquor Licensing Victoria.....	27
<b>Application Process.....</b>	<b>28</b>
Steps Involved.....	28
Fees and Charges .....	29

Plans and Specifications..... 29

Guide to submitting Plans and Specifications ..... 30

Guide to the Final Inspection..... 32

**Notes ..... 33**

# General Requirements

## Purpose of this guide

This guide has been developed to assist you in setting up a new food business within the City of Port Phillip. It may also be useful if you are renovating or purchasing an existing food business.

It provides an overview of the food safety requirements for food businesses, structural requirements for the premises, the process involved in registering a new business and where to go for further information.

Depending on the type of food business you are proposing, not all of the information in this guide may be relevant.

## Registration

All businesses which sell food and drinks must either register their premises with the Council or notify Council of their activities.

In Victoria, all food businesses must comply with the *Food Act 1984*, (the Act) which oversees food safety. The Act also requires food premises to comply with the Australia New Zealand Food Standards Code which specifies food safety practices, requirements for food premises and equipment and food safety management.

## Classification of food businesses

Food businesses are classified according to the level of food safety risk. The requirements for food businesses (both structural and operational) are matched to the risk classification.

Council will confirm which classification applies to your business.

There are five classes, which can be summarised as:

Class	Details
1	hospitals, childcare centres and aged care services which serve high risk food to vulnerable people
2	other premises that handle high risk unpackaged food such as restaurants, cafés and take away food outlets
3	premises that handle unpackaged low risk food or high-risk pre-packaged food such as greengrocers, convenience stores as well as warehouses and distributors
3A	home based businesses making hot fill products such as chutney and some accommodation getaways
4	activities considered to be very low risk such as the sale of shelf stable pre- packaged foods, low risk drinks, uncut fruit and vegetables, some fundraising activities and low risk foods served in kindergartens or childcare

## Food Safety Programs

In Victoria, all class 1 and some class 2 businesses are required to have a food safety program.

A food safety program is a written plan which explains what a business does to ensure that the food it sells is safe for people to eat. It is an important tool to help you manage food safety risks within your business.

Class 1 businesses require an independent audited food safety program, tailored especially for their business.

Class 2 food manufacturers are also required to have an independent audited food safety program.

Class 2 businesses are exempt from the requirement to have a food safety program except if they undertake one of the following high risk food handling activities. The table also specifies the type of food safety program which can be used.

## High Risk Food Handling Activities

High-risk activity	Meaning	FSP requirements
Sous vide cooking, (cooking at less than 75°C) where the food is cooked under controlled temperature and time conditions inside vacuum sealed packages in water baths or steam ovens.	As described within Australia and New Zealand Food Standards Code, chapter 3, appendix 3.	Can use the department developed and approved FSP template – <a href="#">FoodSmart</a> OR the business can develop their own non-standard FSP that is audited by a department approved food safety auditor.
Any potentially hazardous food that does not involve temperature control to minimise the growth of pathogenic or toxigenic organisms.	Food including sushi, cured meats, aged beef, smoked foods, Chinese style roasted meats.	Can use the department developed and approved FSP template – <a href="#">FoodSmart</a> if the food handling activity is listed.  If the food handling activity is not listed in <a href="#">FoodSmart</a> the business must develop their own non-standard FSP that is audited by a department approved food safety auditor.
Preparation of acidified/fermented foods or drinks that are ready to eat and have a high level of acidity required to keep food safe, acid may be naturally present or added or produced by the food (due to microbial activity).	Foods including sauerkraut, kombucha, century eggs.	Can use the department developed and approved FSP template – <a href="#">FoodSmart</a> if the food handling activity is listed.  If the food handling activity is not listed in <a href="#">FoodSmart</a> the business must develop their own non-standard FSP that is audited by a department approved food safety auditor.
Preparation of ready to eat foods containing raw unshelled eggs (unpasteurised).	Meals or desserts that contain raw eggs, that is, the eggs are consumed raw and have not gone through a heat treatment. Foods including mayonnaise, tiramisu, mousse. This does not include eggs that have gone through a pasteurisation process or the handling of shelled eggs, which is a class 3 activity.	Can use the department developed and approved FSP template – <a href="#">FoodSmart</a> OR the business can develop their own non-standard FSP that is audited by a department approved food safety auditor.

High-risk activity	Meaning	FSP requirements
Preparation of ready to eat raw or rare minced/finely chopped red meats.	<p>These foods all contain minced or finely chopped red meats that are either raw or rare and not cooked. Foods including steak tartare, rare/raw hamburgers.</p> <p>This does not include carpaccio (finely sliced meat) or steaks that have been cooked to the customer's requirements, as most bacteria is on the surface of the meat.</p>	<p>There is no department developed and approved FSP template for this activity.</p> <p>A business undertaking this process will require a non-standard FSP that is audited by a department approved food safety auditor.</p>
Preparation of ready to eat raw and rare poultry and game meats.	<p>The preparation of ready to eat raw and rare poultry and game meat, regardless of it being a muscle or mincemeat, where it is served raw or partially cooked.</p> <p>Poultry meat includes chicken, duck, goose. Game meats include kangaroo, wild boar, emu, crocodile that are not raised on a farm.</p> <p>For further information concerning game meat please refer to the <a href="#">Game Harvester Guideline Amended January 2021 - updated (web).pdf (primesafe.vic.gov.au)</a>.</p>	<p>There is no department developed and approved FSP template for this activity.</p> <p>A business undertaking this process will require a non-standard FSP that is audited by a department approved food safety auditor.</p>



High-risk activity	Meaning	FSP requirements
Off-site catering where ready to eat potentially hazardous food is prepared or partially prepared in one location, transported to another location, where the food is served at a catering event.	<p>An arrangement between the caterer and a person who is paying for the business to provide food to persons who attend a function, whether or not the food is partially prepared at the function (but does not include merely delivering the food).</p> <p>For example, an arrangement made with the organiser of a wedding reception, a function for staff of a business, a dinner for club members, or a party or wake for guests, or for a community group activity. Usually, it is arranged for a predetermined number of persons, but this is not essential.</p> <p>Off-site catering does not include catering activity where the food has been prepared and delivered to an office for lunches or similar events where the food does not require any further preparation such as reheating, portioning or garnishing; or where businesses that do not supply food for the event but provide waiting staff to serve the food at the event.</p>	Can use the department developed and approved FSP template – <a href="#">FoodSmart</a> OR the business can develop their own non-standard FSP that is audited by a department approved food safety auditor.
<p>Any other complex food process activity such as:</p> <p>Pasteurisation / thermal processing, where food is heated to a certain temperature for a specified time, to eliminate pathogenic organisms.</p> <p>Packaging food where the oxygen has been removed and/or replaced with other gases for food safety or to increase shelf life of the food.</p> <p>Any food processing activity which does not involve the use of temperature control, to minimise the growth of pathogenic or toxigenic organisms in food.</p>	Examples of complex food processes includes dehydration where temperature control is not used to minimise the growth of pathogenic or toxigenic organisms in food, as described in Australia and New Zealand Food Standards Code, Standard 3.2.2.	<p>There is no department developed and approved FSP template for this activity.</p> <p>A business undertaking this process will require a non-standard FSP that is audited by a department approved food safety auditor.</p>

All businesses requiring a food safety program must keep it on site in the business at all times, follow the program and maintain all of the required records to demonstrate their compliance.

Independent food safety programs must be audited each year by a Department of Health approved food safety auditor. Further information on [food safety auditors](#), including a list of approved auditors is available on the Department of Health website.

Further information about [food safety programs](#) is available on the Department of Health website.

## Food Safety Supervisor

All Class 1, Class 2 and Class 3A businesses must have a qualified food safety supervisor.

It is important to choose an appropriate person to be the food safety supervisor for your business.

The food safety supervisor must:

- have the ability and authority to be able to supervise other people handling food in the business and ensure that it is done safely
- know how to identify, prevent and alleviate food-handling hazards
- take reasonable steps to ensure that the food business is free from food-related hazards
- have completed accredited food safety training for the food sector that they are currently working in.

Note that the owner of the food business may be the food safety supervisor.

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.

To be eligible to be a food safety supervisor, food handlers must have completed at least one of the following skill sets:

- [SITSS00069 - Food Safety Supervision Skill Set](#) (Units SITXFSA005 and SITXFSA006)
- [SIRRFSA001 - Handle food safely in a retail environment unit](#)
- [HLTSS00061 - Food safety supervision skill set - for community services and health industries](#) (Units HLTFSE001, HLTFSE005 and HLTFSE007)

These units can be delivered as stand-alone short courses or within longer Vocational Education & Training (VET) courses.

Further information on [food safety supervisors](#) is available on the Department of Health website and will also provide information on Registered Training Organisations (RTOs) which offer the accredited training.

## Minimum Records

Class 3 warehouses and distributors are required to keep a food suppliers record.

All other minimal records for class 3 businesses are no longer required.

## Evidence of key food safety controls

Food businesses must be able to demonstrate that they are managing key food safety risks when handling potentially hazardous food (PHF). This includes food temperature control, food processing and cleaning and sanitising processes.

Food businesses must show that they:

- Receive, store, display and transport PHF under temperature control,
- Process (e.g. cook, acidify, sous vide) PHF adequately to reduce pathogens,
- Minimise the time PHFs are out of temperature control during processing,
- Cool PHF within specified time and temperature limits,
- Reheat PHF rapidly to the correct temperature,
- Clean and sanitise food surfaces and equipment adequately.

For many businesses, record keeping will be the simplest and easiest way to meet this requirement.

Records assist you to know if your processes are working, allow you to easily identify food safety issues and take corrective action if something goes wrong. They are also an easy way for you to show your Environmental Health Officer that you are complying with the requirements.

Record [templates](#) are available from the Food Standards Australia New Zealand website. Businesses can also develop their own or adopt existing templates to suit their needs.

Alternatively, businesses may demonstrate their compliance by making notes on invoices or in a diary, taking photos, having written standard operating procedures which are followed by staff, and/or walking and talking through the processes with your Environmental Health Officer during an inspection.

For businesses with a food safety program, you are already meeting this requirement by following your food safety program and keeping the required records.

## Skills and Knowledge of Food Handlers

Everyone who works in a food business is responsible for ensuring that the food they handle is safe to eat. Food businesses must ensure all food handlers have completed training or have the skills and knowledge in food safety and hygiene in line with the work they do. Training for food handlers includes:

### Do Food Safely

*Do Food Safely* is a free online learning resource developed by the Victorian Department of Health for people working, or wanting to work, in the food industry.

*Do Food Safely* is a popular resource to learn or refresh knowledge about safe food handling and is useful for everyone working in a food business (from bar and wait staff to chefs, kitchen hands and cleaners). It is available in 7 languages in addition to English.

Users can work their way through seven safe food handling modules, that includes topics such as personal hygiene, food allergens and food contamination, and can test their knowledge by completing the assessment at the end of the online course.

Please note, *Do Food Safely* is **not** an accredited program.

For further information or to complete the training visit [DoFoodSafely](https://www.dofoodsafely.vic.gov.au/).

### All About Allergens

[All About Allergens](#) is a program that helps business owners, managers and food handlers provide safe food for customers with a food allergy. It covers understanding food allergies; communicating with customers and staff; menus and food labels; and practical management of allergens.

This course takes about 1 hour to complete. Participants receive a certificate on successful completion.

## Allergen Management

Food allergies can be life threatening. For people who have a food allergy the only way to manage the allergy is to avoid the specific food allergen.

The Australian New Zealand Food Standards Code states that food businesses must advise customers of allergens in food, either on the packaging of food or in the case of cafes or restaurants on the menu or upon request by the customer.

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 cross contamination does not occur.

In Australia, the following food and ingredients need to be declared (using these names):

- wheat
- fish
- crustacean
- mollusc
- egg
- milk
- lupin
- peanut
- soy, soya, soybean
- sesame
- almond
- Brazil nut
- cashew
- hazelnut
- macadamia
- pecan
- pistachio
- pine nut
- walnut
- barley\*
- oats\*
- rye\*
- sulphites\*\*

\* Barley, oats and rye must be declared if they contain gluten.

\*\* Sulphites must be declared when added in amounts equal to or more than 10 milligrams per kilogram of food.

These foods or substances can cause an allergic, intolerant or auto-immune response in some people. Declaring the presence of these substances allows people with allergies to make informed

13

and safe choices about the food they buy.

There are a range of tools and resources available to assist businesses in managing allergens. The [food allergen portal](#) on the Food Standards Australia New Zealand website has links to resources and training. It is essential for **all staff** working in a food business to understand the risks associated with allergens and the importance of communicating and effectively managing allergens in a food business.

Business should have a food allergen matrix available listing all menu items and detailing the allergens which are present in each item. Further information and a template matrix is available at [All About Allergens Resource Hub](#).

## Food Labelling

Packaged food for retail sale or sold to a caterer **must** be labelled in accordance with the requirements in the Australian New Zealand Food Standards Code.

Exemptions exist, such as for food which is:

- unpackaged;
- made and packaged on the premises from which it is sold;
- packaged in the presence of the purchaser;
- delivered packaged and ready for consumption at the order of the customer (e.g. take away food).

Labels must be accurate. Therefore, any information that you have on a label must be correct and must not mislead the customer. This includes making any nutritional, health and related claims.

Labels must specify the following:

- Food identification describing the nature of the product (e.g. chocolate peanut cookies).
- Allergen warning statements (e.g. contains peanuts).
- List of ingredients in percentage order; highest to lowest.
- Date marking of food for sale; best before or use by date.
- Directions for use and storage (e.g. store at 5°C or less).
- Nutrition information panel.
- Characterising ingredients and components of food.
- Country of origin labelling requirements.

More detailed information about all of the labelling requirements and how to calculate a nutrition panel can be found on the [Food Standards website](#).

Council recommends you seek independent advice from a Public Analyst or Food Technologist to assist you in complying with the legislative labelling requirements. Depending on the type of food sold, presence of allergens and if you are making any claims about the product (e.g. gluten free, low fat or dairy free) it is recommended that you consider having your product analysed by a Public Analyst to ensure compliance with the legislation. This is at your own cost and should be factored into your business plan.

## Food Recall Procedure

If you manufacture food that is not going to be immediately consumed, for example, you supply your product to other food businesses or you make a type of food that is likely to be consumed over a period of time e.g. jam, you should have a food recall system in place.

Information on developing a food recall plan can be obtained from [Food Standards Australia New Zealand](#) (FSANZ).

The ingredients you use to make your food could also be subject to a food recall. You can keep informed of food recalls by subscribing to FSANZ's free [Food Recall Alerts](#) email service.

## FoodTrader

If you plan to sell food at a market stall, event or mobile food business you must have a temporary or mobile food vehicle registration.

In Victoria, all temporary and mobile food premises apply for registration using an online state-wide registration system called [FoodTrader](#).

Mobile Food vehicles needs to be constructed in accordance with the food standards code and the information on the design and construction of a food premises included in this guide will apply.

Your temporary food premises may be inspected at any time by the municipality in which you are operating.

Visit the [FoodTrader](#) website for further information.

# Design and Construction of a Food Premises

The following information on structural requirements has been developed in line with the [FSANZ Guide to the Food Safety Standards](#). It is a requirement under the Act to comply with these standards. The standards are outcome based and a summary of the intended outcome of the standards has been provided.

## General Requirements

### *Standard 3.2.3, Section 3*

*The intended outcome is that food premises are designed and constructed to:*

- *be appropriate for the purposes for which they are used*
- *provide adequate space for food production and equipment*
- *facilitate cleaning, sanitising and maintenance*
- *prevent access and harbourage of pests*
- *keep out dust, dirt, fumes, smoke and other contaminants*

A food premises must be structurally sound, in a good state of repair and fit for its intended use. The size, scale and complexity of the business will impact the structural requirements. It is expected that commercial equipment will be installed in commercial premises.

Some key considerations when planning your food business include:

- having suitable workflow throughout the premises so food moves from receipt, storage, processing, display and sale in a logical way to prevent contamination and allow for waste and cleaning activities to be separated from food handling to prevent contamination;
- adequate space must be provided for the activities to be conducted and for the fixtures and equipment required, areas should not be cluttered and overcrowded which would prohibit effective cleaning;
- adequate space must be provided for the storage of dry goods, cold food, frozen food so that it is under appropriate environmental conditions and protected from contamination;
- provision of suitable sinks to facilitate cleaning and prevent contamination – such as designated hand wash basins in each food handling area and a separate sink(s) for food preparation;
- assessment of the quantity and type of waste to ensure adequate storage space is provided;
- provision of an adequate supply of hot water to all sinks and for the activities to be conducted;
- planning for trade waste and sewage connections so they do not compromise food safety.



# Floors, Walls and Ceilings

## Floors

*Standard 3.2.3, Section 10*

*The intended outcomes are that floors are appropriate for the area, able to be effectively cleaned, impervious to grease, food particles and water and do not provide harbourage for pests.*

The floor must be smooth, durable, even, impervious (waterproof), free from open cracks and joints and resistant to hot water, steam and/or chemicals. Floors should be constructed so they do not allow pooling of water. The floor material used must be durable enough to resist damage due to the type of operation (e.g. the floor beneath cooking appliances must be able to withstand high temperatures).

Suitable floor surfaces include ceramic tiles, quarry tiles, vinyl tiles and sheet vinyl with welded seams. Surfaces which do not comply include bare concrete, timber, carpets, and carpet type mats which cannot be readily cleaned. These requirements do not apply to dining or drinking areas.

## Coving

There is no specific requirement for coving at the junction of the floor and wall. However, coving should be provided in new premises in areas where floors are intended to be cleaned by flushing with water. It may also help cleaning where the floor has to be swept frequently. Installing coving at floor-wall junctions behind stoves and food preparation benches may make this difficult-to-access spot easier to keep clean.

## Floor Waste Drains

Floor waste drains should be considered wherever large volumes of water are required in the cleaning process such as large restaurant kitchens and food manufacturers. The floor will need to be graded so that water flows to the drain.

Note: If a floor waste is not required then it is reasonable to assume that your floor will be thoroughly cleaned using a mop and bucket. The mop will need to be cleaned and water from the bucket will need to be disposed of through the sewerage system. Please refer to the [Plumbing](#) section below.

## Walls and Ceilings

*Standard 3.2.3, Section 11*

*The intended outcomes are that all walls and ceilings:*

- *are appropriate for the area and are provided where they are necessary to protect food*
- *do not provide places for pests to hide*
- *are able to be effectively cleaned*
- *where provided to protect food are:*
  - *sealed to prevent dirt, dust and pests getting into the area and*
  - *impervious to grease, food particles and water*
  - *easy to clean effectively*

### Walls

Walls in preparation areas must be smooth, durable, impervious to water or oil and able to be easily and effectively cleaned. Suitable wall surfaces include glazed tiles, stainless steel, aluminium and smooth sealed plaster. When plaster is used, the surfaces should be finished in a light colour, washable, durable paint. All wooden surfaces (e.g. door frames) must be sealed. Skirting boards are not permitted in food preparation areas.

### Ceilings

The ceiling must be smooth, nonporous sealed plaster or similar material which is painted in a light colour. Drop panel ceilings are not suitable in food preparation and cooking areas.

## Fixtures, Fittings and Equipment

*Standard 3.2.3, Section 12*

*It is intended that:*

- *all fixtures, fittings and equipment are:*
  - *adequate to produce safe and suitable food and are fit for use*
  - *designed, constructed, located and installed so that they will not contaminate food, can be easily and effectively cleaned, and do not provide harbourage sites for pests*
- *adjacent surfaces can be easily and effectively cleaned*
- *food contact surfaces are made of material that will not contaminate food and are impervious to grease, food particles or water*
- *can be easily and effectively cleaned and, where necessary, sanitised*

*The scope of this requirement is very broad and covers all fixtures, fittings and equipment in the premises and on food transport vehicles*

All fixtures, fittings and equipment must be adequate for the production of safe food and be fit for their intended use.

They must be smooth, durable and impervious and able to be easily and effectively cleaned.

## Benches & Shelving

All benches and shelves must be smooth, durable, impervious and able to be easily and effectively cleaned. They must be free from open cracks and joints. Sealing benches to walls or other fixtures with silicon should be considered to prevent cracks and gaps where food scraps could build up. Suitable surfaces for shelving include stainless steel, plastic, solid core sealed timber and laminate.

Shelving in coolrooms must be resistant to corrosion (i.e. chrome or timber framed shelving is not suitable).

## Appliances

All appliances must be located and installed as to allow for the easy and effective cleaning of the equipment itself, adjacent equipment and also the floor, walls and ceiling around the equipment.

As a guide, all appliances should be 150mm away from any wall or sealed to the wall. They should also be on legs of 150mm or on heavy duty castors which allow for easy moving of the appliance for cleaning.

Where cooking and heating appliances must be butted against walls or other equipment (e.g. other cooking appliances), all joints should be effectively flashed or sealed in such a manner as to eliminate any joints or crevices which allow liquid, food residue or dirt to collect. Where silicon is to be used, only heat resistant silicon is acceptable. Metal flashing is preferable.

Adequate equipment to cook, cool, store or display hot and cold food is required to meet the needs of the business so that temperature requirements as specified in the standards are met.

## Coolrooms

The floor must be smooth, durable, even, impervious, light in colour and free from open cracks and joins. Typically, suitable floors include ceramic tiles, quarry tiles, vinyl tiles, sheet vinyl with welded seams or epoxy finish. Surfaces that are not appropriate include bare concrete and timber.

Storage racks must be corrosion resistant and be able to be easily and effectively cleaned. Timber frames and chrome finishes are not appropriate.

## Temperature Measuring Device

*Standard 3.2.2, Section 22*

*The intended outcome is that food businesses handling potentially hazardous food must have a thermometer on-site to accurately monitor the food temperature.*

A digital probe thermometer capable of measuring to +/- 1°C is required for businesses required to measure the internal temperature of food or equipment storing potentially hazardous food.

## Ventilation

*Standard 3.2.3, Section 7*

*The intended outcome is that natural or mechanical ventilation minimises the likelihood of airborne contamination of food.*

All cooking and heating appliances with an electrical power rating over 8kW or total gas input is greater than 29MJ/h must be located under a mechanical exhaust canopy.

Stoves, ovens, pizza ovens, provers, salamanders, dishwashers must all be located under a canopy.

The design and installation of the mechanical exhaust canopy must be in accordance with Australian Standard 1668.2

Cooking equipment must not extend outside the catchment area of the canopy.

Mechanical exhaust systems that ventilate to street level may require additional treatment or filtering.

## Lighting

*Standard 3.2.3, Section 8*

*The intended outcome is that the food premises has sufficient natural and/or artificial light for staff to carry out food handling operations, cleaning and sanitising and other activities.*

Lighting must be sufficient to enable staff to easily see if areas and equipment are clean, detect signs of pests and clearly see food and equipment they are handling.

Light fixtures in food preparation and storage areas should be designed and installed so that they do not accumulate dust (e.g. are flush with the ceiling or recessed) and have shatterproof globes or be covered in shatterproof diffusers.

## Pest Control

*Standard 3.2.2 Section 24*

*The intended outcome is that food premises are to be free from pests and animals with the exception of assistance animals.*

It is the proprietor's responsibility to ensure all reasonable precautions are taken to ensure that their premises remain insect and vermin proof.

All kitchens, food preparation and storage areas must be constructed and maintained to exclude and prevent the harbourage of flies, insects, birds and vermin.

Where service pipes pass through walls or ceilings the area surrounding the pipe must be effectively sealed.

All external doorways must be provided with close fitting self-closing doors. All openings must be able to be effectively sealed to prevent the entry of pests. Careful consideration must be given when pest control measures such as baits, insecticides etc are used to ensure they do not contaminate food or equipment.

## Hygiene and Cleaning

*Standard 3.2.3 Section 12*

*The intended outcomes are that the business has a suitable number and size of sinks to allow the business to easily conduct all of its washing and cleaning activities without interference or obstruction, and without posing a food safety risk, including:*

- *hand washing*
- *food washing*
- *equipment washing*
- *liquid waste disposal (e.g. mop buckets, bins etc)*

## Hand Basins

*Standard 3.2.3 Section 14*

*The intended outcome is that designated, appropriate hand washing facilities are available and accessible for food handlers.*

Hand wash basins are an extremely important part of your food business and consideration of appropriate location(s) within the premises should occur at the beginning of planning. Installing a hand wash basin should not be an afterthought.

A food premises must have hand washing facilities that are located within areas where food handlers work and specifically where they can be easily accessed. Consideration should be given to ensure the location of the hand wash basin will not result in it being obstructed (i.e. when located next to a wash up sink where it may be obstructed with either dirty or clean dishes).

They must be provided with hot and cold water delivered by a single mixing device. A sensor tap is not required. The basin must be of a reasonable size that allows for easy and effective washing of hands, arms and face.

Larger kitchens or those with several food preparation or food handling areas will require more than one basin.

Separate hand basins must also be provided for toilets, either within the air lock or immediately outside.

Liquid soap and hand drying facilities must also be provided at all hand wash basins. Single use disposable paper towels are the preferred option.

## Equipment Washing

Facilities are required for cleaning and sanitising of all equipment. As a guide, a double bowl commercial grade sink is required, separate from the wash hand basin, for the washing of equipment and utensils.

Hot and cold water must be provided. Dishwashers that use hot water rinse cycle must reach 77 degrees Celsius for 30 seconds.

Sinks must be large enough to accommodate the largest piece of equipment being used.

A commercial dishwasher capable of sanitising and single sink may be suitable instead of a double or triple sink.

## Food Preparation

An additional food preparation sink may be required where the frequent washing of fruit and vegetables is required.

## Cleaners Sink

Provision is required for washing out kitchen bins, cleaning mops and buckets. In some cases, a cleaner's sink may be adequate but, in most situations, a smooth concrete floor which is graded and drained to the South East Water sewer will be required. Access to hot and cold-water taps is required.

## Storage Facilities

### Food Storage

Consideration needs to be given to ensure there is sufficient dry, cold and frozen storage to meet the needs of the business.

When cooling of large quantities of food is required additional space may be required.

When food is displayed for customers it must be protected from contamination.

### Storage of garbage and recyclable matter

*Standard 3.2.3, Section 6*

*The intended outcome is that storage facilities for garbage and recyclable matter:*

- *are suitable for the volume and types of garbage and recyclable material produced by the food business*
- *do not provide a breeding ground for pests*
- *are able to be easily and effectively cleaned*

All food businesses must have a waste disposal area where the bins, cleaning mops, buckets, cleaning chemicals etc are stored and are able to be cleaned. This area is usually outside and must be large enough to accommodate the number and type of bins your business requires. Businesses must have an adequate number of bins and frequency of collection to ensure all rubbish is stored in bins with the lids closed.

Bins must be stored on your property. You must ensure your empty bin is returned to your property as soon as possible after collection. Rubbish must be placed in leak proof bags. Council's local law requires that private contractors are permitted to collect rubbish between 6.30am until 8.00pm Monday-Saturday and between 9.00am and 8.00pm on Sundays and public holidays.

## Storage of other items

*Standard 3.2.3 Section 15*

*The intended outcome is that adequate storage is available for items likely to be a source of food contamination and that stored items are unlikely to contaminate food or food contact surfaces.*

Storage areas should be provided for:

- food packaging
- staff clothing and personal belongings
- chemicals and cleaning equipment
- other items – such as office equipment, maintenance equipment and tools, dirty linen

These items must be stored separately to food and equipment storage to prevent contamination.

## Plumbing

### Water Supply

*Standard 3.2.3, Section 4*

*The intended outcomes are that potable water is available for activities including washing food, cooking, making ice, cleaning, sanitising and personal hygiene and that non-potable water is only used where it will not affect food safety.*

All water must be potable and be safe to drink and safe for cleaning and sanitising processes.

A continuous supply of hot water must be provided for washing equipment and hand washing.

### Sewage and Wastewater - Trade Waste

*Standard 3.2.3, Section 5*

*The intended outcomes are that sewage and wastewater are disposed of effectively and there is no contaminate food or the water supply from the disposal system.*

Trade waste is water contaminated by business operations as a result of washing, cleaning or rinsing processes. It may contain chemicals, fats, detergents or food waste.

Grease and wastewater from food businesses is a serious problem for our sewage system.

Grease flows readily down the sewer in its liquid form but later solidifies and builds up in the sewer



causing blockages. These blockages may cause sewage overflow into the environment, homes and businesses.

Businesses which prepare food are required to have a Trade Waste Contract with the water authority (South East Water) and are required to install a grease trap or food and oil interceptor before you commence operating.

A grease trap or food and oil interceptor is a tank or pit which intercepts food, fat, oil and grease before the waste enters the sewer. The grease trap must be maintained on a regular basis to ensure it operates effectively.

Grease traps should not be located in food storage or preparation areas as contamination can occur during emptying or in the event of an overflow. Grease traps should ideally be located outside the building.

## Toilet Facilities

*Standard 3.2.3, Section 16*

*The intended outcome is that toilet facilities for food handlers are available either on the premises or nearby.*

Toilets must comply with the requirements of the Building Code of Australia.

Toilets must not open directly into any room in which food is handled, displayed or stored. They should be separated by an intervening ventilated space with self-closing doors or by self-closing doors and a mechanical exhaust system.

Access to customer toilets should not be through areas where open food is handled, displayed or stored (other than dining areas).

A food business must ensure adequate toilets are available for use by food handlers working in the business.

# Further information and resources

## City of Port Phillip

### Planning Permits

If you wish to open a food business or conduct specific building works you may require a Planning Permit.

Planning Permits are also required for signage and may stipulate patron numbers and amenity controls to ensure your business does not impact on neighbouring residents.

Please contact the Planning Department on 9209 6424 for further information.

### Building Permits

Any substantial building works may also require a Building Permit. The Building Code of Australia also set requirements for toilets and accessibility.

Please contact the Building Department on 9209 6253 for further information.

### Footpath Trading

Placing furniture such as tables and chairs, umbrellas or signage on Council land requires a footpath trading permit from Council.

Please contact the Footpath Trading team on 9209 6777 for further information.

## South East Water – Trade Waste Agreement

For information on trade waste agreements, please visit [South East Water](#) or call South East Water, Trade Waste team on 9552 3662.

## Department of Health - Food Safety

The Victorian Department of Health [Food Safety Unit](#) has a range of information on food safety, food safety programs, food safety supervisors, allergens etc.

## Food Standards Australia New Zealand

Information on the food standards code relating to labelling, allergens, food safety practices or food premises requirements is available at [Food Standards Australia New Zealand](#).

## Business Victoria

[Business Victoria](#) is a comprehensive online resource designed to help you start, run and grow your business.

## Standards Australia

[Standards Australia](#) have developed the following Australian Standard which applies to food businesses:

Australian Standard 1668.2 for the use of ventilation and air-conditioning in buildings - Mechanical ventilation in buildings.

## Liquor Licensing Victoria

Any person or organisation that intends to supply liquor in Victoria must apply for a licence or permit from the [Victorian Commission for Gambling and Liquor Regulation](#).

# Application Process

## Steps Involved

### Step 1 – Application for a new food business

It is recommended that anyone setting up a new business or altering an existing premises submit plans and specifications for review by an Environmental Health Officer. See [below](#) for further information.

### Step 2 – Construction of your new food premises

Council's Health Services Unit will conduct a progress inspection upon request during the construction of your premises. An Environmental Health Officer will visit your business at an agreed time to provide any guidance to ensure construction is completed in accordance with the food safety standards.

### Step 3 – Final Inspection

A successful final inspection is required prior to Council granting Food Act Registration. Please contact Council's Health Services Unit 5 days prior to schedule an inspection. See the [guidance](#) below on preparing for the final inspection and Council's expectations.

### Step 4 – Application for Registration

An Application for Food Act Registration needs to be completed and submitted with the prescribed fees. Forms and fees vary depending on the classification and size of your food business.

### Step 5 – Registration granted

A certificate of registration will be issued following the successful completion of Step 3 and 4 above. Once you receive your certificate of registration you may commence trading.

## Fees and Charges

Fees apply for all new food business applications as well as for annual registration.

Annual registration fees vary depending on the size and complexity of the food business.

Annual registration fees apply for the calendar year from 1 January to 31 December. New businesses registering during the year will be charged a pro rata fee which is reduced by 25% each quarter.

Fee Schedule	Class 1	Class 2	Class 3
New Business Application Fee	\$310	\$310	\$242
Annual Registration Fee range**	\$394-1014*	\$720-1014*	\$394-\$540*

\* Fees for supermarkets and community groups vary from the above fee range.

\*\*Fees above apply for registration from 1 July 2025 – 30 June 2026

To clarify which fee will apply to your business, please contact the Health Services Unit on 9209 6292.

## Plans and Specifications

The Health Services Unit is here to assist business owners in the City of Port Phillip when setting up a new food business or altering an existing premises.

Prior to commencing any works, it is strongly recommended that plans and specifications are submitted for review by Council's Health Services. This is not mandatory; however, it may prevent costly or time-consuming mistakes. There is no additional cost to businesses for submitting plans.

Council's Health Services Unit will review the proposed plans for compliance with the Australian New Zealand Food Safety Standards. This can avoid the need for additional works that may be required in order for Council to grant Food Act Registration.

Plans should be drawn accurately to a scale of not less than 1:100.

## Guide to submitting Plans and Specifications

Please review the following checklists and ensure all of the required information is provided. Please remember that the assessment is based on the intended use. Therefore, it is important to provide detailed information about your proposed food business.

An application for assessment of a new food business form should be completed and submitted with the plans and specifications.

### Information about your business

What types of food are handled, prepared, cooked, stored or sold from the premises?	Click or tap here to enter text.
What is the maximum number of customers that will be seated for meals?	Click or tap here to enter text.
What is the maximum number of staff that will be working at any one time?	Click or tap here to enter text.
Are any allergen free claims made for food products? Provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No Click or tap here to enter text.
Provide a proposed menu and information relating to the types of food involved.	Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you packaging food for retail sale? If yes, are the packaged products made on site? Please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No Click or tap here to enter text.

### Specifications

Describe the type of floor surface to be provided in each area of the premises.	Click or tap here to enter text.
Describe the finish to the walls in each area of the premises.	Click or tap here to enter text.
Describe the material of the ceiling in each area of the premises.	Click or tap here to enter text.
Describe the finish to be used for benches and shelves.	Click or tap here to enter text.
Describe how cooking appliances will be installed.	Click or tap here to enter text.

## Checklist for plans

Items	Shown on plan
Plans drawn accurately to a scale of not less than 1:100.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Floor waste drains	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Food storage areas and storage units (dry store, fridges, freezers, hot and cold display units)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Coolroom(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Cooking and heating equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Mechanical exhaust system Installation in accordance with AS1668.2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Benches and shelving	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Significant pieces of equipment (floor mixers, slicers etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
All types of sinks clearly marked according to their intended purpose	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Dishwasher/glass washers(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable

## Guide to the Final Inspection

A final inspection is required to be conducted by Council prior to granting *Food Act* Registration. The purpose of the inspection is to ensure the premises meets the requirements of the Food Safety Standards.

It is the responsibility of the applicant to contact the Health Services Unit to book in a final inspection. Please provide 5 working days' notice when booking the inspection. Ensure all items in the checklist below are completed prior to the inspection.

### Expectations of Council when conducting the final inspection:

- ☐ All construction work must be complete, all trades people and tools no longer on site. No food should be stored on the premises and no food preparation commenced.
- ☐ All equipment installed in the intended location.
- ☐ All finishing work completed – including painting, grouting, caulking etc.
- ☐ All surfaces and equipment cleaned and sanitised as required.
- ☐ All equipment turned on and working - electrical, plumbing and gas connections complete.
- ☐ All hot and cold storage and display equipment operating at the correct temperature so that an Environmental Health Officer can check the temperature of the units.
- ☐ Hot and cold water provided to all sinks.
- ☐ Hand wash basin(s) working effectively with a warm supply of water. Soap and paper towel must be provided in dispensers at all hand wash basins.
- ☐ Suitable food storage containers provided for the storage of dry goods.
- ☐ A digital probe thermometer provided.
- ☐ All cleaning equipment provided including a food grade sanitiser.
- ☐ Adequate and suitable bins provided for storage of all waste.
- ☐ A copy of the food safety program available on site if required.
- ☐ A copy of the Food Safety Supervisor certificate available.
- ☐ A copy of the staff training records available.



# Notes