

APPLICATION FOR APPROVAL OF DESIGN AND FIT-OUT OF FOOD BUSINESS

Food Act 2006

Application for (tick where applicable)			
<input type="radio"/> The Design and Fit-out of new food premises, place or vehicle (plan assessment necessary). <input type="radio"/> The Design and Fit-out of an existing food premises for use (no plan assessment). <input type="radio"/> Alteration of a premise already licenced for use as a food business (plan assessment necessary).			
Enclose 2 copies of each of the following:			
<ul style="list-style-type: none"> Site Plan 1:100 scale Floor Plan 1:100 scale Sectional Elevations 1:50 scale 		<ul style="list-style-type: none"> Mechanical Ventilation Plans 1:50 scale Hydraulic Plans 1:50 scale 	
SECTION 1 - APPLICANT DETAILS			
Name (Proprietor/s)			
Postal Address			
Contact Phone Number/s			
Email Address			
SECTION 2 - FOOD BUSINESS DETAILS			
Company Name (if applicable)			
Director/s Name			
Trading Name (if applicable)			
Contact Phone Number/s			
Email Address			
Postal Address			
Does your business involve any off-site or on-site catering?			<input type="radio"/> Yes <input type="radio"/> No
Mobile Vehicle Registration No (if applicable)			
Address of Food Premises (include name of shopping centre, if applicable)			
Property Description (Lot and Plan)			
SECTION 3 - ARCHITECT / DRAFTSMAN DETAILS			
Name			
Address			
Contact Phone Number/s			
Email Address			

SECTION 4 – APPLICATION PARTICULARS

Describe Alteration (if applicable)

Maximum Number of Diners Catered for (if applicable)

Type of Food Premises, Place or Vehicle (refer to Schedule 2)

- | | |
|--|---|
| <input type="radio"/> Café / Restaurant | <input type="radio"/> Takeaway Food Bar |
| <input type="radio"/> Cannery | <input type="radio"/> Cordial / Soft drink Factory |
| <input type="radio"/> Food Shop | <input type="radio"/> Food Manufacturer / Packer |
| <input type="radio"/> Bakery / Pastry cook | <input type="radio"/> Private Nursing Home / Hospital |
| <input type="radio"/> Mobile Food Vehicle | <input type="radio"/> Other (please specify): |

Temporary Food Business

If you are operating a Temporary Food Business on 1 or up to 12 occasions in a calendar year refer to the Temporary Food Guide.

Types of activities carried out at Food Premises, Place or Vehicle

- | | | | |
|---|-------------------------------|---|---------------------------------|
| <input type="radio"/> Preparation | <input type="radio"/> Packing | <input type="radio"/> Processing | <input type="radio"/> Storing |
| <input type="radio"/> Handling | <input type="radio"/> Serving | <input type="radio"/> Treating (e.g. heating) | <input type="radio"/> Supplying |
| <input type="radio"/> Other (please specify): | | | |

ASSESSMENT GUIDE INSTRUCTIONS

Please complete the following sections to assist in the assessment process.

The “**Performance Criteria**” is a summary of the requirements of the **Food Safety Standards (FSS)**. All such criteria must be met in order to comply.

The “**Acceptable Solutions**” are suggested “best practice” solutions to meet the performance criteria. Any proposal that is not listed in this section will require documented proof that the design and construction will still comply with the **Food Safety Standards** and will not affect the production of safe food.

To assist in interpreting the requirements, you may refer to the following:

- Standard 3.1.1 Interpretation and Application
- Standard 3.2.2 Food Safety Practices and General Requirements
- Standard 3.2.3 Food Premises and Equipment
- Australian Standard 4674 – Design, construction and fit-out of food premises

Please telephone Council’s **Environmental Health Officer** on 1300 308 461 if you wish to discuss any alternative proposal or need assistance.

SECTION 5 – DESIGN AND FIT-OUT

All information included in this section is to be clearly indicated on the submitted plans (e.g. design and type of material to be used).

ANIMALS AND PESTS - Relevant Standard: FSS 3.2.2, Division 6, Clause 24

Performance Criteria

- Take all practicable measure to prevent pests entering the food premises; and
- Take all practicable measures to eradicate and prevent the harbourage of pests on the food premises.

Acceptable Solutions

Eradication

- Regular professional pest control service.
- Use of chemicals or physical means.

Prevention of Entry

- Screens to doors and openings.
- Self-closing doors.
- Double Doors.
- Plastic strips, air curtains.

What practicable measures have been taken to prevent pests entering the food premises?

WALLS - Relevant Standard: FSS 3.2.3, Division 3, Clause 11

Performance Criteria

- Appropriate for activities to be carried out.
- Provided to protect food from contamination.
- Sealed to prevent entry of dirt, dust and pests.
- Impervious
- Easily and effectively cleaned.
- Unable to provide harbourage for pests.

Acceptable Solutions

- Ceramic tiles.
- Gloss painted FC sheeting.
- Impervious paneling.
- Smooth finish provided.
- Splash backs provided to sinks and benches.
- Heat resistance material behind cooking equipment.

What type of material are the walls to be made out of? Include details of colour and design (e.g. white ceramic tiles with epoxy sealed grout). Please ensure this information is also indicated on the floor plans.

FLOORS - Relevant Standard: FSS 3.2.3, Division 3, Clause 10

NOTE: Floors for temporary food premises that are unlikely to pose any risk of contamination of food are exempt, provided the food business has obtained the approval in writing of the local council.

Performance Criteria

- Designed and constructed in a way that is appropriate for the activities conducted.
- Able to be effectively cleaned.
- Impervious
- Laid so that there is no ponding of water.
- Unable to provide a harbourage for pests.

Acceptable Solutions

- Coving provided.
- Ceramic tiles.
- Concrete and epoxy layer.
- Commercial grade continuous vinyl.
- Treated concrete.
- Other documented flooring demonstrating compliance with performance criteria.

What type of material are the floors to be made out of? Include details of colour and design. Please ensure this information is also indicated on the floor plans.

CEILINGS - Relevant Standard: FSS 3.2.3, Division 3, Clause 11**Performance Criteria**

- Impervious paneling – no drop-in removal panels permitted.
- Appropriate for activities to be carried out.
- Provided to protect food from contamination.
- Sealed to protect food from dirt, dust and pests.
- Impervious
- Easily and effectively cleaned.
- Unable to provide harbourage for pests.

Acceptable Solutions

- Suspended ceiling.
- Gloss painted FC sheeting.
- Impervious paneling.
- Smooth finish provided.

What type of material are the ceilings to be made out of? Include details of colour and design. Please ensure this information is also indicated on the floor plans.

LIGHTING - Relevant Standard: FSS 3.2.3, Division 2, Clause 8**Performance Criteria**

- Provides sufficient light.
- Easily and effectively cleaned.
- Unable to provide harbourage for pests.
- Provided to protect food from contamination.

Acceptable Solutions

- Natural light.
- Artificial – recessed and diffuser.
- Artificial – ceiling mounted and diffuser.

What type of lighting will be provided? Include wattage and type of mounting. Please ensure this information is also indicated on the floor plans.

VENTILATION - Relevant Standard: FSS 3.2.3, Division 2, Clause 7**Performance Criteria**

- Sufficient
- Effectively remove fumes, smoke, steam and vapours.
- Easily and effectively cleaned.

Acceptable Solutions

- Natural ventilation – for cooking equipment less than 8kW.
- Mechanical ventilation in compliance with AS1668.
- Mechanical ventilation – alternative design with documentation demonstrating compliance with Performance Criteria.

What ventilation is to be installed in the food business? Detail any air conditioning and exhaust systems. Please ensure this information is also indicated on the floor plans.

FIXTURE, FITTINGS AND EQUIPMENT - Relevant Standard: FSS 3.2.3, Division 4, Clause 12**Performance Criteria**

- Adequate for the production of safe food.
- Fit for the intended use.
- Designed, constructed and installed so that:
 - There is no likelihood that they will cause food contamination.
 - They are able to be easily and effectively cleaned.
 - Adjacent floors, walls, ceilings and other surfaces are able to be easily and effectively cleaned.
 - They do not provide harbourage for pests.

Acceptable Solutions

- Fittings, fixtures, shelving and equipment:
 - Easily moved.
 - Castors fitted and flexible connections.
 - 150mm legs and clear of walls.
 - Sealed to plinth and surfaces.
 - Sealed to floor and/or adjacent surfaces.
 - 75mm above bench and clear of the wall.
 - No false backs or bottoms.

What type of materials are to be used for the benches and shelving?

How is equipment, benches and shelving to be installed in relation to the walls, floors and adjacent surfaces? Please ensure this information is also indicated on the sectional elevation plans including distances (e.g. from walls, floor and adjacent surfaces).

WATER SUPPLY - Relevant Standard: FSS 3.2.3, Division 2, Clause 4**Performance Criteria**

- Adequate quantity.
- Potable water.
- Appropriate temperature.

Acceptable Solutions

- Hot Water System in adequate capacity for the activities on the premises.
- Council water supply.
- Tank water (Lab certification stating compliance with NHMRC guidelines).

What is the source of water to be used at the food premises? Please ensure this information is also indicated on the floor plans.

SEWERAGE AND WASTEWATER - Relevant Standard: FSS 3.2.3, Division 2, Clause 5**Performance Criteria**

- Must have a sewerage and wastewater disposal system that:
 - Effectively disposes of all sewage and wastewater.
 - Constructed and located so that there are no likelihood of the sewage and wastewater polluting the water supply or contaminating the food.

Acceptable Solutions

- Council sewerage system.
- Trade waste agreement.
- Septic system and absorption trenches – in unsewered areas.
- Aerated septic system (i.e. Biocycle) – in unsewered areas.

What type of sewerage and wastewater connection is planned? Please ensure this information is also indicated on the floor plans.

GARBAGE AND WASTE STORAGE - Relevant Standard: FSS 3.2.3, Division 2, Clause 6**Performance Criteria**

- Must have facilities that:
 - Adequately contain the quantity and type of waste and recyclable matter.
 - Enclose the garbage or recyclable matter, if necessary to keep pests and animals away.
 - Designed and constructed to be easily and effectively cleaned.

Acceptable Solutions

- Wheeled refuse container.
- Commercial (bulk) refuse container.
- Approved storage area.
- Services by an approved contractor.
- Lidded containers within the premises.
- Plastic or similar material.

What type of waste bins will be used and where will they be stored? (e.g. Bulk / Wheelie Bin and kitchen disposal facilities) Please ensure this information is also indicated on the floor plans.

WASHING FACILITIES FOR FOOD PREPARATION, FOOD EQUIPMENT AND FLOORS

Relevant Standard: FSS 3.2.3, Division 4, Clause 12

Performance Criteria

- Cooking equipment, eating and drinking utensils must be able to be easily and effectively cleaned and sanitised.

Acceptable Solutions

- Double bowl sink; or
- Single bowl sink and dishwasher.
- Glass washer provided.

What type of sink and/or glass/dishwashing facilities are to be provided? Please ensure this information is also indicated on the floor plans.

HAND WASHING FACILITIES - Relevant Standard: FSS 3.2.3, Division 4, Clause 14**Performance Criteria**

- Located in an easily accessible location for all food handlers:
 - Within area where food handlers work if their hands are likely to be a source of contamination of food; and
 - If there are toilets on the food premises – immediately adjacent to the toilets or toilet cubicles.
- Permanent fixture.
- Connected to or provided with a supply of warm running potable water (between 22°C and 48°C).
- Warm and cold water delivered through a common spout.
- A size that allows easy and effective hand washing.
- Clearly designated for the sole purpose of washing hands, arms and face.
- Supply of soap maintained at basin.
- Single use paper towel provided a basin.
- Waste container provided at basin for collection of used towel.
- Must be connected to the sewerage or wastewater disposal system.

Acceptable Solutions

- 11L basin provided in the area where the food handlers are working.
- 11L basin provided adjacent to toilet facilities.
- Soap and paper towel provided to each basin.
- Waste container provided to each basin.
- Packaged food only – basin not required.
- Connected to sewer or septic tank or aerated septic tank system.

How many handwashing facilities will be provided and what type? Please ensure this information is also indicated on the floor plans.

TOILET FACILITIES - Relevant Standard: FSS 3.2.3, Division 4, Clause 16

Performance Criteria

- Appropriate number of toilets are available for the use of food handlers (see BCA).

Acceptable Solutions

- Internal staff toilet:
 - Double air lock and self-closers.
 - Single door and mechanical ventilation and self-closer.
- External staff toilet.
- External common toilet.

What toilet facilities will be available for food handlers and where are they located? Please ensure this information is also indicated on the floor plans.

STORAGE FACILITIES - Relevant Standard: FSS 3.2.3, Division 4, Clause 15

Performance Criteria

- Adequate storage facilities for the storage of items that are likely to be a source of contamination of food, including chemicals, clothing and personal belongings.
- Located where there is no likelihood of stored items contaminating food or food contact surfaces.

Acceptable Solutions

- Separated staff room.
- Clearly designated shelf/cupboard – staff items.
- Separated chemical/cleaning items storage room.
- Clearly designated shelf/cupboard – chemical/cleaning items storage.
- Locker

What type of storage will be provided for the storage of chemicals/cleaning items, staff belongings? Please ensure this information is also indicated on the floor plans.

FOOD STORAGE / DISPLAY - Relevant Standard: FSS 3.2.2, Division 3, Clause 6 and 8

Performance Criteria

- Protected from the likelihood of contamination.
- Store/display potentially hazardous food under temperature control.
- Capable of being easily and effectively cleaned.

Acceptable Solutions

- Protective sneeze barrier provided to an approved design
- Hot display unit.
- Minimum of 60°C.
- Another temperature – with no adverse effect demonstrated.
- Cold display unit/cold room.
- Maximum 5°C.
- Another temperature – with no adverse effect demonstrated.
- Freezer units – food remains frozen.

How will food be displayed and stored? Please provide details of the type and specifications of each unit to be provided in the food business. Please ensure this information is also indicated on the floor plans.

GENERAL PROVISION - Relevant Standard: FSS 3.2.3, Division 3, Clause 3

Performance Criteria

- Be appropriate for activities to be performed.
- Adequate space.
- Permit effective cleaning and sanitizing.
- Exclude dirt, dust, fumes, smoke and other contaminants.
- Not permit the entry of pests.
- Not provide vermin harbourage.

Acceptable Solutions

- Appropriate location in relation to other activities.
- Adequate floor space.
- No cracks or crevices.
- Vermin proof construction.
- Vermin proof strip to external doors.
- Insect screening to windows or similar.
- Insect screening to doors or similar.
- Ceiling entries vermin proof.
- Conduits vermin proof.

Please provide details of the above requirements. Please ensure this information is also indicated on the floor plans.

FOOD TRANSPORT VEHICLES - Relevant Standard: FSS 3.2.3, Division 4, Clause 17

Performance Criteria

- Must be designed and constructed to protect food if there is a likelihood of contamination during transport.
- Easily and effectively cleaned.
- Food contact surfaces to be designed and constructed to be easily and effectively cleaned and sanitised.

Acceptable Solutions

- Smooth impervious surfaces to the compartment.

TEMPERATURE MEASUREMENT - Relevant Standard: FSS 3.2.2, Division 6, Clause 22

NOTE: If you handle potentially hazardous foods you must have a mobile thermometer as described below.

Performance Criteria

- Must have a temperature measuring device that can accurately measure the temperature of potentially hazardous food to +/- 1°C; and
- The device must be easily accessible.

Acceptable Solutions

- Thermostat and gauge provided to all refrigeration or heating equipment.
- Single portable device e.g. probe thermometer.

Easily accessible

☐ Yes

☐ No

Probe thermometer accurate to +/- 1°C

☐ Yes

☐ No

Thermostat and gauge accurate to +/- 1°C

☐ Yes

☐ No

CHECKLIST

Check that you have the following prior to returning your application (please tick):

- ☐ Building approval
- ☐ Plumbing and drainage approval
- ☐ Development approval
- ☐ Trade waste approval

- ☐ Completed all sections of this application form

Check that you have included **2 copies** of each of the following:

- ☐ Site plan
- ☐ Floor plan
- ☐ Sectional elevation
- ☐ Hydraulic plans
- ☐ Mechanical exhaust ventilation plans and certifications (if applicable)
- ☐ Transport vehicle plan (if applicable)

If you are a wholesaler, supplier, manufacturer or importer, check that you have included your:

- ☐ Document food recall system

Make sure that you have included payment of fees (see schedule of fees and charge on Council's website)

- ☐ Application for design and fit out (plan assessment/not constructed/vacant)
- ☐ Application for design and fit out (on site assessment/existing food business)

APPLICANT DECLARATION

- I declare that the information provided by me in this application is true and correct.
- I understand failure to complete this form in full may delay the processing of the application.

Name			
Signature		Date	

Privacy Notice: Mareeba Shire Council is collecting applicant details in accordance with the *Food Act 2006 (Qld)* in order to assess your application. This information will only be accessed by Council employees and other persons authorised under the Food Act. Some of this information may be given to Queensland Health for the purpose of maintaining the register of mobile food licences. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.