



GUIDELINES FOR THE CONSTRUCTION AND FIT OUT OF A FOOD PREMISES

Cost: \$20.00
Code 211
December 2008

PREFACE

Council guideline reflects established design and construction standards for food premises. These guidelines will ensure that food premises designed; constructed and fitted out will maintain high standards; assist with easy cleaning and facilitate the production of safe food.

It should be noted that the legislative requirements of Australian Standards AS4674-2004 "Design, construction and fit-out of food premises: were approved on 28th July 2003 and supersedes Council's guidelines. Any person involved with the design and construction of food premises should ensure that they are aware of the legislative requirements of Australian Standards AS4674-2004, Food Act 2003; Food Regulations 2004 and the Australia New Zealand Food Standards Code. Copies of the Australian Standards are available for purchase at Standards Australia International Ltd GPO Box 5420 Sydney NSW 2001.

TABLE OF CONTENTS

• Application	4
• Registration	4
• Requirements	5
• Plans	5
• Liquor Licence	6
• Other Authorities	6
• Requirements for trading	6
• Suitable floor finishes	7
• Suitable wall finishes	8
• Suitable ceiling finishes	10
• Coving	11
• Cleaning and sanitizing equipment	12
• Wash up area	14
• Fixtures fittings and equipment.	15
• Hand washing facilities	17
• Storage	
(a) Clothing and personal effects	18
(b) Cleaning chemical and similar materials	18
• Pipes, conduits and electrical wiring	19
• Ventilation	20
• Toilet facilities	25
• Attachments	
- Wall cupboard diagram	21
- Self service appliance without tray race diagram	22
- Self service appliance with tray race diagram	23
- Typical self service appliance features diagram	24
- Sanitary facilities requirement table	25
- Sanitary facilities for disabled requirement table	27
- Shop registration application form	28

1. APPLICATION

These Guidelines apply to the following types of food premises within the Municipality:-

<i>Bakeries</i>	<i>Boarding Houses</i>	<i>Clubs</i>
<i>Cafeterias</i>	<i>Canteens</i>	<i>Drinks Bars</i>
<i>Coffee Lounges</i>	<i>Food Factories</i>	<i>Greengrocers</i>
<i>Fish Shops</i>	<i>Kiosks</i>	<i>Milk Bars</i>
<i>Hotels</i>	<i>Oyster Openers</i>	<i>Sandwich Shops</i>
<i>Motels</i>	<i>Delicatessens</i>	<i>Pastry Cooks</i>
<i>Convenience Stores</i>	<i>Restaurants</i>	<i>Tea Rooms</i>
<i>Smallgoods Shops</i>	<i>Take-away Food Shops</i>	<i>School canteens and Child Care Centres</i>

2. REGISTRATION

For all food premises/food stores/food establishments within the Municipality of Ashfield.

The following information has been prepared to assist persons who plan to conduct a business for the sale of food.

Before signing a contract to rent or lease premises with a view to their use as food premises, it is suggested that in order to protect your interest and investment, you should consult ALL the authorities concerned and, in particular, the following Council Departments:-

Environmental Planning
Development Approvals

Regulatory Services

- (a) Registration of Food Shop
- (b) Requirements for fitting out the premises
- (c) Construction Certificates

A Development Application is required where any change of use is proposed e.g. where the premises were previously used as a hardware store and it is now proposed to use the premises as a restaurant.

A Construction Certificate is also required for the fitting out of a new food shop or the altering of an existing food shop. This includes renovation work, the provision of new equipment and mechanical ventilation.

Lodge your Development and Construction Certificate before commencing any work.

DO NOT commence any work until both your Development Application and Construction Certificate have been approved.

PLANS

Premises requiring structural alterations or the installation of a mechanical ventilation system will involve the submission of plans.

A minimum of 4 copies of plans are to be submitted indicating the layout of the building, and the type of installation for all fittings, wall, floor, and ceiling finishes, lighting and ventilation details, etc.

Staff of Council's Customer Service Centre will advise you of requirements regarding:-

- (a) Submission of Plans
- (b) Application to be made
- (c) Fees to be paid

The Standards of Construction set out herein have been designed to meet the requirements of the Food Act 2003 in the Food Regulation 2004 for the purpose of assisting you in planning your food premises.

LIQUOR LICENCE

Should you require a liquor licence you are advised to apply to the NSW Office of Liquor and Gaming

OTHER AUTHORITIES

Some other Authorities you may need to consult are:

Australian Gas Light Co – for gas supply and appliances

Energy Australia – for electricity requirements and appliances

Sydney Water- for water supply, plumbing, drainage and grease arresters

Work Cover NSW – for staff amenities, mechanical equipment, safety and registration of your shop

NSW Dairy Corporation – for milk licence

NSW State Fisheries – for an oyster vendors licence.

NSW Food Authority - for registration of food premises (NAFSIS)

REQUIREMENTS FOR TRADING

- (a) Any registration by the Council is subject to constant review and annual renewal
- (b) The premises must at all times comply with the requirements of the relevant Acts, Regulations, and Codes in respect of cleanliness, sanitation, construction, ventilation and lighting.
- (c) Persons failing to comply with the provisions of the Acts, Regulations and Codes could be liable to legal proceeding without warning.
- (d) Notification of operation of a food premises to the NSW Food Authority NAFSIS database www.foodnotify.nsw.gov.au

SUITABLE FLOOR FINISHES

Finish	Wet washed areas	Food preparation	Vegetable preparation	Servery	Store room	Chillers/freezers	Bin store	Eating areas	Comment
Stainless steel non-slip profile	●	●	●	●	●	●	●	●	Welded joints
Ceramic Tiles	●	●	●	●	●	●	●	●	Epoxy
Quarry tiles	●	●	●	●	●	●	●	●	Sealed
Steel trowel case Hardened concrete			●		●	●	●	●	Smooth –sealed finish, no joints
Carpet/carpet tiles								●	
Wooden flooring								●	Sealed
Polyvinyl sheet	●	●	●	●	●	●	●	●	Heat-welded joints (not suitable adjacent hot fat appliances)
Laminated thermosetting Plastic sheet	●	●	●	●	●	●	●	●	Heat-welded joints (not suitable adjacent hot fat appliance)
Vinyl tiles					●			●	
Plastic matting				●				●	Should be used for safety reasons only It shall be easily cleaned and laid in sections that can be removable for cleaning
Cork tiles								●	Sealed
Epoxy resins	●	●	●	●	●	●	●	●	Complying with AS 3554

Ceramic floor tiles shall be epoxy grouted and laid in accordance with the requirements of AS 3958.1.

Floors draining to a floor waste shall be evenly graded (at least 1:100) so that water falls to the floor waste.

Floor wastes shall be provided in food preparation areas and wet areas in locations where directed.

SUITABLE WALL FINISHES

Finish	Wet washed areas	Food preparation	Vegetable preparation	Servery	Store room	Chillers/freezers	Bin store	Eating areas	Comments
Stainless steel	●	●	●	●	●	●	●	●	Welded joints Waterproof screw covers
Ceramic Tiles	●	●	●	●	●	●	●	●	Epoxy grout
Vinyl sheet	●	●	●	●	●	●	●	●	Heat-welded joints
Painted plaster					●		●	●	Smooth finish
Feature brick								●	
Aluminium sheet	●	●	●	●	●	●	●	●	Welded or sealed joints
Steel sheet							●		Welded or sealed joints
Trowelled cement		●	●	●	●	●	●	●	Polished surface
Wood panelling								●	Wood sealed
Painted brickwork				●			●	●	Flush joints and solid surfaces
Concrete				●			●	●	Sealed smooth finish
Pre-formed panels	●	●	●	●	●	●	●	●	H bars joints mastic sealed. In wet areas/food preparation shall be integrated into a dwarf wall or set on plinth

The intersection of walls and plinths with floors shall be coved.
The use of feather edge skirting is not permitted.

The junction between adjacent wall finishes shall not form a ledge upon which dust or grease can accumulate.

In approved positions where the business operation does not require tiling the walls to a height of 2m above floor level, the accepted alternative is tiles or similar approved materials carried to a height of 450mm above the bench tops, wash hand basin and similar fittings.

In special circumstances, dependant on the operation, this height may be reduced to 300mm provided the bench top and turn up are made of stainless steel all in one piece (i.e. no joint at the wall and bench section).

Architraves, skirting boards, picture rails and the like are not permitted in preparation areas and/or storage areas.

Vertical corners, corridor walls and the like, which are likely to be damaged by trolleys, kegs or similar traffic are to be protected by stainless steel angles, rubber strips or other approved material (applies to door openings, columns and the like).

Window openings in kitchens and food preparation areas are to be designed and constructed with the window-sills at not less than 300mm above the top of any bench, table or equipment where splashing is likely to occur.

All window-sills are to be splayed inwards at an angle of 45 degrees and finished with material matching the wall finish, with all vertical and horizontal edges rounded or bullnose to a smooth the even finish.

Window and door architraves are **not permitted** in food storage and/or preparation areas.

Fly proofing shall be provided to all external window and door openings.

SUITABLE CEILING FINISHES

Finish	Wet areas	Vegetable preparation	Servery	Store room	Chillers/freezers	Bin store	Eating areas	Comments
Painted plaster	●	●	●	●		●	●	Smooth finish
Steel sheet	●	●	●	●		●	●	
Trowelled cement	●	●	●	●		●	●	Polished surface
Wood panelling							●	Sealed surfaces
Concrete	●	●	●	●		●	●	
Pre-formed panels	●	●	●	●	●	●	●	
Acoustic panels							●	Suspended T-bars
Decorative panels							●	

Ceilings in food preparation areas and storage areas shall be finished with impervious sealed material.

Ceilings shall be non-perforated and finished free of open joints, cracks, crevices.

Drop-in, removable panel ceilings shall not be used in food preparation areas or over areas where open food is displayed or served.

Ceiling light fittings are to be installed flush with the ceiling surface or alternatively, provided with an approved diffuser cover to prevent the accumulation of dust or harbourage of vermin.

COVING

Coving is required to assist with cleaning to ensure that accumulation of dirt, grease, etc., does not occur at the wall/floor junctions.

The intersections of floors with walls and exposed plinths are to be coved with a 25mm radius coving material. Vinyl and similar preformed material is to be continued at least 75mm up the wall or other vertical surfaces.

“Feather edge skirting” is not permitted.

CLEANING & SANITIZING EQUIPMENT

Premises shall be provided with equipment for cleaning and sanitizing.

Businesses are required under Food Safety Standard 3.2.2. of Food Standard Code, to sanitize eating and drinking utensils and food contact surfaces that are likely to contaminate food. The type of equipment that is necessary will depend on the methods used for cleaning and sanitizing.

Equipment for washing or otherwise preparing food will depend on the food operations proposed (or taking place).

Dishwashers and glasswashers are a more effective method of sanitizing.

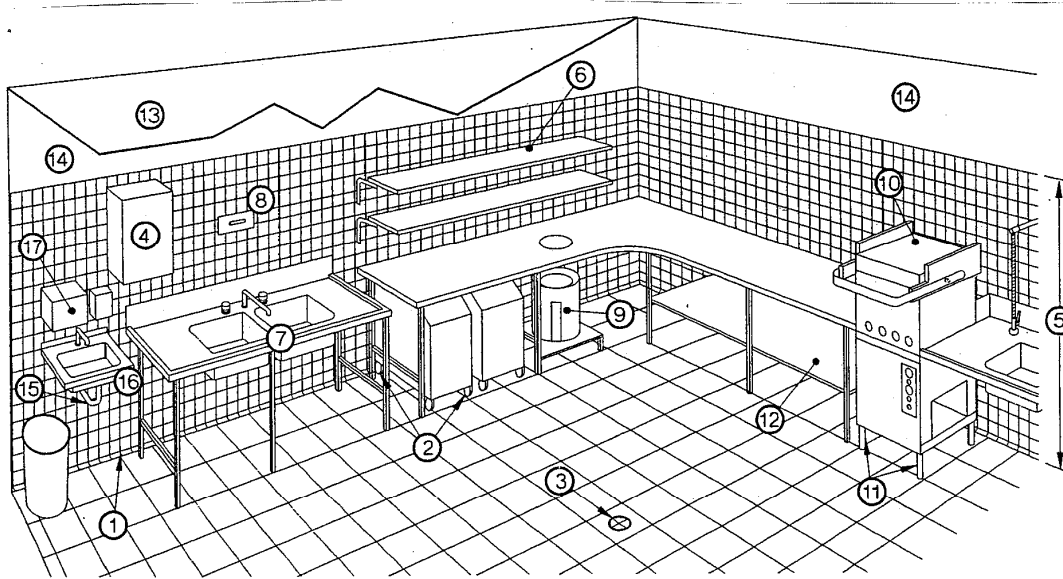
TYPE OF PREMISES	MINIMUM EQUIPMENT FACILITIES
Premises selling pre-packed food and drink and/or uncut fruit and vegetables	Single bowl sink
All other premises	Double bowl sink <i>Or</i> Dishwasher/glasswasher and single bowl sink (where all the food contact equipment will fit in the dishwasher/glasswasher) <i>Or</i> A double bowl sink and a dishwasher/glasswasher (where some equipment has to be washed/sanitized in the sink) <i>Or</i> A triple bowl sink (where rinsing is required before or after sanitizing e.g.; wash, rinse, sanitize procedure or wash, rinse/sanitize, rinse procedure)

CLEANING AND SANITIZING OPERATIONS	MINIMUM EQUIPMENT FACILITIES
Premises using equipment that is – <ul style="list-style-type: none"> ● To be washed in sinks; ● Will not fit into a standard double bowl sink; and ● The equipment does not require sanitizing 	Pot sink of size adequate for largest equipment
Premises using equipment that is – <ul style="list-style-type: none"> ● To be washed in sinks ● Will not fit into a standard double bowl sink; and ● The equipment has surfaces that are to be sanitized 	Double pot sink adequate for largest equipment
Premises where foods are prepared by immersion in water	Designated food preparation sink(s)
Premises where floors, etc., are wet washed	Cleansers sinks floor waste or the like
Premises where floors and/or equipment are to be hosed	Hose connections

All sinks shall be provided with –

- (a) adjacent loading space; and
- (b) adjacent draining and/or drying space

WASH-UP AREA



LEGEND:

- | | |
|---|--|
| ① = Floor/wall coving | ⑩ = Dishwasher with temperature indicating device |
| ② = Castors to under bench storage | ⑪ = Legs 150 mm min. |
| ③ = Impervious floor graded and drained | ⑫ = Underside of support bracket 150mm to the finished floor surface |
| ④ = Hot water heater sealed to wall | ⑬ = Painted plasterboard ceiling |
| ⑤ = Walls tiled | ⑭ = Smooth cement rendering |
| ⑥ = Shelving 25 mm clear of wall | ⑮ = Water drainage pipes concealed into walls |
| ⑦ = Sink unit on metal frame | ⑯ = Hand basin, hot and cold water mixing set |
| ⑧ = Thermometer | ⑰ = Soap and towel dispenser |
| ⑨ = Garbage receptacle | |

TYPICAL WASH-UP AREA

Premises shall be provided with facilities for disposing of mop water and similar liquid waste. These facilities shall be –

- (a) a cleaner's or sluice sink;
- (b) floor waste; or
- (c) other similar facility connected to drainage that it not intended for use to prepare food, wash any equipment or for hand/face/arms washing, and located outside of areas where open food is handled.

FIXTURES FITTINGS AND EQUIPMENT

Fixtures, fittings and equipment shall be designed and constructed of metal, plastic or sealed timber sheeting or other impervious material

A. **Counters and bars, food display units, window display and self-service display cabinets and bain-maries.**

All surfaces shall be smooth durable, impervious and free from cracks, crevices and cavities.

The underside shall have an impervious finish.

Window displays for wet foods, e.g., meat, fish shall be coved at all intersections and installed in accordance with AS/NZS 3500.2.2

B. **Doors for cupboards and cabinets.**

Sliding doors shall be hung from the top of the door (if fitted). Bottom guides or runners shall terminate not less than 25mm from each end of the door opening.

C. **Counters for food preparation in front of the customer.**

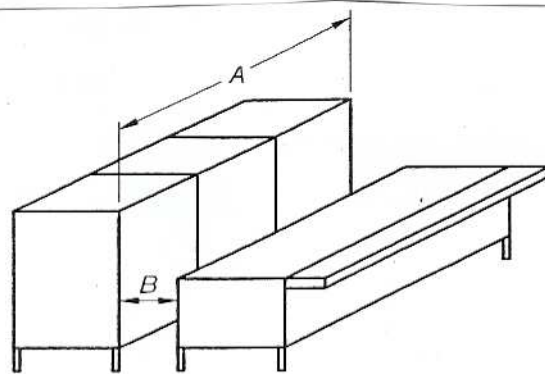
Protective barrier to provide a physical barrier between the customer and the food.

D. **Equipment** shall be –

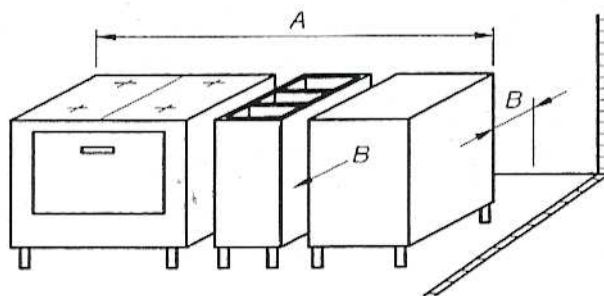
- (a) moveable for cleaning;
- (b) built into walls with the enclosure completely vermin proofed;
- (c) butted against walls or other equipment and the joints sealed
- (d) installed at the clearance specified; or
- (e) if installed on a plinth, installed such that it overhangs the plinth

Where equipment cannot be moved easily, clearance space shall be provided so that the area surrounding the equipment and that beneath can be cleaned without moving it.

EQUIPMENT SPACING FROM WALLS, PROVIDED ACCESS IS AVAILABLE FROM BOTH ENDS.



(a) Equipment seated together



(b) Equipment spaced apart

Equipment length A, mm	Space from walls and equipment B, mm
1200 or less	150
1200–2400	300
2400 or more	450

Where the room is built in such a position that an inaccessible cavity is formed between the top of the low temperature room and the ceiling above or between the low temperature room and any other wall or fixture, such cavities are to be made proof against the access of rats or other vermin.

All food displayed on bars, counters, self service cafeterias , smorgasbords and similar positions, is to be adequately protected from contamination from customers' breath, handling, smoking or from flies, dust and other contamination.

A separate sink shall be required when foodstuffs need to be prepared by immersion in water.

HAND WASHING FACILITIES

Hand basins shall be provided in all parts of the premises –

- (a) where open food is handled;
- (b) in utensils/equipment washing areas; and
- (c) in toilet cubicles or immediately adjacent to toilets.

The hand basin shall have a permanent supply of warm running potable water delivered through a single outlet.

Hand basins shall be provided with –

- (i) a towel dispenser that dispenses a single-use paper or cloth towel or automatically dispenses a single-use portion of paper or cloth towel; or
- (ii) other means of effectively drying hands and arms, which prevents the transfer of pathogenic micro-organisms to the hands or arms.

Air dryers installed as the sole means of drying hands are not permitted.

A receptacle for used towels shall be provided.

STORAGE

A. Clothing and personal effects

Facilities for storing clothing and personal effects belonging to staff shall be-

- (a) a change room;
- (b) lockers or cupboards in a change room; or
- (c) enclosed cupboards dedicated for the storage of clothing and personal belongings located outside of food preparation, food processing, food storage and utensil washing areas.

B. Cleaning chemical and similar materials

Facilities for storing cleaning chemicals, cleaning equipment, pest control

chemicals and equipment shall be –

- (a) a room designated for that use; or
- (b) enclosed cupboards dedicated for that use, located away from food preparation, food storage and display areas and not able to contaminate personal effects/clothing.

PIPES, CONDUITS AND ELECTRICAL WIRING

Service pipes, conduits and electrical wiring shall either be-

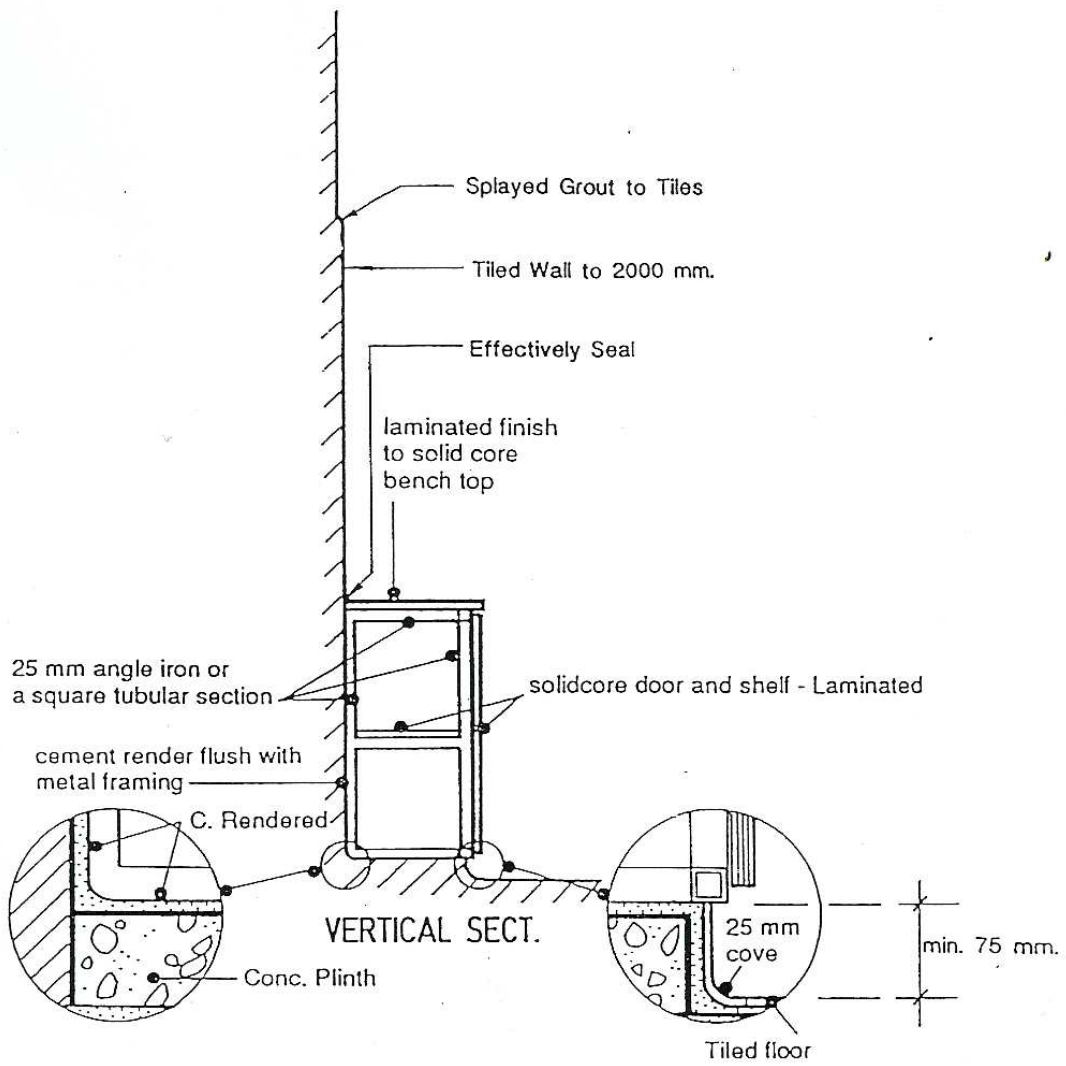
- (a) concealed in floors, plinths, walls or ceilings; or
- (b) fixed on brackets so as to provide at least 25mm clearance between the pipe and adjacent vertical surface and 100mm between the pipe or conduit and adjacent horizontal surfaces.

Roller shutters and roller grilles located on external openings are to be of vermin proof design.

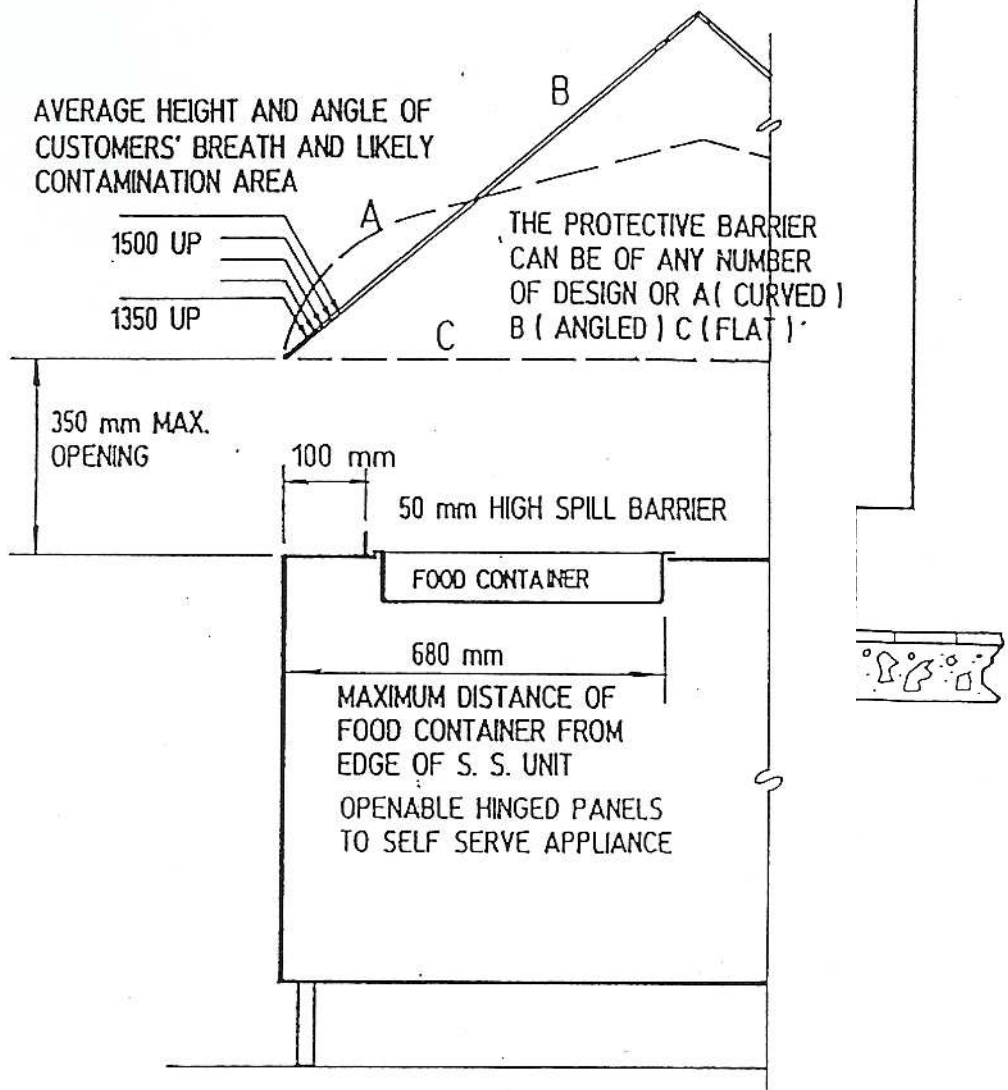
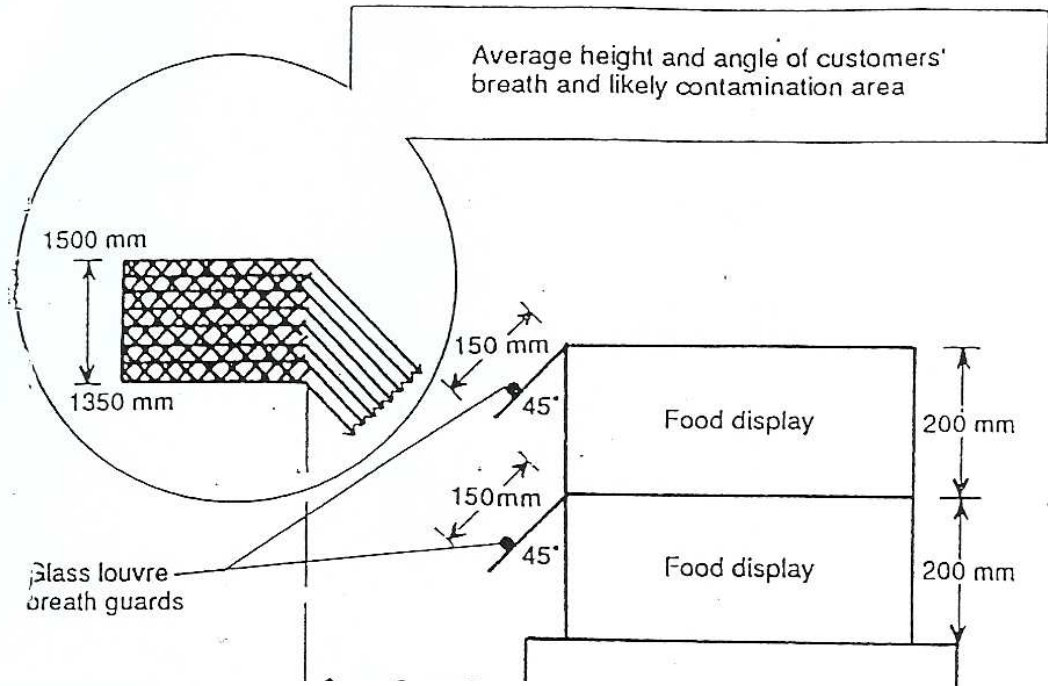
VENTILATION

Where cooking or extensive heating processed or such other processes as may be specified are carried out in the kitchen or in food preparation areas, an approved mechanical ventilating exhaust system shall be installed and operated in accordance with Australian Standard AS 1668Part 1 & 2.

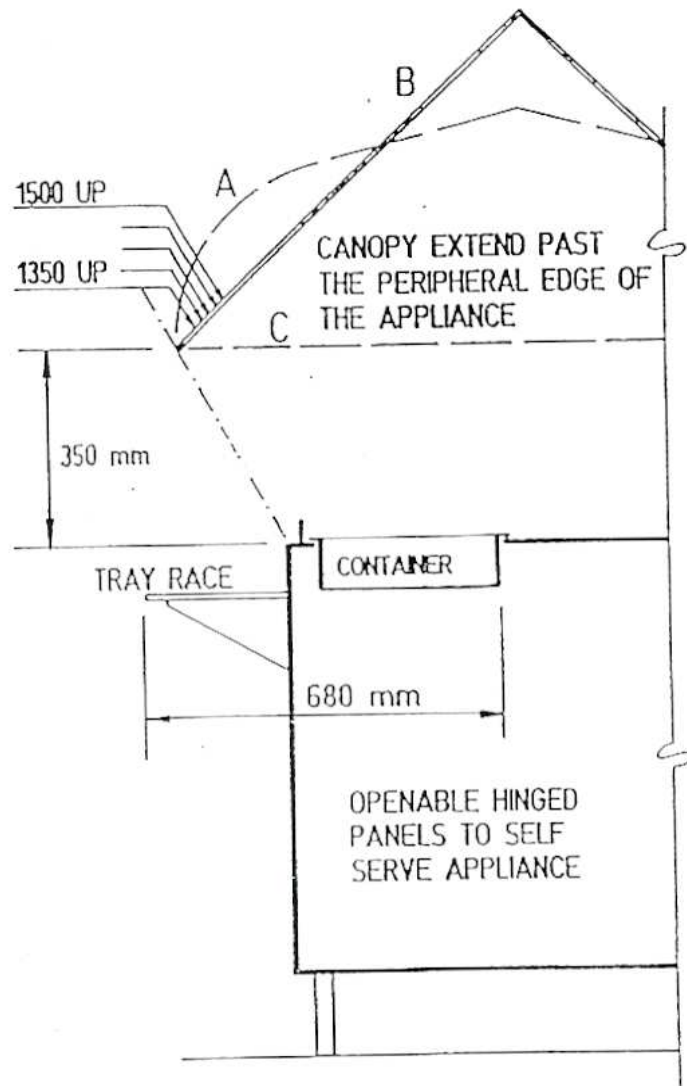
Ventilation is to be provided either by natural means or by an approved mechanical ventilating system.



Typical Arrangement - Wall Cupboard (On Plinth)

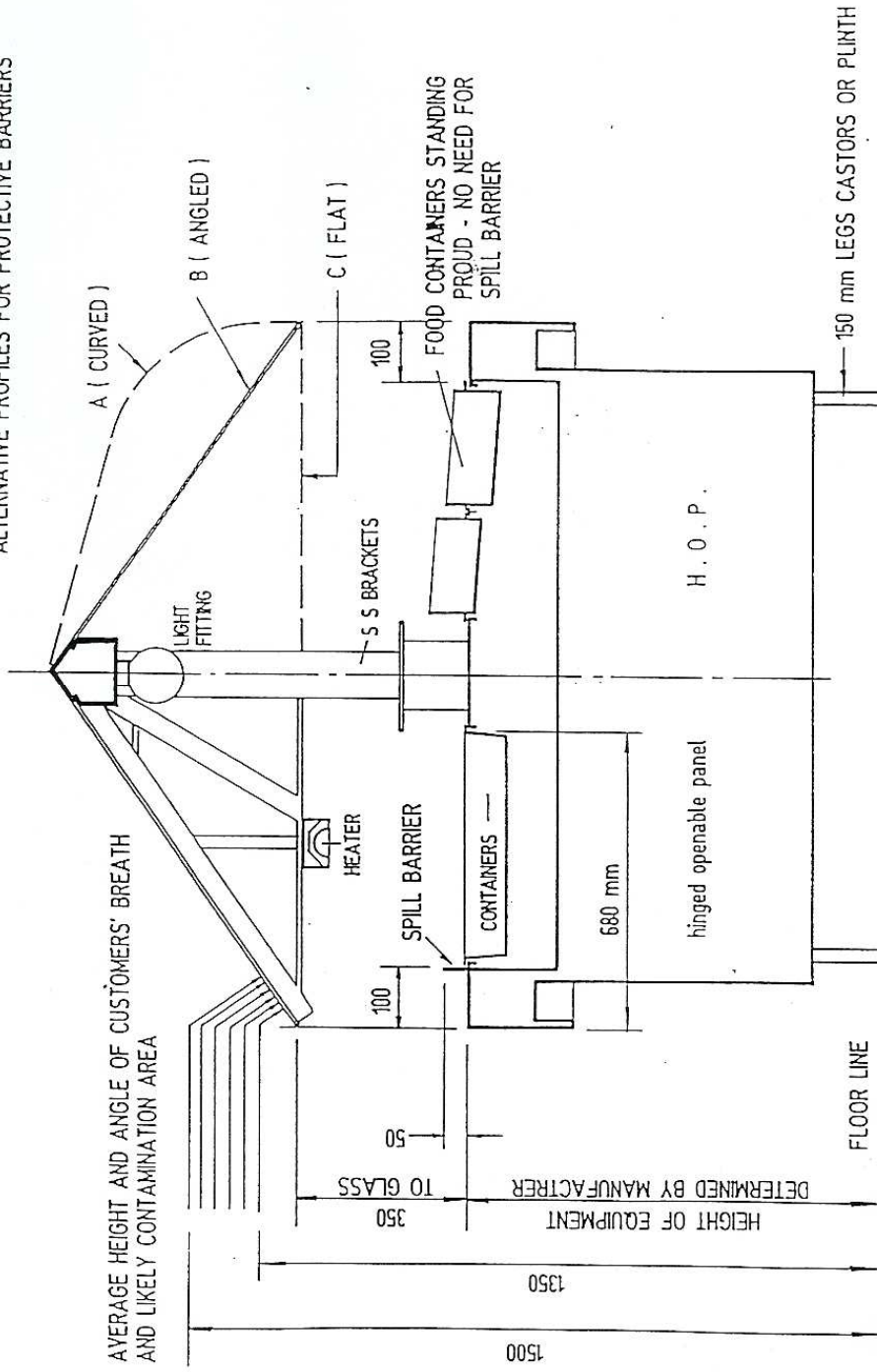


SELF SERVICE APPLIANCE WITHOUT TRAY RACE



SELF SERVICE APPLIANCE WITH TRAY RACE

ALTERNATIVE PROFILES FOR PROTECTIVE BARRIERS



TYPICAL SELF SERVICE APPLIANCE DESIGN FEATURES

TOILET FACILITIES

Provision of sanitary facilities shall be in accordance with the Building Code of Australia (F2.3) and F2.4 – see attachment.

Where toilets are provided on the food premises, toilet cubicles shall be –

- (a) separated from areas where open food is handled, displayed or stored by an intervening space fitted (air lock) with self-closing doors; or
- (b) provided with self-closing doors and mechanical exhaust system that operate when the sanitary compartment is in use and for at least 30 seconds after the cubicle is vacated.

Food premises should be provided with toilets for staff on the premises.

Separate toilets, including hand washing facilities, should be provided for public/customers.

Toilets intended for public and/or customer use shall not be accessed through areas where open food is handled, displayed or stored (other than customer areas such as dining areas).

Table F2.3 - BCA SANITARY FACILITIES										
Class of Building	User	Max Number Served by-								
		Closet Pan(s)			Urinals			Washbasin(s)		
		1.	2.	Each Extra	1.	2.	Each Extra	1.	2.	Each Extra
6. Department stores, shopping centres	Patrons Males Females	1200	2400	1200	600	1200	1200	600	1200	1200
		300	600	1200				600	1200	1200
6. Restaurants Cafes, bars	Patrons Males Females	100	300	200	50	100	*50	50	200	200
		25	50	**50				50	150	200

* Where the number of male patrons exceeds 250, not less than 5 urinals must be provided plus one additional urinal for every additional 100 males in excess of 250

** Where the number of female patrons exceeds 250, not less than 6 closet pans must be provided plus one additional closet pan for every 100 females in excess of 250.

NOTES:

1. Employees – a reference to employees includes owners and managers using the building.
2. Urinals – a urinal need not be provided if the number of males employed is less than 10.
3. Unisex facility – instead of separate facilities for each sex, if not more than 10 persons are employed, a unisex facility may be provided.
4. Combined facilities – if the majority of employees are of one sex, not more than 2 employees of the other sex may share toilet facilities if –
 - (a) facilities for females include adequate means for the disposal of sanitary towels;

and
 - (b) the facilities are separated by means of walls, partitions and doors to afford privacy.
5. Use of public facilities – sanitary facilities for employees need not be separate from those *required* for public use in a Class 6 or 9b building, other than a *school or early childhood centre*
6. **Sanitary facilities – sanitary facilities need not be provided for the public in –**
 - (a) a Class 6 building used as a department store or shopping centre if the building accommodates less than 600 persons; or
 - (b) a Class 6 building used as a restaurant, café, bar if the building accommodates not more than 20 persons.
7. For females – adequate means of disposal of sanitary towels must be provided.

**Table F2.4 BCA.-
SANITARY FACILITIES FOR PEOPLE WITH DISABILITIES**

<i>Class of Building</i>	<i>Minimum Facility for Use by People With Disabilities</i>	
<p>Class 6 Building</p> <p>To which access for people with disabilities is <i>required</i>.</p>	<p>Where F2.3 <i>require</i> 1-100 closet pans plus urinals:</p> <p>Where F2.3 <i>require</i> 101-200 closet pans plus urinals:</p>	<p>One wheelchair <i>accessible</i> unisex facility.</p> <p>(a) two wheelchair <i>accessible</i> unisex facilities; or</p> <p>(b) one wheelchair <i>accessible</i> unisex facility and one wheelchair <i>accessible</i> closet pan and washbasin for each sex.</p>
<p>Sanitary Towels – Adequate facilities for the disposal of sanitary towels must be provided.</p> <p>Shelf - A unisex facility must have a shelf.</p>		

APPLICATION FOR SHOP REGISTRATION & INSPECTION

NSW LOCAL GOVERNMENT ACT, 1993 NO.30 AND AS APPLICABLE
FOOD ACT 2003 AND FOOD REGULATIONS 2004

ENVIRONMENTAL HEALTH

Address of Premises	
Type of Shop	
Trading Name	
Company Name	
Name of Proprietor (State whether owner or lessee)	
Address of Proprietor	
Contact Telephone No.	

Signed: _____
Signature of Applicant

Date: _____

FOR OFFICE USE ONLY
FEE:
PAID:
RECEIPT NO:

Privacy Notification: The personal information you have supplied on this form assists Council Officers in determining your application. The supply of information is voluntary. If you do not provide all details requested, Council may be unable to process your application. The details you provide are stored at Council Offices and are not made publicly available. For more information about your privacy please contact Ashfield Council on 9716 1800.

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