



## Guide to Food Premises Requirements

### INTRODUCTION

New food premises and alterations to existing food premises are to comply with **National Food Safety Standard 3.2.3**

**“Food Premises and Equipment”.**

This standard outlines the mandatory requirements for food premises, fixtures, fittings, equipment and food transport vehicles in Australia. The standard applies to all food businesses in Australia and is prescribed in NSW under the Food Act 2003. The food premises cannot be used until the standard is met. Council Environmental Health Officers inspect food premises for compliance with the Food Act, and will enforce these provisions.

By achieving the requirements under this standard a food business will more easily achieve operational compliance with

**Food Safety Standard 3.2.2 “Food Safety Practices & General requirements”.**

Guideline criteria for construction and fit out of new, altered or renovated food premises are contained in

**Australian Standard AS 4674-2004 Design, Construction and Fitout of Food Premises.**

This has application to premises designed for food service or retail, and for small scale manufacture. Council will require compliance with Australian Standard AS 4674-2004. Guidelines established by this standard are outlined generally in this document.

The following information is designed to assist food businesses in providing adequate facilities when designing and constructing premises. Contact should be made with Council’s Environmental Health staff **prior** to:

- i) undertaking alterations to existing premises, including home businesses, under complying or exempt development provisions in Council’s planning instruments, or
- ii) lodging applications for consent for new premises.

This will assist in ensuring that correct information is supplied when submitting your application and minimise disruption when undertaking fitout works. Note that AS 4674-2004 does not apply to mobile food vehicles or temporary stalls.

### DESIGN AND CONSTRUCTION OF FOOD PREMISES

#### • The design of the food premises.

Consider the food flow pattern to establish adequate space and operational efficiencies and the amount of storage space needed for dry goods, food containers, fruit and vegetable storage. The need for refrigerated storage should be assessed and provided for. Sufficient areas to be set aside for



staff clothing and personal effects (a change room may be required), garbage / recyclable wastes, cleaning materials / chemicals.

- **The premises must be pest proofed.**

Insect and pest proofing will include mesh screening to prevent access and the use of insect devices that should be placed away from work areas where food may be contaminated. Holes and inaccessible spaces are to be sealed.

- **Adequate supply of potable waste water must be provided.**

Non-potable water can be used for certain uses that are unlikely to contaminate food or food surfaces.

- **Effective disposal of sewage / waste water.**

Grease arrestors, if required, shall be located away from food areas.

- **Enclosure of garbage and recyclable matter.**

Storage areas should be able to be cleaned and pest proofed. External ground storage areas are to be paved, graded, drained and provided with a hose tap to facilitate cleaning. Garbage room floors are to be impervious, coved, graded and drained. Walls are to be smooth impervious surfaces. Ventilation, pest proofing and hose tap to be provided.

- **Ventilation and Lighting.**

Natural and / or mechanical ventilation is to be provided in accordance with Building Code of Australia (BCA). Extraction ventilation systems are to be provided to remove cooking fumes, odours, heat and steam in accordance with AS 1668.1 and 1668.2. Lighting standards are to be adhered to. Room light fittings and equipment light/heat fittings are to be of a design that is easy to clean, provided with covers to contain globes or tubes if they shatter and will not harbour dirt or insects.

## **FLOORS, WALLS AND CEILINGS**

Floors must be able to be effectively cleaned, not able to absorb grease, not allow ponding of water and not provide harbourage for pests. These requirements apply to areas used for food handling, cleaning, sanitising and personal hygiene. Public access areas, such as dining rooms and drinking areas, are excluded from this requirement.

- **Flooring.** Flooring is to consist of material that is appropriate for the activities conducted and includes epoxy jointed ceramic and quarry tiles, heat welded vinyl sheeting and epoxy resin for food preparation areas and general use.

Floors draining to a floor waste are to be graded. Steel trowelled case hardened concrete is suitable for chillers, freezers and storage areas. Vinyl tiles can be used in food store rooms that are not wet areas.



- **Coving.** In all instances where floors are to be flushed with water the intersections of walls and plinths are to be coved to a minimum radius of 25mm. Coving is to be an integral part of the floor, plinth and wall surface finish. Where vinyl sheeting is used to form a cove, a preformed coving fillet support is to be used. Diagrams showing coving methods are published in AS4674-2004.
- **Plinth** finishes shall meet flooring requirements, 75mm high, impervious, rounded at all exposed edges and coved.
- **Walls and ceilings** must be provided where it is necessary to protect the food and be constructed appropriate for the activities to be conducted, sealed to prevent access of dirt, dust and pests and able to be easily cleaned.
- **Wall construction.** Walls shall be of solid construction to prevent harbourage of vermin in voids and cavities.
- **Wall finish.** In food preparation areas and open food (unprotected food) areas surfacing materials shall be glazed ceramic tiles, stainless steel or welded vinyl sheeting (not in high heat or impact areas) adhered directly to the wall. Skirting boards, picture rails, open joint spaces, fixing screws, cracks and crevices are not permitted. In food storage rooms that are not wet areas, painted plaster walls or painted brickwork may be used.
- **Ceilings** in food preparation areas are to be painted plaster, trowelled cement or smooth concrete finished with an impervious seal. Drop in or removable panel ceilings are not permitted in food preparation or unprotected food areas.
- **Treatment of water, gas pipes, conduits, electrical wiring.** These are to be concealed in floors, walls, plinths and ceilings; penetrations and openings are to be sealed. Alternatively they can be fixed on brackets to maintain 25mm clearances from horizontal and vertical services. A diagram in AS 4674-2004 shows the requirements.

## FIXTURES, FITTINGS AND EQUIPMENT

Fixtures, fittings and equipment should be adequate for their intended use and must be designed, constructed and installed in such a way as to be easily and effectively cleaned, and to permit easy cleaning of adjacent areas.

- **Cleaning and sanitising of equipment.** The minimum requirement (for premises selling pre-packaged food and or uncut fruit and vegetables) is a single bowl sink. For other food premises a double bowl sink must be provided for cleaning food contact equipment. A double pot sink shall be provided for larger equipment. Where all food contact equipment can be washed/sanitised in machines a single bowl sink will suffice. Additional vegetable preparation sinks or a food immersion sinks may be needed. In food premises where hands are likely to be a source of contamination, a separate hand basin is also to be provided (see below).
- **Dish washers/glass washers.** Machines used for sanitising are to operate on the sanitising cycle at the manufacturers recommended temperature and time. Machines designed for the use of chemical sanitisers are to operate at the manufacturers recommended temperature.



- **Sinks are to be provided with water** supplied at a temperature of 45°C for cleaning and 80°C for sanitising where hot water is used as the sanitiser and no automatic equipment is provided. Alternatively, chemical sanitisers may be used for manual sanitising with hot water at a temperature recommended by the chemical supplier. (Sanitising is required for eating and drinking utensils or equipment and utensils that contact food and that are likely to cause contamination).
- **Food contact surfaces** must be able to be easily cleaned, unable to absorb grease and made of materials that will not contaminate the food.
- **Hand washing facilities** must be located where they can be easily accessed in areas where food handlers work (eg no more than 5 metres from food preparations areas, open food areas and utensil equipment washing areas) **and** immediately adjacent to toilets. They must be permanent fixtures connected to a supply of warm running water through hands free tapware. They must be of a size that allows easy hand washing and be designated for the sole purpose of washing hands, arms and face. A single use paper or cloth towel dispenser is to be provided.
- **Refrigerated counters, cupboards, cabinets, bar.** Construction material requirements are shown in diagrams and tables in AS 4764-2004.
- **Equipment** shall be either moveable for cleaning or built into walls and completely vermin proofed or butted against walls and sealed or installed with clearances as outlined in AS 4674-2004. Equipment shall be supported on wheels or casters, 150mm legs, plinths, or solid metal or capped tubular steel brackets or framework.
- **Storage Areas.** Clothing lockers must be away from food areas and the need for staff change rooms must be assessed. Stored cleaning materials, chemicals and similar substances must be away from food areas.
- **Toilets** for both staff and customers must be provided in accordance with the Building Code of Australia. Toilets are to be separated from food areas by an intervening ventilated space (eg airlock) fitted with self closing doors.

Customer/public toilets are not to be accessed through areas where open food is handled.



## **OTHER INFORMATION**

- Copies of the standard may be purchased from Standards Australia, 286 Sussex Street Sydney NSW 2000 Phone 1300 65 46 46. Fax 1300 65 49 49 or Email [sales@sai-global.com](mailto:sales@sai-global.com)
- Food safety standard 3.2.3 can be obtained from Food Standards Australia and New Zealand (FSANZ) by contacting Phone 02 6271 2241 or through their website [www.foodstandards.gov.au/foodstandardscode/](http://www.foodstandards.gov.au/foodstandardscode/)
- Notification of food business operation must be made before the activity commences. Visit [www.foodnotify.nsw.gov.au](http://www.foodnotify.nsw.gov.au)
- Food safety Supervisor requirements see [http://www.foodauthority.nsw.gov.au/ Documents/industry\\_pdf/fss\\_guidelines.pdf](http://www.foodauthority.nsw.gov.au/Documents/industry_pdf/fss_guidelines.pdf)

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