



City of  
**STONNINGTON**

# **CONSTRUCTION GUIDELINES FOR FOOD PREMISES**

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## **INTRODUCTION**

These Guidelines are based on *Food Standards Australian and New Zealand (FSANZ), Safe Food Australia Standard 3.2.3* and *The Australian Standard™ Design, Construction And Fit-Out of Food Premises AS 4674-2004*, available at the Standards Australia website: [www.standards.com.au/](http://www.standards.com.au/)

The purpose of this guide is to provide general advice on the minimum standards required for food premises construction. Applicants are advised to consult the Food Standards Code and AS 4674-2004 for further information.

## **PLANS APPROVAL**

Anyone wishing to construct a new food premises in the City of Stonnington must first obtain approval for the proposed premises design and fitout from Council's Environmental Health Unit prior to construction.

Two sets of draftsman standard plans, drawn to a scale of not less than 1:100 must be submitted to the Environmental Health Unit. These plans must show the premises layout, fixtures, fittings and equipment. A description of materials to be used for all surface finishes, walls, floors and bench tops must also be provided. Plans must be accompanied by an Application for Plan Approval form.

The applicant must also obtain relevant Statutory Planning and Building approval prior to submitting plans to the Environmental Health Unit.

## **REGISTRATION**

Any person operating a food business must register the premises with Council under the Food Act 1984. Registration must be renewed annually.

## **CONTACT US**

Environmental Health Unit  
Malvern Town Hall  
1251 High Street  
Malvern Victoria 3181  
telephone: 03) 8290 3393  
email: [health@stonnington.vic.gov.au](mailto:health@stonnington.vic.gov.au)  
website: [www.stonnington.vic.gov.au](http://www.stonnington.vic.gov.au)

## **CONSTRUCTION GUIDELINES**

### **1. GENERAL**

- 1.1. The construction and finishing of all surfaces and fittings must be completed to a professional standard.
- 1.2. The premises is to be designed and constructed so as to eliminate inaccessible spaces or any gaps cracks and crevices which hinder cleaning and provide harbourage for pests.
- 1.3. The premises is to be designed to avoid the use of skirting boards cornices, picture-rails or any other unnecessary sills or ledges which attract dust and hinder cleaning.
- 1.4. Grouting to any tiled areas must be brought up flush to the surface of the tile.

### **2. FLOORS**

- 2.1. Floors in food preparation and storage areas must be smooth, durable and impervious to water, grease and oil, and capable of being effectively cleaned.
- 2.2. Coving at floor/wall junctions is required in wet areas and all food preparation areas.
- 2.3. Suitable finishes are:
  - polyvinyl sheeting with welded seams
  - sealed quarry tiles
  - ceramic tiles
  - epoxy resin
  - steel trowelled case hardened concrete
- 2.4. Floors to coolrooms and freezer rooms must be finished with coving and appropriate floor covering as for food preparation areas.

### **3. WALLS**

- 3.1. Walls in food preparation areas, wet areas and areas where unpackaged food is stored must be smooth, durable, impervious to water or grease and readily washable.

3.2. Suitable finishes are:

- ceramic tiles
- stainless steel sheeting
- smooth finished laminates

3.3. Other food storage areas must have finishes that are smooth, non-absorbent and readily cleanable

3.4. Suitable finishes are:

- As for food preparation areas
- Smooth plaster or cement sheeting finished with a light coloured washable paint

#### **4. CEILINGS**

4.1. Ceilings in food preparation areas must be:

- smooth and dust proof
- finished with a light coloured, washable paint.
- Acoustic tiles, or drop in panels are not acceptable

#### **5. WATER SUPPLY**

5.1. The hot and cold water systems must have sufficient capacity to cope with peak usage.

#### **6. SERVICE PIPES**

6.1. Service pipes, conduits and electrical wiring shall be concealed in floors, walls or ceilings or fixed on brackets so as to provide at least 25mm clearance between the pipe and adjacent vertical surface and 100mm between the pipe and adjacent horizontal surfaces.

#### **7. SINKS**

7.1. A double bowl sink must be provided, supplied with hot and cold water through a single outlet.

7.2. A dishwashing machine and/or glass washing machine may be required.

7.3. A food preparation sink may also be required depending on the nature and volume of the food prepared.

- 7.4. A cleaners' sink will be required for the disposal of sullage water if a bin-wash is not provided.

## **8. HAND WASH BASINS**

- 8.1. A hand wash basin to be used exclusively for the purpose of washing hands, must be provided in the immediate vicinity (ie within 5m) of any food preparation area.
- 8.2. The hand wash basin must be supplied with hot and cold water through a single outlet, and controlled by means of a hands free device.
- 8.3. Suitable hands free devices are:
- Foot pedal
  - Knee lever
  - Sensor pad or eye
- 8.4. In situations where only minimal food handling takes place, a push timer tap may be approved. Applicants should consult their area Environmental Health Officer (EHO) for further advice if this style of tap fitting is being considered.
- 8.5. Liquid soap and single use/disposable paper towels must be provided in the immediate vicinity of the hand wash basin.

## **9. DRAINAGE**

- 9.1. All wastewater must be drained to the sewer
- 9.2. The relevant water authority may require a grease trap. The relevant authorities in Stonnington are:
- West of Kooyong Road  
SouthEast Water  
[www.southeastwater.com.au](http://www.southeastwater.com.au)  
Telephone: 131 694
  - East of Kooyong Road  
Yarra Valley Water  
[www.yvw.com.au](http://www.yvw.com.au)  
Telephone: 1392837 or 131 721

## **10. FIXTURES, FITTINGS AND EQUIPMENT**

10.1. All tables, benches, shelves, trays, fittings or appliances used in the manufacture, preparation, package or storage of food must be constructed of smooth, impervious and durable materials, and finished to a professional standard.

10.2. Suitable materials are:

- Powdercoated steel
- Stainless steel
- Rolled edge laminate

## **11. STORAGE**

11.1. Adequate refrigerated storage space for the nature of the business must be provided.

11.2. A storage area adequate for the nature of the business must be provided for:

- drygoods,
- packaging and wrapping materials,
- crockery and equipment

11.3. Storage area separate from food must be provided for:

- Cleaning products and equipment
- Staff clothing and personal items
- Office supplies
- Wastes

## **12. APPLIANCES AND EQUIPMENT**

12.1. All appliances and equipment must be either on legs at least 150mm in height, or sealed to the floor on which it stands, or mounted on castors so as to be freely movable.

12.2. All appliances and equipment must be placed at least 150mm from any wall or any other pieces of equipment, to allow effective cleaning around that equipment, or else sealed to the adjacent walls or equipment to eliminate gaps.

12.3. LPG Gas cylinders cannot be used as an energy source for any fixed cooking equipment. LPG Gas cylinders should always be stored in a well

ventilated area and preferably outdoors. For further information please contact Energy Safe Victoria: 1800652563

### **13. VENTILATION**

- 13.1. Adequate mechanical ventilation for the nature of the business must be provided.
- 13.2. A mechanical exhaust system that complies with *Australian Standard 1668, The Use of Mechanical Ventilation and Air Conditioning in Buildings* must be provided for all cooking equipment.
- 13.3. Exhaust hoods shall be provided with approved metal washable dry type grease filters in accordance with Appendix E of AS 1668.2 1991.
- 13.4. A mechanical exhaust system may also be required for commercial dishwashers.
- 13.5. Canopies are required to be “boxed in” to the ceiling, so that no ledges are present.

### **14. LIGHTING**

- 14.1. Adequate natural or artificial light sufficient to carry the processes conducted must be provided to comply with Australian Standard 1680
- 14.2. Shatterproof diffuser covers or sleeves are required for all light fittings, to prevent contamination of foodstuffs in the event of breakage.

### **15. PEST PROOFING**

- 15.1. Premises must be designed so as to prevent the entry and/or harborage of rodents, birds, animals and insects.
- 15.2. Gaps under doors and around service pipes are to be eliminated
- 15.3. Doorways must be provided with either:
  - A full door fitted with heavy duty self-closer
  - Air curtain
  - A self closing commercial flywire door
  - Heavy-duty plastic strips properly fitted. Strips shall be of a suitable thickness and must span the entire height and width of the doorway.



## 16. GARBAGE PROVISION

- 16.1. A separate storage area with bin wash facility is to be provided for the storage of garbage bins and recycling materials.
- 16.2. The storage area is to be:
- paved, graded and drained to the sewer
  - provided with a hot and cold water supply
- 16.3. Any external garbage areas are to be adequately fenced or secured.

## 17. TOILET FACILITIES

- 17.1. It is recommended that separate toilet facilities are provided for staff and customers, if possible.
- 17.2. Hand washing facilities with hot and cold water through a single outlet, soap and suitable drying facilities must be provided in the immediate vicinity of the toilet.
- 17.3. Where toilets are not provided within the food premises (such as in a shopping centre), food handlers **must** have access to toilet facilities that meet the above requirement.
- 17.4. Refer to the *Building Code of Australia (BCA)* for guidance on appropriate ratios of toilets to staff and customers.

## 18. FOOD VEHICLES

- 18.1. Food Vehicles must comply with the Food Standards Australian New Zealand "Safe Food Australia" Standard 3.2.3.