

Food Premises Design & Construction Advice

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Permits

To register your food business, you will need to complete the following:

1. **Check if you need a Planning Permit and/or Building Permit.** Prior to making an application you need to obtain all relevant Planning and Building Permits. If a Planning or Building Permit is required, do not commence any work on the premises until you have received the required permits.
2. **Determine the classification of your food premises.** Food businesses in Victoria are classified based on the highest risk food activity occurring at the premises. The Class types are Class 1, Class 2, Class 3A, Class 3, and Class 4. More information on Food Classification in Victoria [can be found here](#). Depending on what class you operate as, additional requirements may be applicable.
3. **Complete the Business Approvals Application Form** and submit it in person or via email to Council. The registration fee will need to be paid prior to any further processing of your application. Please allow a minimum of 10 working days to process the application after payment and to schedule an inspection.

Plan assessment process

The Public and Environmental Health Unit offer an optional plan assessment process before you fit out your kitchen to ensure premises are designed and fitted out to a standard that complies with legislative requirements. A plan assessment involves an Environmental Health Officer looking at your plans prior to undertaking any structural works for compliance. You will receive confirmation of your food premises plans being approved for construction once the assessment has been completed.

The plan assessment fee for 2023/24 is \$400. To submit plans for assessment to Wyndham City, please contact Environmental Health Administration on 9742 0738 or ehadmin@wyndham.vic.gov.au

Plans must be drawn to a scale of not less than 1 to 100 which:

- Show **every** part of the premises including yards and outbuildings.
- Indicate the specific work processes to be carried out in each room, compartment or part of the establishment including the use of any external buildings/structures, i.e. storage, washing, food preparation, etc.
- Show the location and type of all fixtures, equipment, furniture, shelving, benches, etc.
- Show the room or enclosure to be provided for the storage of cleaning equipment and materials, paperwork **and** personal belongings.

- Show the area outside the establishment to be set aside for the temporary storage of refuse and indicates the size of bins and method of rubbish disposal.
- Provide specifications describing the type of materials to be used in the construction and finishing of all floors, walls, ceilings, partitions, benches, shelving, fittings, cupboards and all other fixtures and equipment.

If you choose not to submit a plan assessment for approval, you risk having to alter your premises after construction to ensure compliance.

Floors

Floor finishes need to be appropriate for the activities conducted on the food premises. Floors should be finished with an impervious, durable material suited to the work process and be constructed without cracks or open joints. They must also be:

- Able to be cleaned effectively.
- Unable to absorb grease.
- Laid so there is no ponding of water.
- Unable to harbour pests.

Where floors are intended to be cleaned using a hose to flush with water, a floor waste is required. The impervious flooring material should be extended up the walls and partitions to a height of 70 millimetres in such a way that the angles between the walls and floors are concavely rounded off. Aluminium or plastic coving strips installed on top of the floor surface are **not** recommended.

Where blood or liquid is likely to be spilled or large amounts of water is required for cleaning, the floor needs to be graded at 1% and drained to a floor waste gully connected to sewer. Butchers, delicatessens, restaurant/cafe kitchens and factories are examples of premises that need graded and drained floors.

The table below can assist in choosing a floor finish:

SUITABILITY OF FLOOR FINISHES FOR FOOD PREMISES AREAS

Finish	Wet washed areas	Food preparation	Vegetable preparation	Servery	Store room	Chillers/freezers	Bin store	Eating areas	Comments
Stainless steel non-slip profile	•	•	•	•	•	•	•	•	Welded joints
Ceramic tiles	•	•	•	•	•	•	•	•	Epoxy grout
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 appliances)
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

Walls

All wall surfaces, including doors, hatches and their surrounding fittings in food preparation, handling and storage areas need to be smooth, impervious to grease and moisture, durable, easily cleaned and be finished in a light colour. If surfaces are to be painted, the use of gloss paint of a light colour is recommended.

Tiles are **not** recommended as grouting is not easily cleaned and tiles are more prone to damage, i.e.

chipping, cracking etc. If you choose to use tiles, level epoxy grouting must be used. Tiles also fall off due to the heat generated from cooking processes.

To avoid costly ongoing maintenance, durable impact resistant surfaces are essential in areas where wall damage is likely i.e., stainless steel. Stainless steel sheeting should be used behind all commercial cooking equipment from floor junction to canopy. Avoid open joints when attaching sheeting materials to walls.

Ceilings

Ceilings must be finished with a smooth, dust-proof, non-porous material constructed free from open joints, cracks and crevices and painted with gloss paint in a light colour.

Suspended panel ceilings or **drop in panels are not suitable in food preparation or storage areas** and do not comply with the requirements of the Food Standards Code. Manholes are also not recommended above food preparation areas.

The table below can assist in choosing a ceiling finish:

SUITABILITY OF CEILING FINISHES FOR FOOD PREMISES AREAS

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	●	●	●	●		●	●	Sealed smooth finish
Pre-formed panels	●	●	●	●	●	●	●	
Acoustic panels							●	Suspended T-bars
Decorative panels							●	

Windows

Windows should be at least 300 millimetres above the top of any bench, shelf or equipment and sills should be splayed at 45°. Any windows that can be opened must be fitted with fly screens to enable effective pest control.

Bi-fold doors or windows are not acceptable in a food preparation or service area as they cannot be pest-proofed.

Service pipes

For easy cleaning and to avoid providing hiding places for cockroaches, all service fittings such as pipes or electrical conduits should be either concealed in walls or fixed on approved brackets to provide 25mm clearance between the wall and fitting.

Service pipes should be kept a sufficient height above the floor to make cleaning under and around them easy.

We do not recommend boxing or covering exposed pipes as the boxed area provides excellent harbourage for cockroaches and mice.

Fittings, appliances, and equipment

All surfaces which may come into contact with food including benches, store room shelves, etc. need to be smooth, impervious and **easily cleaned**. If surfaces are to be painted to achieve this requirement, we recommend the use of gloss paint of a light colour.

Discuss with your plumber the option of placing of gas cooking equipment on castors and providing a flexible gas hose (with safety chain) so equipment can be easily moved for cleaning.

Where appliances and equipment are not easily moveable (including stoves and refrigerators) the surfaces of the equipment itself and surrounding walls and floors must be cleaned. To allow proper and easy cleaning, we recommend placing these hard to move items:

- a) A sufficient distance from any wall unless they are sealed to the wall;
- b) A sufficient height above the floor or sealed to the floor on which they stand. If elevated off the floor, a height of 150mm is recommended to enable effective cleaning. If sealed to the floor covings should be installed as per Item 1.2;
- c) With adequate space between items or completely sealed together to avoid inaccessible crevices which cannot be cleaned.

These principles also apply to benches and shelving.

Large food storage bins, troughs, mixing bowls, etc. that are not easily moveable should be fitted with castors to make cleaning easy. Every table, bench, shelf, tray, fitting or appliance should be constructed of an impervious durable material and be free from cracks and crevices.

Shelving should be kept 25mm clear of walls with the lowest shelf a sufficient height (150mm) above the floor to allow cleaning underneath. Avoid cavities, false bottoms and similar hollow spaces in the construction of fittings and equipment. These spaces provide mice and cockroaches with good hiding places.

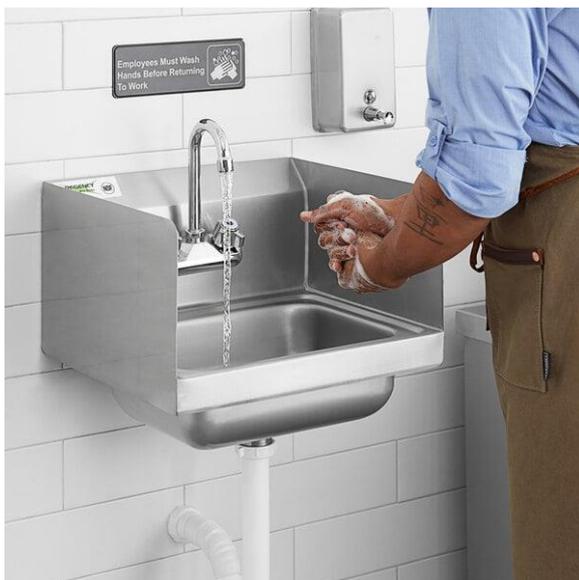
Hand washing facilities

The Food Standards Code emphasises the importance of hand washing to prevent diseases being spread and contamination of food. All hand wash basins are to be designated for **hand washing only**, you cannot use the handwash basin to prepare food or wash equipment.

Hand basins are required in each area that food is handled (including servery and preparation areas). They are to be located where they can be easily accessed by food handlers and cannot be obstructed by other equipment, walls, partitions or doorways. **Hand wash basins should be allocated no more than 5 meters from any food handling area.** They must have hot and cold water via one faucet, ideally via a hands-free device. It is strongly recommended that all hand wash basins be knee or hip operated as sensor operations

have proven to be prone to breakage and malfunction. Single use paper towels and liquid soap are to be supplied in the immediate area via a mounted dispenser.

The hand wash basin must be of sufficient size to allow food handlers to wash their hands easily and effectively. At a minimum, a basin of 11 litres capacity with dimensions of 500mm by 400mm 'off the wall' will be adequate.



Sinks

Adequate sinks large enough to enable the cleaning and sanitising of all appliances and utensils must be provided. A sink is required for **washing** your equipment with warm soapy water, and a sink is required for **sanitising** dishes with chemicals or heat.

At minimum, we recommend a double bowl sink of sufficient depth with a spray tap for washing and sanitising your equipment. The bowls should be deep enough to effectively clean and sanitise the largest piece of equipment. You may be required to demonstrate how you intend to wash and sanitise your equipment upon inspection. A commercial dishwasher is highly recommended as this can sanitise dishes with heat quickly and effectively.

If you wash produce regularly or require a preparation sink, it is recommended that you install this as an additional **separate** sink to avoid contaminating food.



Sanitary facilities

Toilets must be provided in accordance with the National Construction Code of Australia. Please seek advice from Wyndham City's Building Surveyor. Ensure toilets provided for customers do not require access via food preparation areas. An air-lock is required between toilet facilities and any areas used for the storage, preparation or handling of any food.

Separate storage facilities must be provided for the storage of items that are likely to be a potential source of contamination *i.e.* lockers for personal belongings, paperwork, cleaning equipment and chemicals, etc.

Waste

You will need an external area for storage of garbage and recyclable matter and for cleaning of rubbish bins. We recommend a concreted area (minimum 2m x 2m) outside the premises graded and drained to sewer for the temporary storage of garbage receptacles. For cleaning purposes, a hose point with hot and cold water should be provided. All abutting walls need to be made smooth and impervious so they can be cleaned.

The external rubbish storage area must be adequately sized to contain the volume of waste generated, capable of preventing pest access and designed so that it can be effectively cleaned. Garbage receptacles

should be impervious and have close fitting lids. Garbage bins should also be located so that they can be emptied without being carried through the premises.

A separate area must be provided for the storage of cleaning equipment (mops, brooms, buckets, etc.) and chemicals (soaps, detergents, etc) to physically separate such items from food storage and preparation areas. A **cleaner's sink** or mop sink is required in premises where floor waste drains have not been installed.

You are likely to also require a **grease trap**. A grease trap is a device designed to collect fat, oils and food scraps and prevent this material going down the sewer and blocking drains. Grease traps are therefore naturally dirty and unsanitary and need to be professionally cleaned out on a regular basis. You must contact Greater Western Water to determine whether a grease trap is required. A grease trap should be installed outside the building so that cleaning and maintenance can be performed without entering the food premises.

Pest proofing

Rats, mice, flies and cockroaches are disease carriers which are attracted to food establishments as they provide food, shelter and warmth. Premises should be designed to keep insects out.

To make the **entire** premises pest proof, all potential access points outside and inside the premises must be sealed. Particular attention needs to be paid to entry and exit points for service pipes, joints between walls and roof, external doorways, windows, ducts and ventilation ports.

Doors should be **close fitting and self-closing**. Weather strips or similar attachments may be necessary on the bottom of your doors. Roller doors are not recommended as they are not pest proof and are not easily cleaned. Air curtains are not recommended for fly proofing as they have been found to be ineffective. Heavy duty plastic strip curtains or plastic flap doors may be used. Bi-fold doors or windows are not acceptable in a food preparation or service area as they cannot be pest-proofed.

Cool rooms

Cool room and freezer rooms must comply with the National Construction Code of Australia. Doors must be capable of being opened by hand from inside, fitted with internal lighting and an alarm. Please seek advice from Wyndham City's Building Surveyor whether a permit is required.

The space above cool rooms should be boxed into the ceiling, provided with a suitable access door, and screened ventilation. Without boxing, the top of the cool room is often used as junk storage and will require regular cleaning. Refrigeration motors should be located outside the building in a location which allows general access for cleaning and maintenance and will not create a noise nuisance to neighbours.

Lighting

The National Construction Code of Australia requires lighting in accordance with A.S.1680-1976. For health, safety and cleaning purposes, all areas including storage rooms, freezers, cool rooms, workrooms, etc. must have adequate lighting.

For ease of cleaning, light fixtures should be recessed into the ceiling or fitted flush to the ceiling. The use of diffuser covers is recommended to prevent light breakages and potential contamination of food with glass fragments.

Mechanical exhaust ventilation

Adequate mechanical ventilation is required to minimise fire risks, to remove gases, vapours and heat which can affect the health and safety of workers, prevent staining and fouling of kitchen walls and ceilings and to provide comfortable conditions for staff and customers.

A mechanical exhaust system must be installed above cooking equipment and dishwashers if their total maximum electrical power input is greater than 8kW or total gas input is greater than 29Mj/h.

If a mechanical exhaust system is required, you will need to engage the services of a building surveyor.

Contact us

Email:

mail@wyndham.vic.gov.au

In person:

Wyndham City Council Civic Centre (9am – 4pm Monday to Friday)

45 Princes Highway, WERRIBEE VIC 3030

Telephone:

1300 023 411

Translating and interpreting services:

Phone: 131 450 (within Australia)

Phone: +613 9268 8332 (outside Australia)

Website: www.tisnational.gov.au

National Relay Service:

TTY users phone 133 677 and then ask for 1300 023 411

Speak and Listen (speech-to-speech relay) users phone 1300 555 727 then ask for 1300 023 411

Internet relay users connect to the NRS (relayservice.com.au) and then ask for 1300 023 411