

FOLLOW THE 1-7 STEPS

1. OBTAIN THE NECESSARY APPROVALS AS REQUIRED (DEVELOPMENT APPLICATION & CONSTRUCTION CERTIFICATE OR COMPLYING DEVELOPMENT CERTIFICATE).
2. UNDERTAKE THE ASSOCIATED WORKS WITHIN THE FOOD PREMISES.
3. COMPLETE THE COUNCIL FOOD REGISTRATION FORM.
4. PREMISES TO BE INSPECTED BY COUNCIL'S ENVIRONMENTAL HEALTH OFFICER.
5. NOTIFY THE NSW FOOD AUTHORITY OF YOUR FOOD BUSINESS DETAILS
WWW.FOODNOTIFY.NSW.GOV.AU
6. PROVIDE COUNCIL WITH A COPY OF YOUR FOOD SAFETY SUPERVISOR CERTIFICATE.
7. COMMENCE OPERATIONS AND THE SALE OF FOOD.

ADVISORY NOTE

Applicants are advised to obtain a copy of the **Australian Standards AS 4674-2004, Design Construction & fit out of food premises**, in order to satisfy the fit out requirements. AS 4674-2004 is copyright © protected and Council is not permitted in making copies of the Australian Standards. However it can be ordered through **SAI Global** (publisher of Australian Standards) at: www.saiglobal.com/shop

Please also refer to the **Food Standards Australian New Zealand's (FSANZ) Food Standards Code Standard 3.2.3, Food premises and equipment**. Reference copies are available free of charge at www.foodstandards.gov.au

As a guide you can refer to the *Food Premises – Design, construction and fit out guide*, which has been produced by the Southeast Queensland Food Safety and Public Health Working Group. This reference document interprets **AS 4674-2004** and **FSANZ 'Food Standards Code'** requirements and is freely available at: www.lgtoolbox.qld.gov.au/EH%20Document%20Uploads%20-%20Customer/Food%20Fixed%20Premises%20Fitout%20Guide.pdf

For more information please contact the Environmental Health Officers:

Randwick City Council
30 Frances Street, Randwick NSW 2031

Tel: 02 9399 0999
Fax: 02 9319 1510
Email: general.manager@randwick.nsw.gov.au
www.randwick.nsw.gov.au

Produced by Randwick City Council with the assistance of Special Projects Grant funding from the NSW Food Authority.
D01666090 – Environmental Health – October 2013



**Food
Authority**



**Randwick City
Council**
a sense of community

FOOD PREMISES

APPROVED!



**Randwick City
Council**
a sense of community

FOOD PREMISES

ALL PERMANENT AND TEMPORARY FOOD BUSINESSES MUST OBTAIN APPROVAL FROM COUNCIL IN ORDER TO OPERATE.

In most cases, Council must approve a **Development Application** and issue a **Construction Certificate** before any work is carried out on a food premises, or before trading begins. In some cases, for example if a retail food business is located in a existing commercial premises being changed to a food premises and satisfies certain requirements, a **Complying Development Certificate** may be all that Council requires.

The design, construction and fit out of food premises is essential in satisfying the relevant standards and ensuring good food handling practices, health and hygiene.

Upon completion of the works, the food premises must be **inspected** by Council's Environmental Health Officers to ascertain compliance with the *Food Act 2003* (NSW) and the Food Standards Australia New Zealand's 'Food Standards Code'. The food premises must also be **registered** with Randwick City Council and **notified** with the NSW Food Authority before food can be sold.

Note: Notification can be done (free of charge) via the NSW Food Authority's website www.foodnotify.nsw.gov.au or via a paper form obtained from the Authority or council (which incurs a \$55 charge). This is a one-off notification process unless your details change, in which case you are required to update your details.

You should submit the following information to assist in the determination of your application:

- A **site plan** and **locality sketch**
 - A **floor plan**
 - **Elevations** of all internal walls
 - A typical **section**
 - Details of the **internal walls** (including partition walls) construction and finishes
 - Details of the **floor finishes**, including a coving plan (intersection of floors, walls/plinths)
 - Details of the **ceiling** construction and finishes
 - Details of the type and location of **hand wash basins** - hot and cold water via a single use mixing device (in food preparation areas, bars and toilets). **Soap and single use towels** must be provided to each basin
 - Details of the size and location of the **cleaning and sanitising sinks** (for example; double bowl sink or dishwasher and single bowl sink or double bowl sink and dishwasher or triple bowl sink)
 - Location of all **storage areas** for ingredients, bulk goods, cooking equipment, utensils and packaging
- Note: For food **labelling**, packaging and declaring **allergens**, refer to *NSW Food Authority Labelling – General requirements factsheet* (also see related consumer factsheet, *Food allergies and intolerances*)
 - Details of the **bar**, counter, benches, shelving and other fittings
 - Details of the location of the **hot water system**
 - Details of the **light fittings** (diffuser covers required in food preparation/food storage areas)
 - Details of the **coolroom and freezers** (where proposed) including the location of the motors, design, construction and the specifications (Including Sound Pressure Levels in dB(A)). Note: Operations that have the potential to cause a noise nuisance to neighbouring residents may be required to submit an **Acoustic Assessment**.
 - Details of the **ventilation requirements**. Natural ventilation is permitted for when the total cooking equipment is less than 8kW. However greater than 8kW requires mechanical

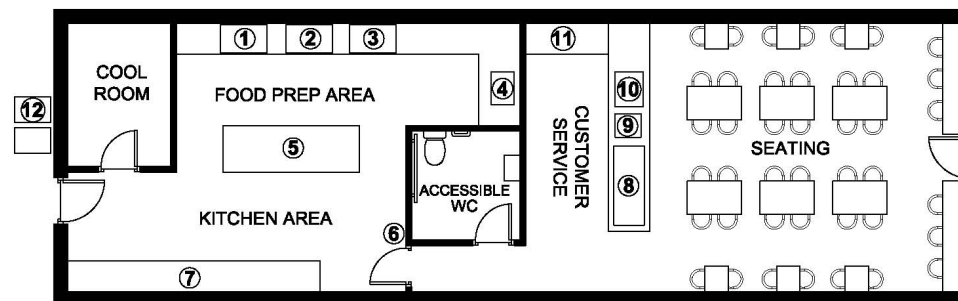
ventilation, and you must demonstrate exhaust stack heights, air velocity and compliance with Australian Standards AS1668

- Details of the **cooking appliances**. Odours generated from food preparations that have the potential to cause an odour nuisance may be required to submit an **Odour Impact Assessment** (For example - but are not limited to - food premises that use charcoal, wood fire pizza shops, bakeries and fast food chains)
- Details of the **outdoor dining area** (where proposed) including location, site plan, number of seats, hours of operation, plan of management and ensure you demonstrate compliance with Council's Property section. Note: The operations may have the potential to cause a noise nuisance to neighbouring residents and you may be required to submit an **Acoustic Assessment**
- If your food premise is going to **serve alcohol**, you will also need to obtain a **liquor licence** from the *NSW Office of Liquor, Gaming & Racing (OLGR)*.

In certain cases, a liquor licence application must be accompanied by a community impact statement. Please refer to the OLGR Ph: 02 9995 0333 www.olgr.nsw.gov.au for more information

- Details of the location and dimensions of the **grease trap**. For further information refer to *Sydney Water*. Ph: 13 20 92 www.sydneywater.com.au (You may need to obtain a trade waste permit)
- Details of the size and location of the **garbage area**, type of waste receptacle, frequency of collection, licensed contractor and, if applicable, the construction of the garbage area and the drainage of the garbage area
- Details of the appointed **Food Safety Supervisor (FSS)**. Certain retail food businesses from 1 October 2011 must have appointed a trained FSS, unless the business is exempt. For further information please refer to the NSW Food Authority website: www.foodauthority.nsw.gov.au/fss

FOOD ESTABLISHMENT LAYOUT PLAN (NOT TO SCALE)



LEGEND

- 1 GRILL
- 2 RANGE HOOD & OVEN
- 3 FRIER
- 4 HANDWASHING AREA
- 5 WORK BENCH
- 6 FIRE EXTINGUISHER & FIRE BLANKET
- 7 STORAGE SHELVES
- 8 COLD FOOD DISPLAY
- 9 CASH REGISTER
- 10 COFFEE MACHINE
- 11 STORAGE SHELF
- 12 APPROVED WASTE STORAGE AREA