

Checklist for Plans

Plans do not have to be professionally drawn but must be clear and legible and contain sufficient detail. At least two copies of plans should be submitted, including a floor plan, elevations and specifications.

In assessing your plans the Council officer must be able to ensure that the construction and installation of all fitting, fixtures and equipment complies with AS4674-2004 and in particular should address:

- Floor finish- table 3.1
- Coving
- Solid wall construction
- Wall finish- table 3.2
- Fixed plasterboard ceiling- table 3.3
- Pipes, conduits, wiring recessed where possible
- Cleaning & sanitising facilities- table 4.1 & 4.2
- Dish/glass washer in accordance with AS2945
- Cleaners sink/floor waste/taps
- All fittings/fixtures capable of being easily cleaned
- Equipment satisfies table 4.3
- Location and number of Hand wash basins
- Warm water through single tap
- Hands free taps
- Liquid soap & paper towel dispenser
- Light fittings
- Toilet facilities (in accordance with BCA)
- Storage for:
 - Cleaning equipment
 - Personal items
 - Office use

Further information can also be found at:

Port Stephens Council

PO Box 42

RAYMOND TERRACE NSW 2324

Ph: 4980 0255

Fax: 4987 3612

www.portstephens.nsw.gov.au

Email: council@portstephens.nsw.gov.au

Starting Or Taking Over a Food Business



Potential operators of a new or existing food business must ensure that they have an understanding of the relevant health, safety, planning and environmental issues associated with the business. It is important that you make contact with the relevant departments within the Council.

A New Business

If you are planning to establish a new food business, alter or relocate an existing business then you will need to make a formal application to Council. A **Development Application** or **Development Application/Construction Certificate** is required for applications that involve the change of use of premises, structural building work or new developments.

Reference guides include:

- Food Act 2003
- Australian Standard 4674-2004 Construction and Fit-out of Food Premises
- Food Safety Standard 3.2.3 of the Food Standards Code
- Port Stephens Local Environmental Plan
- Building Code of Australia

Any applicant seeking approval to construct a new premises or make significant alterations to an existing business should obtain a copy of Australian Standard 4674-2004 for the construction and fit out of food premises in order to incorporate the requirements into the detailed plans to be submitted to Council.

For copyright reasons Council is unable to provide copies of the document however a hard copy is available for viewing at Councils customer service counter. You may also access the document via the internet free of charge from your local library. Copies of the standard may be obtained from Standards Australia.

A summarised version of AS4674 is available on Councils website:

www.portstephens.nsw.gov.au

An Existing Business

If you are contemplating purchasing an existing business, you are able to obtain a pre-purchase inspection report from Council. This will reference its compliance with current Australian Standards for food premises.

Any alterations or modifications to an existing business require the prior approval of Council. You will need to discuss your proposal with a Council officer to determine if a written application is required.

Council Inspections

Council operates an inspection program whereby inspections are carried out without notification. A fee is charged for each inspection which are done 6 monthly or annually.

Food Business Notification

Whether you start a new business or buy an existing business every food business operator is required to register with the NSW Food Authority. For more information visit:

www.foodnotify.nsw.gov.au

Hygiene Course

It is a requirement that food handlers have a appropriate skills and knowledge in food safety and hygiene, appropriate to the activities they undertake. Owners and staff are encouraged to attend a course offered by Council or other suitable training (e.g. TAFE).

Assessing Your Plans

In assessing your plans, the Council Officer must be able to ensure:

- That the premises are designed to ensure food flow in one direction from receipt, to storage, to preparation, to packaging/serving/dispatch.
- That adequate space has been provided for:
 - ◇ Food preparation and service
 - ◇ Separate preparation and storage of raw, cooked and ready to eat foods
 - ◇ The washing and sanitising operations of utensils and equipment
 - ◇ Storage of dry goods, chilled and frozen foods, fresh fruit and vegetables
 - ◇ Storage of packaging material
 - ◇ Storage of utensils and equipment
 - ◇ Storage of garbage and recyclable material (including oils)
 - ◇ Storage of personal items belonging to staff
 - ◇ Storage of cleaning equipment

