

Food Business

GUIDELINES • 2025



**CITY OF
PERTH**
City of Light

Food Premises Design and Fit Out Guidelines

Acknowledgement of Traditional Custodians

The City of Perth kaditj kalyakool moondang-ak kaaradj midi boodjar-ak ngala nyininy, Whadjuk Nyoongar yoongar wer bandany Aboriginal yoongar yooarme boodjar-ool. Ngalang woola Boorloo wer Derbal Yerrigan kalyakoorl, wongin kadadjiny wer, wirn-yoodan. Ngalang kaditj Birdiya koora wer yeyi moondang-ak kaaradjiny.

The City of Perth acknowledges the traditional custodians of the land we are situated on, the Whadjuk people of the Nyoongar nation and Aboriginal people from other lands. We celebrate the continuing traditions, living culture, and the spiritual connection to Boorloo (Perth) and the Derbarl Yerrigan (Swan River). We offer our respects to Elders past and present.



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Introduction

These guidelines provide a source of advice and assistance for people intending to design, fit out, or alter a food premises within the City of Perth. This guide also details the process for approval and registration of a food business within the City of Perth.

The guidelines have been developed in line with Food Standard Australia New Zealand (FSANZ) Food Safety Standard 3.2.2 and 3.2.3. As of February 2001, this standard became mandatory in Australia. Copies of these standards are available at

 www.foodstandards.gov.au

or by contacting FSANZ on

 **(02) 6271 2222.**

All new food premises are required to meet these guidelines and existing premises are expected to make satisfactory progress towards upgrading their premises to these standards.

Risk Classification and Inspection Frequency

The City of Perth uses a risk-based classification system for food businesses which is determined by the type of food prepared and who the food is prepared for (e.g. elderly people and children). Risk classification determines the initial inspection frequency but this may be altered by the outcome of the routine inspections.

If the inspection result is non-compliant then more frequent inspections of the business will be undertaken.

Exempt	e.g. hairdressers / car garages selling teas and coffees
Low Risk	e.g. food requiring minimal food handling – jam, scones, biscuits, etc.
Medium Risk	e.g. most cafés and restaurants will fall into this category
High Risk	e.g. food catering premises





Fees

The City registers and inspects food businesses operating in the city. There are minimum standards by which these premises must operate in relation to food safety and maintenance. If you wish to establish or purchase a food business in the City of Perth, it is recommended that you contact the City for advice prior to entering contractual arrangements or undertaking any significant works.

The City charges for application, assessment and inspection fees. Payment is not required in advance with all fees related to your application charged in the beginning of the next month of your approval.

Inspections, advice, and, registration will not be provided until the City's prescribed food business application form has been completed.

The City's Food Business Application and a schedule can be found online on our website:

 <https://perth.wa.gov.au/businesses/health-approvals-licenses-and-permits>

Council Requirements


Planning Services

This is the first step you need to clear in the process of setting up a food business.

Before committing to leasing a building or shop ensure that you check with the landlord and the City of Perth that the approval has approval to be used as a food business. If it does not have development approval to be used as a food business a 'change of use' will be required; which in turn may take up to 6 weeks, upon the City receiving all of the necessary information from you.

NOTE:


Many buildings within the City have some historic importance and therefore it is necessary to determine if the chosen premises is heritage listed before alterations are made.

 **Contact Planning / Approval Services**
08 9461 3366.

Building Services

This is the second step you need to clear in the process of setting up a food business. Subject to the building being permitted for use as a food business you will be required to submit a Building Permit Application for:

- where coolrooms and exhaust canopies are to be installed;
- where alterations may affect the newly constructed premises; or
- where the structural integrity or safety of a building may be affected.

 **Contact Building / Approval Services**
08 9461 3366.

Community Health Services

This is the final and most critical stage of setting up a food business. Before setting up a food business you will need to obtain an "Approval to commence construction /fit-out of a food business". The construction, operation and maintenance of food businesses are subject to the requirements of the Australia New Zealand Food Standards Code.

To obtain an "Approval to commence construction/fit-out of a food business" you will need to complete the online food business application form and submit plans to include the following details:

- refrigeration units (cool rooms/fridges/freezers)
- cooking equipment (cooker/fryer/grill tops/tandoori units/wok burners/microwave) and their associated exhaust canopies
- food display units (hot or cold)
- food preparation bench spaces
- equipment washing sinks and dishwasher provision
- food washing sink
- hand wash sink(s)
- dry goods store area
- bin storage area
- location of the grease trap
- toilet facilities and staff changing room area – if detached from the building detail the travel distance and number of facilities (photographs are acceptable)



- surface finishes of every wall, floor, ceilings, benches, and cupboards – it may be helpful to provide photographs of the kitchen and café area for the City’s records
- a copy of your menu

Your shop-fitter, drafts person or architect should be able to assist you with plans.

Application Assessment

Once an assessment of your application has been completed you will receive an “Approval to commence construction /fit-out of a food business”. Even if you have received a Building Permit for the works you should not commence construction or fit-out of a food business until you have received the “Approval to commence construction/fit-out of a food business”.

You will receive either a ‘condition approval’ or an ‘unconditional approval’ to commence construction of a food business. In the case of a conditional approval being issued you need to ensure that you comply with any specific conditions placed on the approval.

NOTE:

Submitted plans must be of a high quality that clearly shows all the above details. This will help the City’s Community Health Services assess the plans and approve the premises quicker which is time beneficial for both you and the City. Where an application is incomplete or where deficiencies are identified in plans or specifications, the City may require amendments or further information to be able to properly determine the application.

Design and Construction

General Requirements

Your food business design must:

- Be suitable for the food activities you are doing at the premises
- Have enough space for the food activities at the premises and to fit the fixtures, fittings and equipment used for those activities
- Enable the food premises to be thoroughly cleaned and, if needed, sanitised

And as much as is practicable:

- Prevent dirt, dust, fumes, smoke and other contaminants
- Not allow the entry of pests
- Not provide a place for pests to hide and breed

NOTE:

The design and construction should be structurally sound and in a good condition to enable cleaning, sanitizing and maintenance.



Layout

The layout of a premises can reduce food becoming contaminated by providing an effective flow of activities, such as physical separation of different activities and enabling cleaning.

To reduce the risk of cross contamination the food flow should, be in one direction from

- Receipt – storage – preparation - packing/ serving/dispatch. See example to the right

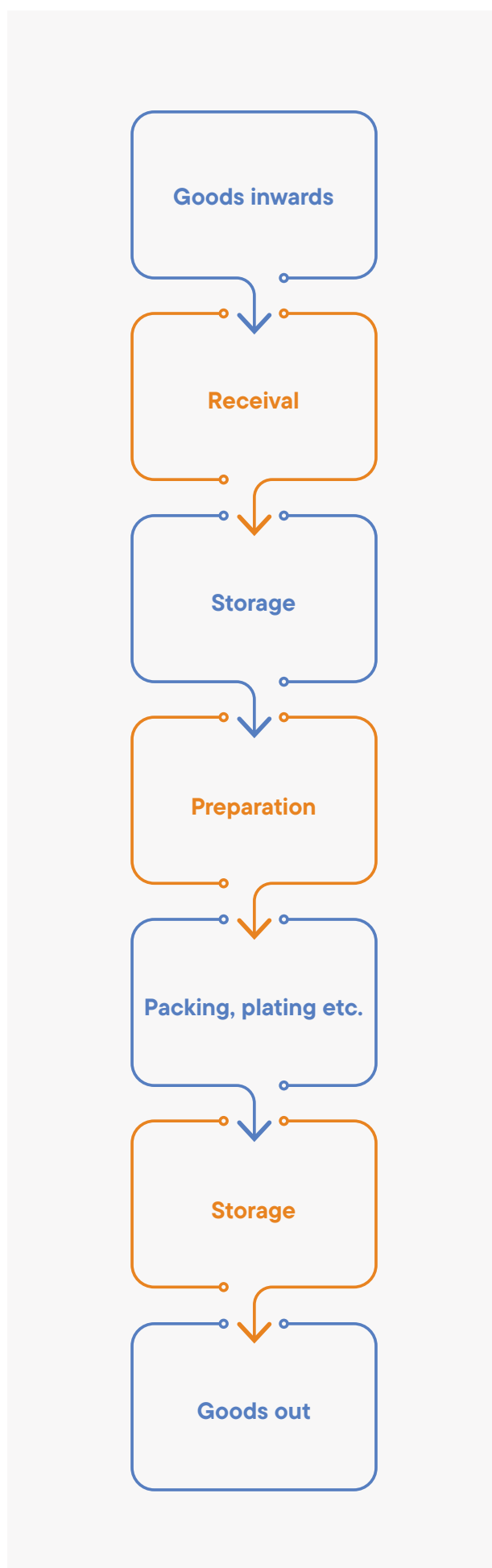
Consider:

- Physically separating areas where raw products are handled from areas where the final/cooked product is dispatched
- Separating food preparation areas from wash-up areas, chemical storage areas and garbage areas
- Separate food preparation areas for preparing food products that are 'allergen free' eg. Gluten Free
- Put entrances, toilets and change rooms so that staff and visitors do not have to cross food preparation areas
- Toilets for both staff and customers
- Potential for future expansion. If in the future you may wish to upgrade the type of food preparation, then you may also need to upgrade the premises to suit;

Adequate Space

Enough space should be provided in your food business for your activities. Things to consider include:

- Space to separate food handling activities to prevent cross contamination
- Space to safely store ingredients, food packaging and other raw materials
- Storage space for recalled product to be kept separate from product for sale
- The need to install/accommodate additional equipment to prevent cross-contamination – e.g., separate food preparation sinks may be needed for preparing raw foods separately to washing of ready-to-eat salad ingredients
- Space for personal items of staff separate from food preparation and storage areas



- Space to move cleaning equipment to get to areas needing cleaning and to store cleaning chemicals and equipment
- Storage space for all types of waste produced by the premises and access for garbage removal
- Space for wastewater disposal equipment such as grease trap, cleaners sink and bin wash area

Walls, Ceilings and Floors

The requirements for floors, walls and ceilings apply to areas used for food handling, cleaning, sanitizing and personal hygiene, except dining areas, drinking areas, and other areas to which members of the public usually have access.

Walls and Ceilings

Walls and ceiling are to be:

- Suitable for the activities conducted on the food premises
- Sealed to prevent the entry of dirt, dust and pests
- Unable to absorb grease, food particles or water
- Able to be easily and thoroughly cleaned
- Unable to provide a place for pests to hide and breed

WALLS

Walls next to food preparation areas or may get splashed with water must not absorb grease, food particles and water. Wall surfaces in kitchens and other processing areas, must be finished with materials like ceramic tiling, vinyl sheeting or stainless steel. Other material such as steel trowelled concrete or cement render, coated or sealed to not absorb anything, may be suitable.

Plasterboard and similar absorbent wall surfaces are not suitable in areas where they might be splashed by water or be in contact with food.

Where walls are painted, washable light-coloured paint should be used to enable proper cleaning.

CEILINGS

Ceiling surfaces should be smooth, easily cleaned and not absorb grease, food particles and water.

The joints between walls and ceilings must be tightly joined to provide a seal. Ceilings should be built so there are no spaces or joints.

Drop-in panel ceilings are not suitable in food preparation areas. Stippled ceilings, rough plaster ceilings, acoustic tiles, etc, are unsuitable for food preparation areas because they are hard to clean.

FLOORS

Floors must be designed and laid in a way that is suitable for the food activities at the food premises

Floors must:

- Be able to be thoroughly cleaned
- Be unable to absorb grease, food particles or water
- Be laid so that there is no pooling of water
- Be unable to provide a place for pests to hide or breed

To be properly cleaned, floors in kitchens and wash up areas should be smooth, free from cracks and holes and handle with hot water, steam and chemicals. The floor material used must be strong enough to resist damage due to the type of operation intended.

Carpets and other absorbent matting, which cannot be properly cleaned, are not suitable in any food preparation, storage or wet areas.

FLOOR WASTES

Floors flushed with water or hosed down must be graded and a floor waste installed so that the water drains to a drainage system.

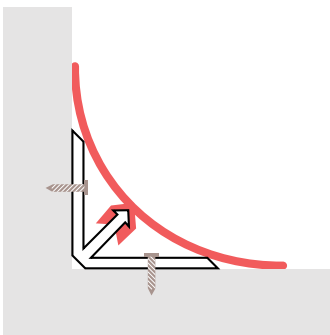
Floor wastes are required:

- In large food manufacturing premises
- In premises where large amounts of liquids are used
- In areas where wet cleaning is required

In premises requiring floor wastes, there must be no dips or hollows where water can collect. Floors must be properly graded towards the floor waste to allow water to drain away.

COVING

Coving should be put in premises in areas where floors are will be cleaned by flushing with water. Having coving will also help cleaning where the floor is mopped. Putting in coving at the floor-wall joins behind stoves and food preparation benches will make these hard to get to areas easier to keep clean.



Ventilation

Food premises must have enough natural or mechanical ventilation to properly remove fumes, smoke, steam and vapours (smells).

Mechanical exhaust systems are needed for most cooking equipment (i.e., stoves, deep fryers, ovens, rotisseries etc.) and dishwashers or other equipment that vents steam that can cause moisture on walls and ceilings.

NOTE:


The mechanical ventilation system must comply with the Australian Standard 1668.2 - The Use of Mechanical Ventilation and Air Conditioning in Buildings.

It is important to make sure there is enough replacement air drawn out by the exhaust system. Poorly designed replacement air systems may cause the vaccumm effect to not work properly and lead to other issues, such as fumes and pest entry.

Food businesses must ensure that the installation of the ventilation system is in the correct place to prevent issues.

The size and strength of a system depend on the type and amount of food produced. Adequate ventilation is necessary for large amounts of fumes, smoke, or vapors. The effectiveness of a system depends on power, capacity, cleanliness, and maintenance.

A certificate of compliance for mechanical ventilation system should be submitted prior to opening.

 **Contact the City's DAU department on 08 9461 3333 to ask about any permits that may be required**

Lighting

Food premises must have a lighting system that provides enough natural or artificial light for the food activities at the food premises.

Lighting must be enough for food handlers to properly see if all food preparation and storage areas and equipment are clean, to see signs of pests and to clearly see the food and equipment they are handling.

Lights are to be enclosed in shatter-proof diffuses or covers, or shatter-proof light globes may be used.

The lighting fixtures are to be designed to stop the build of dust and be easily cleaned i.e., flush with the ceiling, completely recessed, or designed with angled surfaces.

NOTE:

The lighting provided must comply with the Australian Standard 1680.1-2006 Interior and workplace lighting, Part 1: General principles and recommendations.



Fixtures, Fittings and Equipment

Fixtures, fittings and equipment must be:

- Appropriate to produce safe and suitable food preparation.
- Fit for their intended use.
- Fixtures and fittings must be designed, constructed, placed, and installed so that:
- There is no likelihood that they will cause food contamination.
- They are able to be easily and effectively cleaned.
- Adjacent floors, walls, ceilings and other surfaces are able to be easily and effectively cleaned.
- Be unable to provide a place for pests to hide or breed.

The food contact surfaces of fixtures, fittings and equipment must be:

- Able to be easily and effectively cleaned and, if necessary, sanitised if there is
- a likelihood that they will cause food contamination
- Unable to absorb grease, food particles and water if there is a likelihood that they will cause food contamination
- Made of material that will not contaminate food.

Food Contact Surfaces

Food contact surfaces should be smooth, free of cracks, chips, crevices, and able to be easily cleaned. Stainless steel and laminate are appropriate surfaces. Timber is not usually a suitable food contact surface.

Equipment

Equipment must be designed, constructed, located and installed so that it can be easily cleaned and maintained.

Factors that make equipment easy to clean include:

- Smooth surfaces with rounded edges and no open joints, embossing or other rough surfaces or joints that can trap dirt
- Nozzles or taps that are easy to pull apart
- If pulling apart is necessary for cleaning, it can be done without special tools
- Easy access panels in ducts
- Easy removable grease filters in kitchen extraction hoods
- Installing shelves with enough space between walls and flooring to allow access for cleaning
- Sealing equipment together to ensure food stuffs cannot fall between or leaving enough space to allow easy access for cleaning
- Allowing enough space beneath equipment to clean properly
- Ensuring safety shields are removable
- Fitting wheels or castors to equipment to enable it to be easily moved
- Ensuring service wires, pipes or hoses can be disconnected (or are flexible and long enough to enable the equipment to be moved)
- Designing dust control mats (as used in customer areas of supermarkets) to be cleanable.

Some examples of operations and the criteria for judging if adequate equipment provision has been made are listed below:

Type of operation carried out by business	Criteria for judging adequacy
Cooking/processing	Suitable equipment is required to ensure the process reaches the required temperature or other parameters to destroy bacteria.
Cooling & refrigerated storage of potentially hazardous foods	<p>Adequate equipment to cool food according to the requirements of your food safety program and hold food under temperature control.</p> <p>Enough refrigerated space to cater for large functions.</p>
Displaying potentially hazardous foods	Adequate refrigerated or hot display counters so that all displayed food is displayed below 5°C or above 60°C and is protected from contamination.
Transporting chilled potentially hazardous food	Only use refrigeration equipment, insulated containers or other containers if this equipment is appropriate in the vehicle to keep food maintained at 5°C or below. Containers must be able to be effectively cleaned and sanitised.
Washing fruit and vegetables	Where food handling involves frequent washing of fruit and vegetables an additional food preparation sink should be installed.
Utensil & equipment washing & sanitising	<p>Adequate cleaning and sanitising facilities suitable for the size of equipment used, such as a double or triple bowl sink or single bowl sink and dishwasher capable of reaching at least 80°C.</p> <p>Storage and draining racks for air-drying of cleaned utensils and appliances must be provided. Storage and draining racks must be made of materials that will not absorb grease or water and be easy to clean to prevent recontamination of cleaned utensils and appliances.</p>
Hand washing	All staff must have easy access to hand washing facilities in all areas where hands are likely to become a source of contamination of food. Warm water is to be provided through a single outlet with liquid soap and single-use paper towel through dispensers and a non-touch lined waste bin.
Cleaning requirements	Separate cleaner's sink connected to hot and cold water for the use of mop bucket water and for cleaning bins and cleaning equipment.

Connections for Specific Fixtures, Fittings and Equipment

Fixtures, fittings, and equipment that use water for food handling or other activities, must be connected to an adequate supply of water.

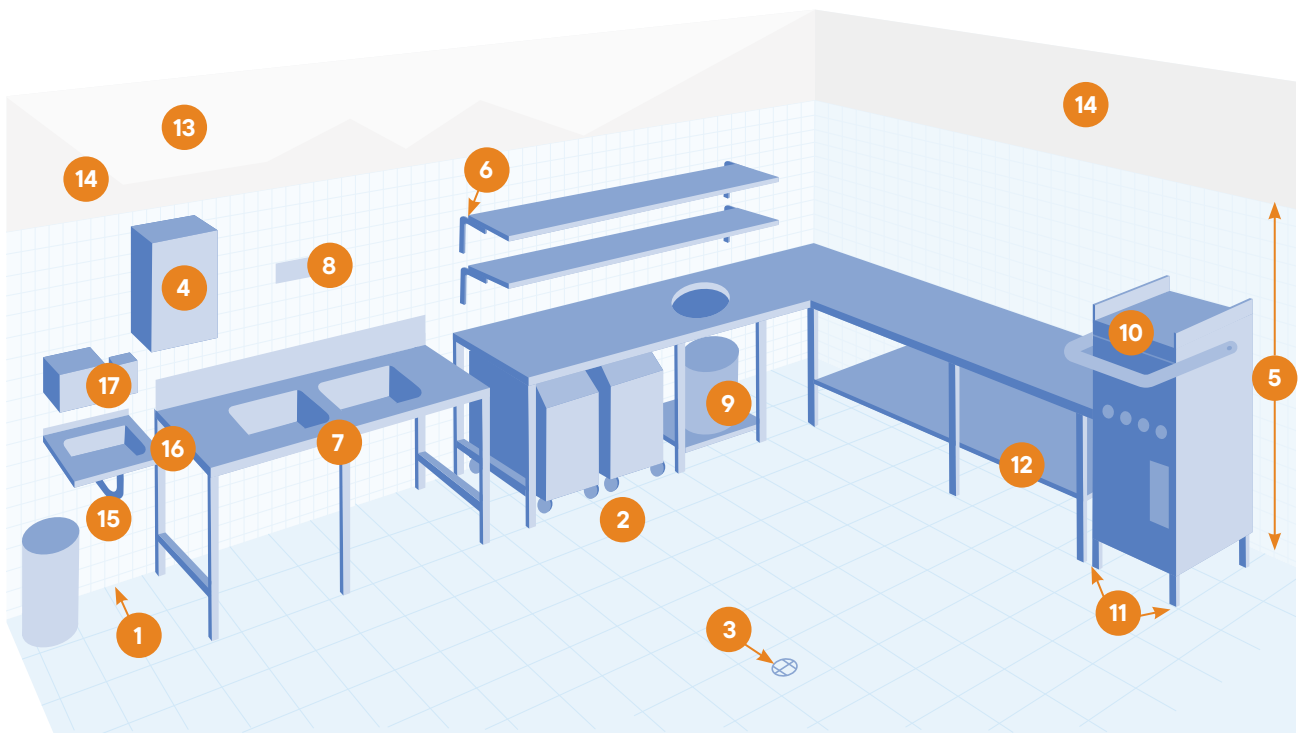
Fixtures, fittings, and equipment that are designed to discharge sewage or wastewater, must be connected to an adequate sewage and wastewater disposal system.

Automatic equipment using water for sanitising utensils must only operate when the water is at a temperature to sanitise the items.

All connections and maintenance are to be carried out by a licensed plumber.

In food preparation areas, an area must be designated for the sole purpose of cleaning and sanitising appliances, utensils and equipment.

Proper design is essential to ensure a smooth flow of equipment that will separate “dirty” and “clean” items and allow a fast efficient turnaround.



LEGEND

- | | | | |
|---|--------------------------------------|----|--|
| 1 | Floor/wall coving | 10 | Dishwasher with temperature indicating device |
| 2 | Castors to under bench storage | 11 | Legs 150mm minimum |
| 3 | Impervious floor, graded and drained | 12 | Underside of support bracket 150mm to the finished floor surface |
| 4 | Hot water heater sealed to wall | 13 | Painted plasterboard ceiling |
| 5 | Walls tiled | 14 | Smooth cement rendering |
| 6 | Shelving 25mm clear of wall | 15 | Water drainage pipes concealed into walls |
| 7 | Sink unit on metal frame | 16 | Hand basin, hot and cold water mixing set |
| 8 | Thermometer | 17 | Soap and towel dispenser |
| 9 | Garbage receptacle | | |

Equipment for Cleaning and Sanitising

Food premises activities	Minimum facilities for cleaning equipment and preparing food
No preparation/minor handling of prepackaged food	Single bowl sink (capable of immersing the largest equipment)
Handling unpackaged food	Double bowl sink (capable of immersing the largest equipment), or Dishwasher/glass washer and single bowl sink (where all food contact equipment will fit in the dishwasher), or Double bowl sink and a dishwasher/glass washer (where some equipment has to be washed/sanitised in the sink)
Where food is prepared by immersion or rinsing in water	Designated food preparation sink
Where floors and equipment are to be hosed	Designated hose connection



Handwashing Facilities

Food premises must have hand washing facilities that are located where they can be easily accessed by food handlers:

- Within areas where food handlers' hands are likely to be a source of contamination of food
- Immediately adjacent to the toilets or toilet cubicles if toilets provided on site.

Hand washing facilities must be:

- Permanent fixtures
- Connected to a supply of warm running potable water
- A size that allows easy and effective hand washing
- Clearly designated for the sole purpose of washing hands, arms, and face.

NOTE:

Wash hand basins must be permanent fixtures and must not be used for any other purpose other than for hand washing. A sign located in close proximity to the wash hand basin that states 'for hands washing only' or illustrations of hand being washed may assist.

- Hand sanitisers, including hand gels or foams, should not be used as a substitute for washing hands with soap and warm water
- Separate hand washing facilities are required in every area of the premises where exposed food is handled or prepared.
- Not obstructed by equipment, walls, partitions or doorways
- Are at bench height permanently fixed to the wall, to a supporting frame or set in a bench top
- Easily accessible from any place where food handlers are handling food.

EXAMPLE: in a food business, where food is handled in the servery area in addition to the kitchen, a hand wash basin is to be installed in

both areas. If food premises are divided into separate food handling areas, as may occur in a supermarket with a delicatessen, butchery, seafood area and bakery, coffee servery area, hand washing facilities must be available in each area.

Storage Facilities

Food must be stored so that it is protected from contamination and in a proper environment.

Food premises must have adequate storage facilities for items that are likely to be the source of contamination of food, including chemicals, cleaning equipment, clothing, and personal belongings.

Storage facilities must be located where stored items cannot contaminate food or food contact surfaces.

Cold Storage

Adequate refrigeration units must be provided to maintain potentially hazardous food below 5°C and installed so the adjacent floor and walls are able to be easily accessed for cleaning and inspection for pests.

Cool rooms may be required to provide enough storage and cooling space for large volumes of food based on the food premises' activities.

Floors should be hard wearing, smooth, unable to absorb grease or water and easily cleaned with coved edges.

Storage racks must be corrosion-resistant and easily cleanable. Timber frames or finishes should not be used.

Shelving should be designed to allow free movement of air around food being stored and installed so the floor is easily accessed for cleaning.

All condenser units in cool rooms and freezer rooms must be properly connected to sewer by a licensed plumber.



Dry Storage

Storage of dry food should be large enough to prevent the area from becoming overcrowded and difficult to maintain in a clean and sanitary condition.

All food is to be stored off the floor on shelving to enable effective cleaning and inspection for pests within the area.

Shelving surfaces are to be smooth, unable to absorb grease or water and easily cleaned. Timber frames or finishes should not be used.

Food Display

A food business must, when displaying food, take all measures to protect the food from contamination.

A food business must, when displaying unpackaged ready-to-eat food for self service:

- Ensure the display of the food is properly supervised so that any food that is

contaminated by a customer or is likely to have been so contaminated is removed from display without delay.

- Provide separate serving utensils for each food or other dispensing methods that minimise the likelihood of the food being contaminated
- Provide protective barriers that minimise the likelihood of contamination by customer.

A food business must not display for sale on any counter or bar, any ready-to-eat food unless it is enclosed, contained, or wrapped so that the food is protected from likely contamination.

A food business must, when displaying potentially hazardous food:

- Display it under temperature control
- If it is food that is intended to be displayed frozen, ensure the food remains frozen when displayed.

Storage of Personal Items

Adequate storage facilities must be provided for staff, separate from food preparation and storage areas.

Storage of Chemicals & Cleaning Equipment

A dedicated room or a cupboard is to be provided for storing chemicals, detergents, sanitisers and cleaning equipment such as mops, brooms, and buckets to prevent chemical or physical contamination of food.

Miscellaneous

Temperature Measuring

Food premises must have a temperature measure device that can accurately measure the temperature of potentially hazardous food to +/- 1°C.

When must food be kept under temperature control?

You must ensure that the temperature of potentially hazardous food is either at 5°C or colder or at 60°C or hotter when it is received, displayed, transported, or stored. If you want to receive, display, transport, or store potentially hazardous food at another temperature, you must be able to show an enforcement officer that you have a safe alternative system in place. You do not have to keep potentially hazardous food at any specified temperature when you are processing or preparing it because that would be impractical, but you must keep the processing or preparation time as short as possible so that bacteria do not get a chance to multiply to dangerous levels or form toxins.

How can a business comply with the temperature control requirements?

The simplest way to meet the requirements is to ensure that potentially hazardous food is received, stored, displayed or transported either very cold (5°C or colder) or very hot (60°C or hotter). Potentially hazardous food should also be cooled and reheated quickly and prepared in as short a time as possible.

If for some reason you do not wish to, or are unable to store, display or transport food at 5°C or colder, or at 60°C or hotter, or meet the cooling and reheating time and temperature requirements, you must be able to show that you have a safe alternative system in place.

The Standard specifies the ways in which a food business can demonstrate to an enforcement officer that it is using a safe alternative system. You can use a food safety program, or follow recognised food industry guidelines, or use a system based on sound scientific evidence.

Animal and Pest Protection

A food business must:

- Take all practicable measures to prevent pests entering the food premises.
- Take all practicable measures to eradicate and prevent pests from hiding and breeding in the food premises and vehicles that are used to transport food.
- Practical measures the food premises can take to prevent pests from entering and procreating could include, for example:
 - Flyscreen doors, self-closing doors, and doors with weather strips
 - Mesh screens on windows or other openings
 - Covered drains, grease traps and ventilation pipes.
 - Sealed openings where pipes pass through external walls.
 - Covered containers for food scraps and other waste.
 - Air curtains that cover the whole face of the doorway or opening.
 - Electric insect pest control devices, if required, should be installed as close as possible to the entry door of the premises and not located within food preparation areas where exposed food may become contaminated.
- Bi-fold or other types of doors/windows that open the premises to the outdoors, are only permissible if food, food preparation and service areas are adequately protected from outdoor contaminants such as insects and dust.

Sewage and Wastewater Disposal

Food premises must have a sewage and wastewater disposal system that:

- Will effectively dispose of all sewage and wastewater
- Is constructed and located so that there is no likelihood of the sewage and wastewater polluting the water supply or contaminating food.

All sewage and wastewater connections must be installed by a licenced plumber in accordance with relevant water authority requirements.

Grease Traps (Food and Oil Interceptors)



Grease traps are important in preventing solids and greasy waste from entering the sewerage system.

Grease traps must be located outside the food preparation area, preferably outside the building.

Locating grease traps in food preparation areas can result in contamination problems when the traps are emptied or in the event of overflow.

Contact the relevant water authority to discuss grease trap requirements based on the activities of the food business:

Water Corporation

 13 13 75  watercorporation.com.au

Cleaner's Sink

Provide separate and adequate access to hot and cold water only for cleaning the premises.

Only for the purpose of cleaning equipment such as mops, buckets, waste bins and cleaning materials only.

Wastewater must be disposed of to the sewerage system via a cleaner's sink or floor waste installed only for disposing of wastewater.

Storage of Garbage and Recyclable Waste

Food premises must have facilities for the storage of all waste that:

- Ensure the bins are large enough to hold the amount of waste produced by your food business.
- Provide a lid to all bins inside and outside the food business.
- Make sure the bins are easily and effectively cleaned.



This publication can be requested in alternative formats: audio, braille, Word or accessible PDF.



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