



Information Package

Starting a new food premise

Environmental Health



**CORANGAMITE
SHIRE**

Contents

- 3 Introduction: Starting a New Food Business
- 3 Step one: Research Your Idea and Form a Business Plan
- 3 Step two: Approval from Other Authorities
- 4 Step three: Starting the Application Process
 - Establishing your Food Act Classification
 - 4 Class 1
 - 4 Class 2
 - 4 Class 3
 - 4 Class 4
 - 5 Starting the Registration Process
- 5 Step four: Premises Construction
 - 5 Food Premises Specifications - Structural Design
- 6 Step Five: Food Safety Program
 - 6 Class 1 and 2 businesses
 - 7 Class 3 businesses
- 7 Step Six: Food Safety Supervisor
- 8 Step Seven: Registration/Opening for Business
 - 9 Statewide Online Registration System: Streatrader
- 9 Step Eight: Registration Renewal and Compliance
 - 9 Other Important Information

Introduction:

Starting a New Food Business

All Victorian food businesses that handle, prepare, package, store, serve, supply or convey food must be registered or notify under the Food Act.

Food businesses can include:

- Fixed Premises: Café, Restaurant, Shops, Factory, Domestic Kitchen, other permanent structure that serves food
- Mobile / Temporary Premises: Food Van, Cart, Trailer, Marquee, Tent, Vending Machine, Water carter

If you are thinking of starting your own food business, there are some important steps you will need to follow.

Step One: Research Your Idea and Form a Business Plan

Increase your chances of success in your business by completing the checklists and questionnaires on the Business Victoria website and formulating a business plan.

The Corangamite Shire supports all business activity as it believes maintaining a strong economic base is fundamental to the creation of jobs and the development of services.

For assistance in developing your ideas, obtaining information on what services Council can offer and ensuring that you know all Council Permit requirements, please contact Councils Economic Development Unit on (03) 5593 7100.

Step Two: Approval from Other Authorities

Permits or exemptions may be required from other authorities prior to applying for a registration under the Food Act.

These may include, but are not limited to:

- Planning Services
- Building Services
- Wannon Water
- Victorian Commission for Gambling and Liquor Regulation (www.vcglr.vic.gov.au)
- Consumer Affairs Victoria (www.consumer.vic.gov.au)

It is important to contact each of these authorities prior to signing any lease or purchase contracts or starting any structural works to ensure that there are no restrictions against and/or permits required to build/operate your proposed business.

Step three:

Starting the application process

Establishing your Food Act Classification

The application process for registering your food business will be slightly different depending on the type or 'classification' of the food you are selling and where you are selling it.

The Victorian Food Act Registration works on a risk base classification process. Council is responsible for overseeing the classification of every food premise according to their food safety risk.

Class 1 - food premises are those that predominately handle potentially hazardous foods that are served to vulnerable groups, such as in:

- Hospitals
- child care centres or providing long day care
- aged care facilities such as nursing homes and hostels

Class 2 - food premises are those whose main activity is handling unpackaged, potentially hazardous foods which need correct temperature control during the food handling process, including cooking and storage, to keep them safe. This includes:

- restaurants
- fast food outlets
- pubs
- caterers
- delicatessens
- supermarkets with delicatessens
- cafes and
- most manufacturers

Class 3 - food premises are those whose main activities involve the sale of foods not commonly associated with food poisoning. This includes the supply or handling of unpackaged low risk foods, or sale of pre-packaged potentially hazardous foods which simply need refrigeration to keep them safe. This includes:

- milk bars
- convenience stores
- fruit stalls selling cut fruit
- wholesalers distributing pre-packaged foods

Class 4 - food premises are those whose food handling activities pose low risk to public health. They include premises that only undertake the following:

- the sale of shelf stable pre-packaged confectionery at newsagents, pharmacies and video stores
- bottle shops
- sale of uncut fruit and vegetables at farmers markets or by greengrocers (whether retail or wholesale)

- wine tastings
- shops and stalls with packaged cakes (excluding cream cakes), bottled jams or honey
- sessional kindergartens serving low risk food including cut fruit
- simple sausage sizzles at stalls, where the sausages are cooked and served immediately. This means sausages, sauce, onions and bread. (This does not include hamburgers or other high risk foods).

If you are unsure of the classification that your business would fall into you can use the classification information on the Victoria Department of Health website or contact Council.

Starting the Registration Process:

To start the registration process please complete and return the Proposal to Register a Premises application form along with the 'new premise start-up' fee and a copy of plans of the premises showing the proposed fit-out PRIOR to any work commencing.

Providing this information prior to registration enables Council to assist in the design and layout of your premise which alleviates the risk of having to make potentially costly alterations later if requirements are not met.

Plans can be hand drawn if a builders / architectural plan is not available. However, they should include the following detail:

- The layout of all fixtures, fittings and equipment
- A description of materials to be used for surface finishes including walls, floors and bench tops. (A legend on the side of the plan may be used)

An Environmental Health Officer may request further information and/or an inspection of the premises to ensure compliance with the Food Act is achievable. We are also available at any time during the construction phase to meet you on-site and or contact if you have any questions.

Step four: Premises Construction

Food Premises Specifications - Structural Design

Food premises have structural requirements relating to design, construction, fit out and equipment.

Please refer to our Food Premise: Structural Requirements document which has been developed by the Environmental Health Unit for food businesses looking at constructing or renovating their premise.

It should be used when you, your builder or designer are making changes to a building where food will be prepared, sold or manufactured to minimise food hazards.

You should also confirm any additional requirements with the Building and/or Planning departments of Council prior to commencing any alterations or construction.

If you have any questions or concerns regarding the set-up of your premise, please do not hesitate to contact Council to organise a progress inspection or meeting with our Environmental Health Officers during the construction phase.

Mobile Food Vehicles:

Vehicles that are used for preparing or selling food are defined as a food premises and must also comply with the requirements of a fixed food premises.

Mobile Food Vehicles that are not connected to a reticulated water supply will have to ensure that the vehicles are supplied with a potable water source and equipped with water storage tanks that have sufficient capacity for the period of trading. The vehicle should also be fitted with a waste water tank external to the vehicle (capacity of at least 50 Litres). All wastewater must be disposed of at an approved wastewater disposal facility.

Operating permits may be required in certain locations. Please contact Councils' Local Laws and Planning departments for further information on trading within township boundaries. If you would like to Trade on a roadside outside township boundaries you may require a permit from either Council or Regional Roads Victoria.

Step five: Food Safety Program

Food Safety Programs (FSP) are required under the Food Act for **some** food businesses, dependant on food business classification.

When a food business is required to have a Food Safety Program (FSP), it must be fully implemented, including the specified records as a **minimum** legal requirement of the Food Act 1984. The FSP and records are designed to help you and your staff make sure that the foods you prepare, cook, reheat or store are always safe for your customers and to provide evidence of your due diligence in the case of a customer complaint or outbreak of gastro.

Class 1 and 2 businesses

Proprietors of Class 1 and 2 food businesses must lodge with Council, either an independent FSP (Class 1 or 2) or a Department of Health and Human Services approved Template (Class 2 only)

FSP Templates for Class 2 businesses can be:

- Obtained from our Environmental Health Unit
- Downloaded free of charge from the [Food Safety Victoria website](#)
- Completed and lodged online at Foodsmart

If you have developed your own independent FSP you must get it externally audited to ensure that it is compliant with requirements under the Food Act.

Class 3 businesses

Proprietors of a Class 3 business are no longer required to lodge a FSP in full, however they are still required to 'maintain minimum' records as a condition of their food registration.

The Department of Health has released a Food safety guide for food businesses - Class 3. It includes advice on the types of food handling activities your Class 3 food business may run, and the records you are required by law to keep.

The following minimum records are required for Class 3 food premises:

- Supplies list
- Weekly Hot and Cold storage log
- Deliveries temperature control log

These records need to be kept onsite at your food premise and you must be able to show the previous 12 months worth of records on request or at the time of inspection by your Health Officer. You can download the Food safety guide for food businesses - Class 3 from the Food Safety Website.

NOTE: Regardless of the type of FSP or records kept you need to make sure they are kept on-site and are easily accessible, at all times.

Penalties can be applied if these records are not on site, when an Environmental Health Officer undertakes an inspection the business.

Step six: Food Safety Supervisor

All food business owners in Victoria must ensure their staff members have the skills and knowledge required to safely handle food in their roles. If your food business is classified by Council as a Class 1 or Class 2 business in terms of food safety risk, then you **must** nominate and train a Food Safety Supervisor (FSS).

A Food Safety Supervisor (FSS) is someone who:

- knows how to recognise, prevent and alleviate food handling hazards at your premises;
- has a Statement of Attainment that shows the required food safety competencies from a Registered Training Organisation (RTO);
- has the ability and authority to supervise other people handling food at the premises and ensure that food handling is done safely.

The food sector your business falls into will guide which training courses or course units your FSS needs to complete to ensure the training is relevant to your business. Check table below, and if unsure of which sector your food business falls into contact Council to confirm on (03) 5593 7100.

Some changes have been made to the course code number/s and the table includes those previously known course codes. This will assist in ensuring any previously trained staff are compliant.

Food sectors and minimum competency standards

FOOD SECTOR	MINIMUM COMPETENCY STANDARD	PREVIOUS COURSE CODE
Food Processing Businesses such as food product manufacturers including flour mills, canneries, packers, bakers, breweries and wineries.	FDFS2001A 'Implement the food safety program and procedures'	FDFCORFSY2A 'Implement the food safety program and procedures'
Retail Businesses such as supermarkets, convenience stores, grocers, and delicatessens. Take away and fast food businesses can be considered either retail or hospitality food businesses.	SIRRFSA001A 'Apply retail food safety practices' OR Use both units from the Hospitality Sector below	WRRLP6C 'Apply retail food safety practices'
Hospitality Businesses such as restaurants, cafes and hotels. Take away and fast food businesses can be considered either retail or hospitality food businesses.	SITXFSA101 'Use hygienic practices for food safety' SITXFSA201 'Participate in safe food handling' OR Use unit from the Retail Sector above	SITXOHS002A 'Follow workplace hygiene procedures' SITXFSA001A 'Implement food safety procedures' OR THHGS01B 'Follow workplace hygiene procedures' THHBCC11B 'Implement food safety procedures'
Health / Community Services Health businesses such as hospitals. Community Services businesses such as childcare centres, nursing homes, hostels, and Meals on Wheels services. For both sectors, all three units must be completed.	HLTFS207C 'Follow basic food safety practices' HLTFS310C 'Apply and monitor food safety requirements' HLTFS309C 'Oversee the day-to-day implementation of food safety in the workplace' OR HLTFS207B 'Follow basic food safety practices' HLTFS310B 'Apply and monitor food safety requirements' HLTFS309B 'Oversee the day-to-day implementation of food safety in the workplace'	HLTFS7A 'Follow basic food safety practices' HLTFS10A 'Apply and monitor food safety requirements' HLTFS9A 'Oversee the day-to-day implementation of food safety in the workplace'
Transport and Distribution Businesses such as warehouses.	Use relevant units from other sectors.	<div style="border: 1px solid black; padding: 5px;"> <i>The A, B or C on the end of the unit code indicates the version of the unit of competency that has been completed. The training is considered equivalent if the code is the same but the last letter is different.</i> </div>

Step seven: Registration/Opening for Business

Once you have completed the structural fit-out, contact Council to organise a final inspection of your premise and submit the following:

- Application to Register a Food Premise form
- Applicable registration fee (contact Council for fee details)
- A copy of your Food Safety Program
- A Copy of your nominated Food Safety Supervisors Certification.

If everything is found to be compliant at the final inspection and Council has received all the required documentation / fees, the EHO can then grant a Food Act Registration

Certificate giving you approval to open your business for trade. This can only happen once you have completed the above steps to the satisfaction of the EHO.

You must receive your Registration Certificate before you start operating. It is illegal to operate an unregistered business.

A Council EHO will conduct a full food safety assessment, approximately 30 days after opening to ensure compliance, especially regarding your food safety program and the records that you are required to keep.

Statewide Online Registration System: Streatrader:

If you have set-up a mobile or temporary food business that operates outside of the Corangamite Shire Council you will also need to Register through *Streatrader*.

Streatrader is an online Registration System developed by the Department of Health Victoria, that enables mobile / temporary food premises to operate throughout the state off a single registration by submitting 'statement of trades' to external municipalities rather than having to register at each different individual Council.

Further information on Streatrader can be found at: streatrader.health.vic.gov.au

Step eight: Registration Renewal and Compliance

Registrations under the Food Act are renewed with the Calendar year. Renewal applications are typically sent out in October and are required to be paid by the 31st of December at the latest to ensure that you are registered for the following trading year. Late processing fees are applied for overdue applications.

Food premises performance is expected to be consistently maintained and inspections will be carried out throughout the year to ensure compliance is maintained.

Other Important Information:

Labelling Packaged Foods

For information on labelling requirements for packaged foods that you may handle and/or prepare such as slices, cakes, jams, preservatives etc, please contact Council's Environmental Health Team for a copy of the "Home Kitchens / Labelling Guidelines."

Smoke Free Dining

Outdoor dining or drinking areas where there is a roof in place and walls that cover more than 75% of the total notional wall area are required to be smoke free.

Smoking is prohibited in enclosed licensed premises.

Owners of enclosed license premises or an outdoor dining or drinking area must display acceptable “No Smoking” signs to clearly indicate smoke free premises or area.

Note: Please contact Councils Environmental Health Team for a copy of the Smoke Free Guide: Licensed Premises and Outdoor Dining and Drinking Areas and smoke free dining stickers.

Environmental Health Unit Contacts:

If you have any questions regarding the above information, please do not hesitate to contact Council Environmental Health by one of the following methods:

Phone: (03) 5593 7100

Email: eho@corangamite.vic.gov.au