

Guidelines for Operators of Mobile Food Businesses



- Relevant to – Food Act 2008, Australian New Zealand Food Standards Code

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1.0 INTRODUCTION

This guideline provides information regarding the requirements and minimum standards for any establishment which provides food to the public from a mobile food business within the Shire of Esperance. Prior to commencement of any work, it is recommended that you meet with an Environmental Health Officer to discuss your proposal.

A mobile food business includes any vehicle whether mobile or stationary used for the purpose of preparing, handling or selling any article of food. It includes vehicles used for on-site food preparation (e.g. hamburgers, hot dogs), one-step food preparation (e.g. coffee, popcorn) and the sale of any type of food including pre-packaged food. It does not include food vending machines or food transport vehicles.

Mobile food businesses often operate at a number of locations across a number of local governments. It is important that the business is registered in the local government where the vehicle is usually kept. In Western Australia, evidence of a valid food business registration is required to trade in any local government, providing that the existing registration covers the proposed activities of the food business.

2.0 LEGISLATION

Mobile food businesses are governed by the following:

- *Food Act 2008*
- *Food Regulations 2009*
- *Australian New Zealand Food Standards Code*

Copies of the legislation can be downloaded from the State Law Publisher Website www.slp.wa.gov.au and at the FSANZ website www.foodstandards.gov.au

Australian Standard (AS 4674-2004) *Design, construction and fit-out food premises* provides specific details and advice for proposed food business. This document is copyrighted but is available to purchase from SAI Global www.saiglobal.com

3.0 FEES

Step 1

The Shire of Esperance charges an initial application fee for the assessment of plans for any health related business. To have your proposal assessed, you will first be required to fill out the *Application for Approval of a Health Related Premises* and provide the relevant information along with the associated fee.

Step 2

Following the assessment and approval of your plans, you will be required to register your food business by completing and submitting a *Food Business Notification* form. This will be accompanied by a once-off administration fee and your initial inspection fee.

Step 3

Once your business has been inspected and your registration has been processed, you will receive a *Certificate of Food Business Registration* which is to be displayed inside your mobile food business.

Ongoing fees and charges

At the start of every financial year, food businesses are issued with an invoice which covers inspections. Please be aware that it is your responsibility as the owner of a food business, to inform the Shire of any changes to your food business details.

For more details on fees please contact Environmental Health Services on 9071 0600.

4.0 REQUIREMENTS

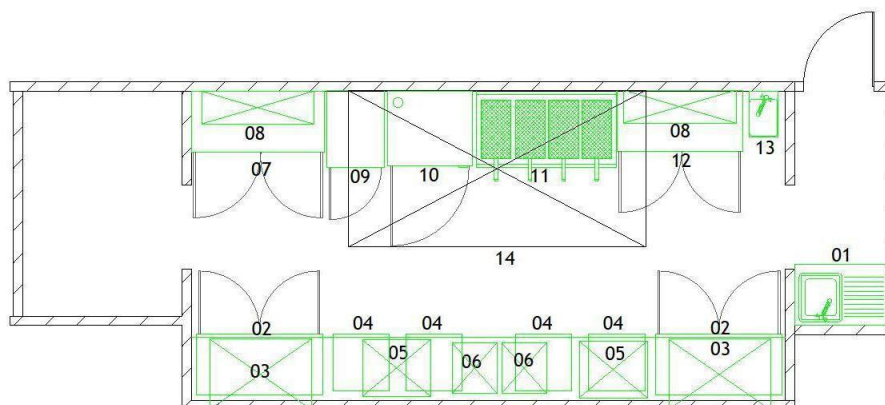
Prior to constructing, altering, or fitting out a mobile food business, approval must be obtained from Environmental Health Services.

Please ensure that the following is submitted with the *Application for Approval of a Health Related Premises*

- Plans showing:
 - Position and type of every fixture, fitting and all equipment;
 - Sectional elevations through walls etc.
 - Location of fresh water and wastewater services;
 - Location of mechanical exhaust;
- Details of the finishes of every wall, floors and ceilings;
- An estimate of the number of staff; and

A brief overview of the types of activities and food processing to be carried out on the premises;

The following diagrams are examples of the standard required:



Equipment Key:

- 01 Single Bowl Single Drainer – 980mm x 700mm
- 02 2x 2 Door Bench fridge – 1350mm x 650mm
- 03 Table Top Heated Bain Marie – 1085mm x 750mm
- 04 Under Counter Fridges – 600mm x 600mm
- 05 Till
- 06 Coffee Machine
- 07 2 Door Bench fridge – 1420mm x 650mm
- 08 2x Table Top Saladettes – 1200mm x 350mm
- 09 Alto Shaam Cook & hold – 620mm x 820mm
- 10 Combi Oven – 900mm x 800mm
- 11 4 Well Fryer - 1500mm x 820mm
- 12 2 Door Bench fridge – 1340mm x 650mm
- 13 Bespoke Sink
- 14 Extraction Canopy

4.1 Use of a secondary premise for storage or preparation

If you are using any other premises for the storage or preparation of food in conjunction with the mobile food business, approval will be required for this second location. Details and plans must be included with your application.

4.2 Approval of plans

Once your proposal has been approved, an acknowledgment letter including a copy of the conditions of approval will be issued. You can then commence the fit-out of the vehicle.

4.3 Final assessment

A final inspection will be conducted prior to registration and operation.

5.0 DESIGN AND CONSTRUCTION

5.1 General requirements

The design and construction of a mobile food vehicle must:

- be appropriate for the types of food stored, prepared and sold;
- have adequate space for the activities to be conducted in the vehicles and for the fixtures, fittings and equipment used for those activities;
- facilitate easy cleaning and sanitising procedures by measures such as providing open access to all surfaces where grease and dust may accumulate and ensuring that all surfaces are durable, smooth, impervious and washable; and
- prevent the entry of pests, dust, fumes, smoke and other contaminants where practicable
- exclude locations that may allow harbourage to vermin by such measures as eliminating cavities , cracks and crevices;

5.2 Walls, ceilings and openings

The walls and ceilings must be finished with materials suitable for activities conducted in the vehicle, and be easy to clean:

- light coloured, high gloss, impervious surfaces are recommended;
- ensure that walls and ceilings are sealed and free of open joints, cracks and crevices to prevent the entry and harbourage of dirt, dust, pests and fumes;
- suitable wall materials are stainless steel, aluminium sheeting, acrylic or laminated plastic sheeting or polyvinyl sheeting with welded seams;
- walls at the rear of cooking appliances should be surfaced with a material such as stainless steel, which extends from the canopy to the floor;
- the intersection of walls and ceiling should be tight jointed, sealed and dust proof;
- All openings are to be fitted with close fitting doors and shutters where practicable to exclude dust, pests and other contaminants. These should be closed during transport;
- Serving compartments should be fitted with a sliding window for serving customers, or another type of window which is capable of being closed during travel; and
- The driving compartment of the vehicle shall be separate and must be effectively sealed from the food preparation and storage section.

5.3 Floors

Floors are to be constructed of materials which are impervious and durable. They must be:

- Able to be effectively cleaned;
- Laid so there is no ponding of water;
- Unable to provide harbourage for pests;

It is recommended that the intersections of walls to floors should be without corners (coved): tight jointed, sealed and dust proof. A radius of at least 25mm, continued up to a minimum of 70mm is recommended for coving. If vinyl sheeting is to be used a backing piece must be fitted underneath the coved area at the floor wall junction.

It is recommended that floors be finished flush with the door sill or alternatively, a floor waste with a screwed removable plug could be provided.

5.4 Fixtures, fittings and equipment

All fixtures, fittings, equipment and appliances must be adequate for the production of safe and suitable food and fit for their intended use;

- Cupboards, countertops and benches should be secure and sealed to wall and floor surfaces;
- The underside of shelving is to be sufficiently clear of the floor. It is recommended that the shelving be not less than 150mm clear of the floor; and
- The flanges on all legs of fixed equipment are to be sealed on the flooring material;
- Cooking equipment should not be placed beneath windows, wall cupboards, serving openings, shelving or roof vents;
- Hot water heaters, pump motors and refrigeration equipment, are to be mounted on metal frames at least 150mm clear of the floor;
- All service pipes including gas lines, electrical conduit and water and drainage pipes should be concealed within walls, ceilings and floors where possible. All exposed pipes are to be fixed on brackets providing at least 25mm clearance between the pipe and adjacent surfaces, and 150mm between the pipe or conduit and the floor; and
- It is recommended that a suitable fire extinguisher and/or fire blanket is provided where cooking appliances are used. Fire equipment needs to be tagged and tested by a professional fire maintenance consultant every six months;

5.5 Ventilation and lighting

Food vending vehicles must have sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapors from the vehicle. It is recommended that an exhaust canopy be installed over the cooking equipment. Such canopy is to be constructed and installed in accordance with AS 1668.2 – 2012
The use of ventilation and air-conditioning in buildings – Mechanical ventilation in buildings;

- All intake and exhaust vents are to be fitted with a fly-proof screen when not in use;
- Fittings are not to be placed directly above cooking or heating appliances where they might interfere with the flow of air into the mechanical exhaust ventilation system;
- The exhaust vent of the mechanical ventilation system is to discharge vertically in an approved position so as not to create a nuisance;
- Adequate lighting is to be provided to ensure safe food handling;
- In areas where exposed food is handled or stored, light fittings should be shatter-proof or fitted with suitable diffusers (covers).

5.6 Hand washing facilities

A dedicated hand washing basin, separate from other facilities and used only for that purpose, must be provided.

- Warm water is needed for effective hand washing. Hot and cold water must be delivered through a single outlet to a dedicated hand basin;
- Liquid soap and single-use paper towels must be provided at, or near, the hand washing facilities;
- To allow easy cleaning of hands and arms the basin should be installed at bench height, not under a bench. It should not be obstructed by other equipment and appropriately fixed to the wall. Ideally an impervious splash back should be installed behind the basin; and
- An additional dedicated sink is required for washing of reusable eating and drinking dinnerware and tableware (see section 5.7 below).

5.7 Water and wastewater facilities

- A double bowl sink OR a single bowl sink in conjunction with a dishwasher must be provided with a supply of hot and cold running water for the washing of utensils and equipment. A separate single sink or tub may be required for food preparation depending on the types of food that will be prepared;
- All sinks and hand wash basins should be provided with sanitary traps (S-traps);
- All water used in the vehicle shall be potable water stored in food grade containers and suitably protected against contamination;
- The vehicle should be equipped with a waste water tank external to the vehicle, with a capacity of at least 50 litres (see table below). The tank needs to have an outlet of sufficient diameter to facilitate easy flushing and cleaning. Under no circumstances is liquid waste to be discharged on the ground or to a storm water drainage system;
- The table below is a guide to the quantity of water and waste water storage that will be required dependent on the type of food prepared.

Food Prepared:	Hot water supply (litres)	Cold water supply (litres)	Water waste storage (litres)
Pies/pastries, ice cream, fresh fish, packaged foods.	25	25	50
Takeaway foods, unpackaged foods, food requiring preparation or handling.	60	60	120

5.8 Hot and cold food storage and display units

A food vendor must, when displaying food, take all practicable measures to protect the food from the likelihood of contamination.

- All equipment used for either the display or storage of hot foods is to be capable of maintaining such foods at

- a temperature of 60°C or above;
- All refrigeration equipment is to be capable of maintaining cold food at a temperature of 5°C or below;
- All freezer equipment is to be capable of maintaining frozen food at a temperature that ensures the food remains completely frozen;
- Food premises that handle potentially hazardous food that needs to be temperature controlled, must have a thermometer that can accurately measure the core temperature of food to +/- 1 °C.

5.9 Provision for storage and garbage disposal

The vehicle must have provisions for the separate storage of:

- Employee's personal belongings;
- Cleaning equipment and chemicals; and
- Soiled cloths, towels, aprons etc.

Operators of food vehicles must ensure that:

- A suitable garbage receptacle with a lid is provided inside the mobile food vehicle and (if directed) at the vending site for the use of customers;
- Arrangements are in place for the regular disposal of garbage; and
- The vending site is left in a clean and litter-free state after trading.

5.10 Miscellaneous requirements

Food business operators should ensure that there is sufficient supply of electricity for food handling operations, particularly hot and cold food holding and water heating;

- Gas should be installed by a licensed gasfitter and comply with the appropriate provisions of the Australian Standards;
- A current compliance plate should be fixed to the vehicle for new installations or for any changes made to the existing gas appliances;
- Operations should not cause any harm to the environment (i.e. air, water, noise pollution). For example, waste water should be discharged into the sewer system and noise from the operation of the vehicle should not cause a nuisance;
- It is recommended that all mobile food vehicles are fitted with signage which states the name of the operator and a contact telephone number. The sign should be located on the vehicle so that it is clearly identifiable.

6.0 OPERATIONAL REQUIREMENTS

6.1 Health and hygiene responsibilities

- Food vending vehicles shall not be used for any other purpose other than the intended use;
- The vehicles and equipment should be thoroughly cleaned at the conclusion of the day's operations and before use each day;
- The vehicle and its associated fixtures, fittings and equipment must be kept clean and in a good state of repair and working order;
- Food handlers must take all reasonable measures not to handle food or surfaces likely to come into contact with food in such a way that is likely to compromise the safety and suitability of food;
- A person who is unwell or suffering from a contagious illness must not handle food for sale;
- When engaging in any food handling operation, a food handler must:

- prevent unnecessary contact with ready-to-eat food;
 - wear only clean outer clothing;
 - only use dressings that are completely covered with a waterproofed covering;
 - not eat over unprotected food or surfaces likely to come into contact with food;
 - not sneeze, blow or cough over unprotected food or surfaces likely to come into contact with food; and
 - not spit, smoke or use tobacco while working in the food vehicle.
- A food handler must wash his or her hands:
 - whenever his or her hands are likely to be a source of contamination of food;
 - immediately before working with ready-to-eat food after handling raw food;
 - immediately after using the toilet;
 - before commencing or re-commencing handling food eg. after handling money;
 - immediately after smoking, coughing, sneezing, using a handkerchief or a disposable tissue, eating, drinking, using tobacco or similar substances; and
 - after touching his or her hair, scalp or any part of the body.

6.2 Food safety training

All food businesses must ensure that their food handlers have skills and knowledge in food safety and food hygiene matters appropriate to their work activities. The Shire of Esperance recommends that all food handlers receive food safety training prior to handling food for sale to the public. There are many training programs available, but the Shire of Esperance recommends the following:

- I'm Alert Food Safety Training – free on the Shire of Esperance website;
- Challenger Institute of Technology: Hygiene for Food Handlers Course

6.3 Animals and pests

- Operators of mobile food businesses must take all practicable measures to prevent pests (including birds, spiders and flying insects) from entering the vehicle or coming into contact with any fixtures, equipment or parts of vehicles used to transport food;
- Animals are not permitted to enter a food vehicle at any time; and
- It is recommended that a regular pest control program be used.

7.0 TRADING INFORMATION

Once the business has been registered and received a Certificate of Registration, it is permitted to operate. Options for trading within the Shire of Esperance include:

- **Trading at private functions** e.g. weddings - no additional Shire approvals required;
- **Trading at public events and markets** – food operators make contact directly with the event/market organiser. A valid Certificate of Registration will be required before being accepted to trade. Organisers may also have additional requirements;
- **Trading in public places** – this includes trading in any street, way, place, park which the public are allowed to use, whether it is on private land or not. For this type of trading a separate license is required. Please request information and an application form for a Trading in Public Places license.

To trade outside of the Shire of Esperance, operators will need to contact the organiser of the event or the local authority for specific requirements. Operators will need to produce a valid Certificate of Registration before being permitted to trade.

8.0 CONTACT DETAILS

Environmental Health Services, Shire of Esperance

77 Windich Street, Esperance, WA, 6450 (PO Box 507, Esperance WA, 6450)

Ph: (08) 9071 0666

Email: shire@esperance.wa.gov.au

Web: <https://www.esperance.wa.gov.au/>