

Food Plan Assessment Information

To reduce any delays in the Environmental Health Officer assessment of your food premises plans please provide the following drawings and information where relevant.

Food Business Information

- A sample menu or description of the type of food that will be prepared.
- Indication of the quantity of food that will be prepared – seating numbers, trading hours etc.

Plans and drawings

- Site plan and locality sketch showing location of all existing and proposed buildings, yards and outbuildings.
- Detailed floor plan showing the layout of the food premises and location of all fittings, fixtures, and major appliances in the kitchen, scullery, servery and storage areas.
- Elevations/sections of food preparation and storage areas showing sinks, benches, shelving, cooking appliance and other fittings.
- Hydraulic drawings for water supply and drainage.
- Mechanical Ventilation Drawings.
- Lighting plan and certification.
- Finishes schedule showing the materials that will be used for floors and coving, walls, ceilings and benches.
- Key for abbreviations.

THE FOLLOWING INFORMATION SHOULD BE PROVIDED WHERE RELEVANT:-

Work Flow and Usage of Areas

- Where possible the intended use of each area within premises should be shown including food preparation benches, storage areas and sinks. This aids in assessment of work flow and separation of areas to minimise the risk of cross contamination during food handling and storage.
- The intended use of any outbuildings should be noted on the plans.

Construction of Walls, Floors and Ceilings

- Details of the surface finishes to floors, walls and ceilings that comply with AS4674.

- Ceiling heights and structure (note - drop panel ceilings not permitted)
- Details of coving for the wall-floor junctions. Coving must also be installed where floors meet plinths or other structures.

Kitchen Fittings and Equipment

- Wall and floor clearances of benches, equipment and fixtures or where plinths will be installed.
- Location of major appliances and equipment within the premises.
- Specifications for construction of fittings such as benches, shelving and joinery.
- Design and location of light fittings.
- Specifications for cooking equipment where relevant. Particularly any unusual or specialised equipment (e.g. smokers, blast chillers, sous vide, specialised ovens e.g. tandoor ovens)

Mechanical ventilation details

- Details of the proposed mechanical ventilation systems over cooking equipment or other equipment that may produce excessive amounts of smoke, fumes or steam. Drawings must be certified by a qualified mechanical ventilation engineer.
(Only required if you are installing mechanical exhaust ventilation)

Food storage areas

- Location, design and specification of hot and cold food storage and display units.
- Details of the proposed dry foods storage area including proposed shelving, cupboards etc.

Sinks and Drainage

- The location and purpose of sinks including hand wash facilities, wash-up sinks, food preparation sinks and cleaners sink. Please include details of approximate size/volume where possible.
- Dishwasher location and specifications where relevant (note ventilation may be required for pass-through style dishwashers).
- Note:- If no dishwasher is installed a double bowl sink is required for washing of dishes and food handling equipment.
- The location of a cleaner's sink that is available nearby if one is not being installed within the application area.

- Hydraulic drawings should show drainage from all relevant fixtures and fittings including sinks, dishwashers, floor waste drains, condensate drains and drainage from coffee machines or other equipment which produces effluent.

Staff Toilets

- Staff and public toilet facilities that are to comply with the *Building Code of Australia & Food Safety Standards Code*. Please note that staff toilets may be shared with other building tenants but must be separate from public toilets.

Cool rooms, Freezer Rooms and Fridges

- Specifications for the construction of Cool Rooms and Freezer Rooms should be provided, including floor and wall surfaces, drainage and fittings
- The Location and type of fridges should be specified on drawings (e.g. upright or under bench)

Storage of Cleaning Equipment and Personal Effects

- Location of cleaner's room or storage areas provided for the storage of cleaning chemicals and equipment.
- An area must be designated for storage of employee clothing, footwear and personal effects

Waste Management

- Location for indoor kitchen bins.
- Location of an outdoor area designated temporary storage of refuse and recycling.

Trade Waste

- Location and design of grease arrestor or any other trade waste equipment (if required)