



Mobile Food Premises Guidelines Darebin City Council

Published by:

City of Darebin's Health Protection Unit
Edition Two – 2017

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1. Introduction

The Mobile Food Operators Guidelines have been prepared to assist food business proprietors in setting up a mobile food vehicle or unit.

Your food vehicle is required to be built to the same standard as a permanent food premises, be self-sufficient in water supplies and waste disposal.

A well designed and constructed mobile food vehicle/unit helps to ensure that food is prepared, handled and stored in conditions that will not affect the quality of the food and will facilitate cleaning and maintenance in the vehicle.

If you have any queries please do not hesitate to contact us:

Health Protection Unit

274 Gower Street Preston 3072

Phone: (03) 8470 8658

Fax: (03) 9261 4880

Email: health@darebin.vic.gov.au

Website: www.darebin.vic.gov.au

2. Registration Procedure

Prior to making an application for plans approval

- Read this whole document
- Discuss any concerns you have with our Health Officers
- For further information on food safety visit the Department of Health website at <http://www.health.vic.gov.au/foodsafety>.

2.1 Planning Permit and/or Building Permit

Prior to making an application to Council's Health Protection Unit, make an enquiry about your proposal to Council's Statutory Planning, phone (03) 8470 8850 and Building, phone (03) 8470 8899.

With all commercial works it is advisable that you check with Council's services both Statutory Planning and Building to determine whether your intended proposal requires further permit/s.

If a Planning and/or Building permit is required, do not commence any work on the food premises until you have received the required Permit/s.

If you proceed with the works and commence operating without the required permit/s, you will be required to stop operating your business until you have the necessary permit/s.

2.1.1 Compliance with Disability Access Requirements

All buildings should be accessible to, and provide facilities for all members of the public, including people with a disability. The Building Code of Australia sets the minimum requirements which should be assessed by your Building Surveyor as part of the Building Permit process.

By providing good access to people with a disability, whether they are patrons or staff, you are also increasing access for a wide range of other people including mothers with prams, older people and delivery people with trolleys. With 19% of the population having a disability of some kind, it makes good business sense to provide access for everyone.

2.2 On-Site Inspection

Contact the Darebin Health Protection Unit, phone (03) 8470 8658 to arrange a meeting with a Health Officer on-site to discuss your proposed food premises.

2.3 Plans Submission and Approval

From your discussions, draw a plan of your proposal on A4 or A3 Size paper, showing the following items:

- the use of each area of the premises;
- the location of all fittings, hand basins, sinks, cool rooms and equipment;
- location of the floor waste drain/s, cleaners sink and grease trap;
- details of floors, walls, ceilings, fittings and their finishes; and
- provide specifications on the Mechanical Exhaust System.

Then, submit to the Health Protection Unit:

- a) A copy of the plans on A4 or A3 Size paper and
- b) A completed Application for Plans Approval form.

2.4 Food Safety Supervisor (FSS)

All **Class 1** and **Class 2** food premises require a Food Safety Supervisor (FSS). You must name someone to be the FSS for your business. The FSS must ensure that all staff who handle food in the business have the skills and knowledge appropriate to their duties.

The FSS is required to undertake formal training and must complete the Food Safety Supervisor Course prior to the business opening and submit a copy of the Statement of Attainment (Course Certificate) at the Final Inspection.

For more information about Food Safety Supervisor requirements visit www.health.vic.gov.au/foodsafety/skills_knowledge/fss. Contact the Health Protection Unit on (03) 8470 8658 for local training providers.

Class 3 and **Class 4** food premises do not require a qualified Food Safety Supervisor. It is recommended you complete the free online training at <http://dofoodsafely.health.vic.gov.au>

2.5 Food Safety Program (FSP)/ Minimum Record Sheets

At the final inspection you may have to submit a FSP with the Health Officer. A Food Safety Program is a written plan that demonstrates how your business will manage the safety of the food you prepare, serve, manufacture or sell.

All Class 2 food premises that sell food are required to maintain a Food Safety Program. Most businesses are able to use a user-friendly template to develop their Food Safety Program. For information on the templates visit: www.health.vic.gov.au/foodsafety.

All Class 3 premises are only required to maintain minimum records for the premises and are not required to maintain a Food Safety Program. For more information on food business classifications visit: www.health.vic.gov.au/foodsafety.

2.6 Pre-Final Inspection/s

Contact your Health Officer for inspections to be made during construction. We encourage food business operators and/or builders to work closely with your Health Officer at all stages of construction.

2.7 Final Inspection and Application for Registration

Once the premises has been given final approval to operate, the Health Officer will provide you with an Application for Food Act registration form. At the final inspection the Health Officer will require the following items:

- A completed Application for Food Act registration form;
- New Registration Fee according to Class Type; and
- Statement of Attainment for the Food Safety Supervisor.

The Certificate of Registration will be posted out to you within two weeks.

3. Design and Construction of Mobile Food Premises

3.1 Water supply

The vehicle/unit must be fitted with water storage tanks with a capacity adequate for the period of trading between opportunities for refilling.

The mobile food vehicle/unit must be supplied with sufficient hot and cold water. The hot water should be provided by means of a water heating device for the washing and sanitising of equipment.



3.2 Sewage and waste water disposal

The sewage and waste water disposal system must effectively dispose of all sewage and wastewater, so as not to jeopardise food safety. The vehicle must be equipped with a waste water tank eternal to the vehicle of at least 50 litre capacity. When draining, all wastewater must be disposed into a drain which is connected to sewer.



3.3 Storage of garbage and recyclable matter

Provide adequate fly proof refuse containers to meet your waste disposal needs for the storage of garbage and recyclable matter.

When operating at markets and festivals a suitable receptacle should be provided outside the vehicle for customers to deposit refuse.

3.4 Ventilation

Mobile food premises where odours, fumes, smoke and steam are produced require a mechanical ventilation system that complies with Australian standard 1668 Part 1 and Part 2 where any cooking equipment has:

- a total maximum electrical output exceeding 8kW or
- a total gas power input exceeding 29MJ/h.

Ensure the mechanical ventilation and cooking equipment is installed by licensed tradesperson.



3.5 Lighting

The mobile food vehicle must have lighting that provides sufficient natural or artificial light for the activities conducted on the mobile food vehicle. Light fittings should be fitted with suitable diffuser covers and sealed to the ceiling or wall surface.

3.6 Power Supply

Ensure generators are installed by licensed electricians and that there is an adequate power supply for operation. e.g. heating water, exhaust canopies, cooking equipment, refrigeration, hot holding unit, lighting etc.

Built in generators must have adequate ventilation to prevent them from overheating.

The generator must not be noisy or disruptive especially if operating in a residential area, some units may require sound proofing.

All gas and electrical fittings must comply with Energy Safe Victoria requirements.



4. Floors, Walls and Ceilings

4.1 Floors

Floors must be designed and constructed so that they are smooth, impervious, durable, cleanable and suitable to the nature of the activities to be conducted. It is recommended that an impervious coving material should be provided to the junction of the floor and wall in food preparation areas to assist with cleaning operations. Suitable floor surfaces include non slip stainless steel and vinyl.

4.2 Walls and ceilings

Walls and ceilings must be designed and constructed in a way that is appropriate for the activities conducted. Walls in preparation areas must be finished with an approved material such as:

- Stainless steel or aluminium sheeting
- Acrylic or laminated plastic sheeting
- 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. Walls at the rear of benches, sinks and hand wash basins should be surfaced with an impervious water proof material. Walls and ceilings should be dust-proof, smooth faced, non-porous.

Ceilings should be free of open joints, cracks and crevices. The intersection of walls and ceilings are to be tight jointed, sealed and dust proof.

5. Fixtures, Fittings and Equipment

All fixtures, fittings and equipment must be constructed of an impervious, durable material free from cracks or crevices and capable of being readily and thoroughly cleaned.

5.1 Cleaning and Sanitising

The food vehicle must be maintained to a standard of cleanliness where there is no accumulation of garbage, food waste, dirt, grease or other visible matter. The containers used for chemical storage should be appropriately labelled. Provide an approved food grade sanitizer or correct bleach dilution for sanitizing all food contact surfaces. Chemicals must not be stored near the food or any packaging likely to come into contact with food to avoid the risk of contamination.

5.2 Sinks

- Provide a double bowl sink for food processing, manual cleaning and sanitising of utensils and equipment.
- Provide a water storage tank with a minimum of 25 litre holding capacity for cleaning purposes. Additional water can be stored in suitable food grade containers which can be easily cleaned.
- All sinks are to be provided with a splashback extending 100mm from the edge of each side of the sink.
- Sinks must be of an adequate size to accommodate the largest pot(s) or equipment which is to be used.



5.3 Benches

The benches provided must be smooth, impervious, free of cracks and crevices and be easily cleaned. Are to be sealed or secured to the wall or easily movable. Benches are to be raised 150mm off the floor, for the purpose of easy cleaning. Suitable materials for benches include laminated plastic or stainless steel surfaces.



5.4 Shelving

The shelving provided must be smooth, impervious, free of cracks and crevices and easily cleanable. Provided with a 25mm clearance from the walls or sealed/secures to the wall. Do not install shelving above cooking equipment situated beneath a mechanical exhaust canopy.

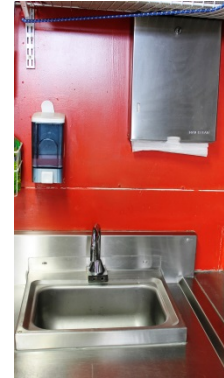
5.5 Equipment

Equipment is to be constructed of materials with smooth, impervious and easily cleanable surfaces. All parts of equipment installed in the vehicle are to be accessible for easy cleaning. Equipment is to be installed on legs with at least 150mm clearance, or sealed to the floor/wall. Hot water heaters and motors are to be mounted on metal frames, (do not install inside of storage cupboards). Ensure service wires, pipes or hoses (gas, water and electricity) can be easily disconnected or alternatively are long enough so that the equipment can be moved.

5.6 Hand Washing Facilities

Provide a permanent hand wash basin fitted in the mobile food vehicle/unit where unpackaged food is being prepared or handled in any way. Hand washing facilities must be:

- Provided with a hot and cold water through a single outlet.
- Provided with an adequate supply of liquid soap and paper towels in a suitable dispenser in the immediate area of the hand wash basin.
- Unobstructed by any other equipment and easily accessible.
- The hand wash basin must have a hot and cold water supply through one single outlet.



5.7 Food Display



When displaying food all practicable measures should be taken to protect the food from the likelihood of contamination by customers, dust, fumes and insects. This may mean using plastic food wraps, sealed containers, glass or Perspex screens, food covers or other effective measures.

5.8 Refrigeration / Freezer

Provide adequate refrigeration for the storage and prevention of spoilage of perishable food stuffs. Refrigerators shall be able to maintain food at or below 5°C. Freezers shall be able to maintain food at or below -15°C.

All food business handling food that requires temperature control are required to have a readily accessible, accurate, digital probe thermometer with an accuracy of +/- 1°C. The cleaning of the probe thermometer can be undertaken by rinsing the probe under warm water and it can be sanitised by using alcohol wipes.

6. Storage, Toilets and Pests

6.1 Storage facilities

- Provide adequate facilities for the storage of the clothing, footwear and personal effects of the staff.
- Provide adequate facilities for cleaning equipment and cleaning chemicals.

6.2 Toilet Facilities

Adequate toilets must be available for the use by food handlers in close proximity to the mobile food vehicle.

6.3 Pest Proofing

- Service hatches should be of minimal size to reduce the risk of contamination of flies and dust.
- Adequate fly proofing should be provided on roof vents and service entries.
- Ensure all visible holes, crevices, cracks and voids are adequately sealed.

7. Streatrader

Streatrader is an online system for traders to register and notify temporary and mobile food premises in Victoria.

To legally operate a temporary or mobile food premises in Victoria, you must:

- **register** or **notify** your temporary and mobile food premises with one council in order to operate anywhere in Victoria
- **lodge a statement of trade** (SOT) to let all relevant councils know where and when you will be trading in their districts



Visit the Streatrader website to register:
streatrader.health.vic.gov.au

8. Mobile Trading

If you wish to be a roaming vehicle and operate on Council land please contact the local laws department for the Council you are planning to trade in as each Council has different requirements.

9. Noise from Food Vehicles

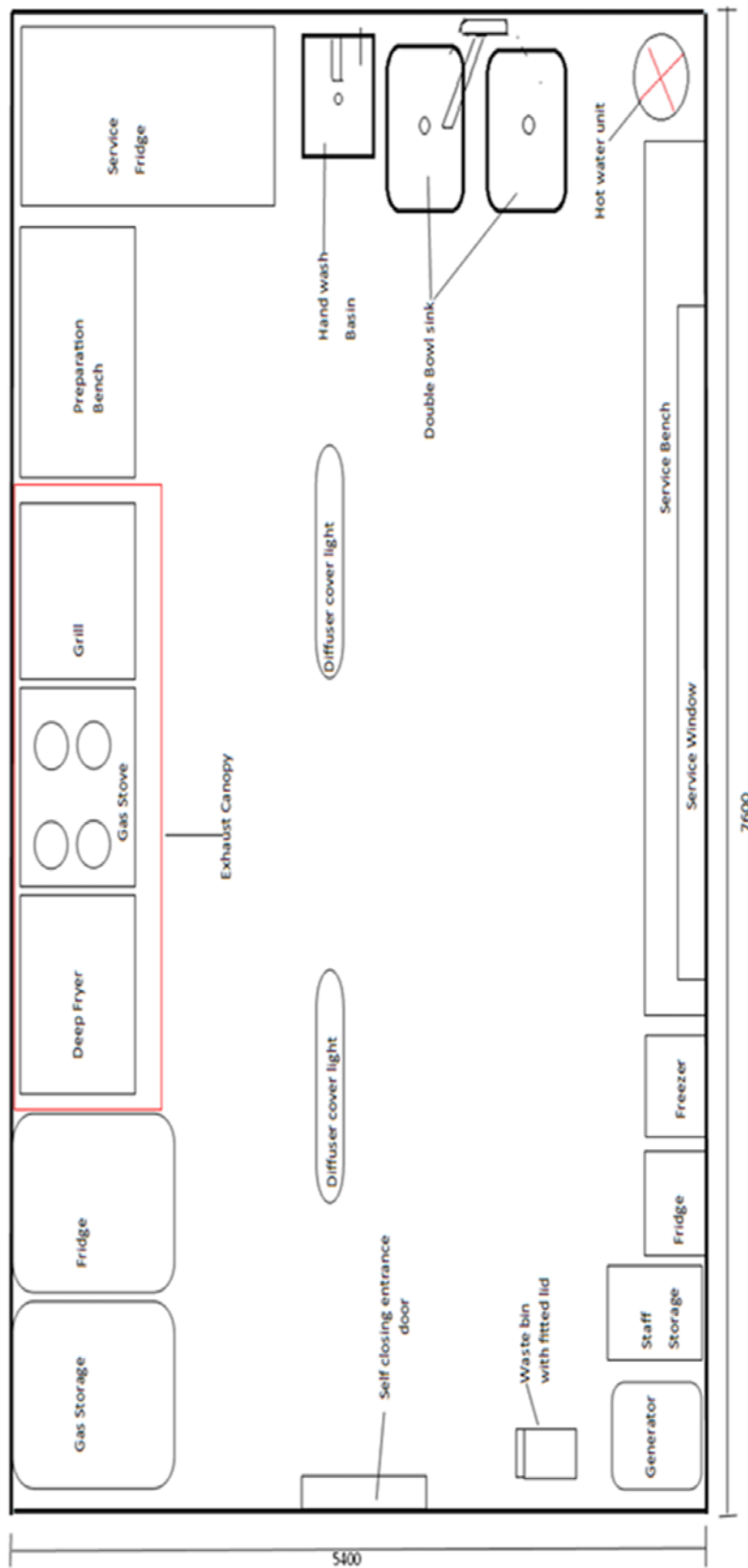
You are responsible for any noise emission from the business (including music, generator and customer noise) and you must ensure that the noise emission does not affect the surrounding area. These noise emissions can be in breach of planning requirements, Council by-laws and may be considered a nuisance as defined in the Public Health and Wellbeing Act 2008.

10. References

Food Safety Standards 3.2.3 – Food Premises and Equipment (FSANZ)

Food Safety Standards 3.2.2. – Food Safety Practices and General Requirements (FSANZ)

Appendix 1: Example Plan of a Mobile Food Van



Floor – Commercial vinyl

Ceiling – Laminated plastic sheeting

Walls – Stainless Steel Sheetting

Benches – Stainless steel bench and frame

Plumbing – SS basin and sinks, lever mixer tap with a hot and cold water supply

Appendix 2: Food Safety Risk Classifications

	Class 2	Class 3	Class 4
Description	Food business whose main activity is handling unpack-aged potentially hazardous food which need temperature control during the food handling pro-cess, including cooking and storage to keep them safe.	Food business 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 food, which require refrigeration.	Food business whose food handling activities pose a low risk to public health.
Examples	Caterers, fast food outlets, cafes	Convenience stores, fruit stalls selling cut fruit, coffee vans	The retail sale of shelf stable pre-packaged foods, sale of uncut fruit and vegetables.
Registration Requirements	Must have Food Act registration with local Council.	Must have Food Act registration with local Council.	Required to notify council of their business operations.
Food Safety Program	Must operate with a food safety program.	Minimum records required.	Do not require a food safety program
Food Safety Supervisor	Must have a food safety supervisor with accredited training.	Do not require a trained FSS.	Do not require a trained FSS.

Appendix 3: Registration Process

