

## City of Mandurah paperwork before beginning to trade

### Trading Permit

- Please refer to our website for trading permit guidelines, locations, applications and fees at [Trading Permits | City of Mandurah](#)
- Any enquiries regarding Trading Permits please email Property Services at [property@mandurah.wa.gov.au](mailto:property@mandurah.wa.gov.au)

### Health

- You need to submit Approval of Plans for Health Related premises with appropriate fee, link to form: [Application for the Approval of Plans for a Health Related Premises](#)
- Health phone number for further queries is 9550 3810 or [health@mandurah.wa.gov.au](mailto:health@mandurah.wa.gov.au)

### Details required on health plans for mobile food van:

- Name of food business operator.
- Proposed name of premises and intended nature of the food operation.
- A brief overview of the types of activities and food processing to be carried out in the food van.
- Finishes to floors, walls and ceilings.
- Layout of all equipment, benches, fittings and fixtures and mechanical ventilation.
- Door and window openings.
- Mechanical exhaust ventilation.
- Process flow, from product received through to end-product delivered.

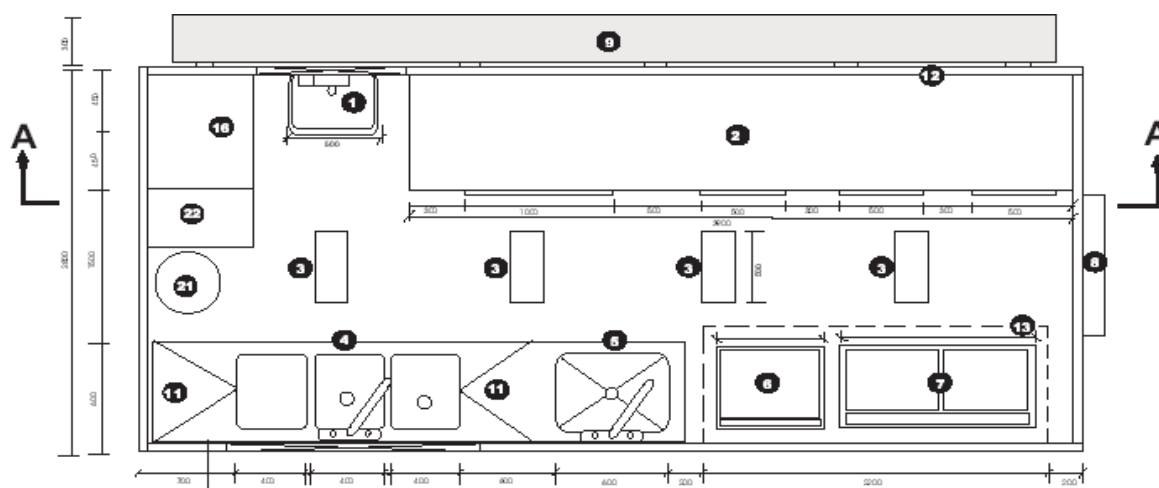
***Important: We always recommend that you talk to us before you spend money purchasing or fitting out a mobile food van.***

#### **Please return completed form to:**

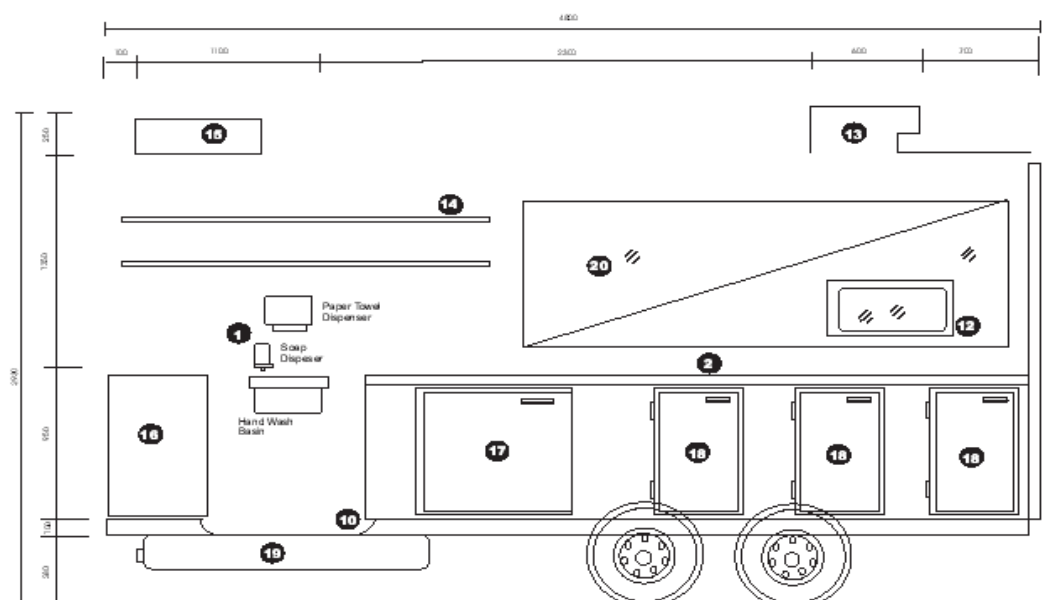
Health Services  
City of Mandurah  
PO Box 210  
MANDURAH WA 6210

Phone: 9550 3746 (Health Services)  
Facsimile: 9550 3888  
Customer Services: 9550 3777  
Email: [health@mandurah.wa.gov.au](mailto:health@mandurah.wa.gov.au)  
Office Location: 3 Peel Street, Mandurah

## 18. Appendix 2 – example plans



**Floor Plan**



**Section A-A**

**1** Stainless steel hand wash basin provided with hot and cold water through single spout 450mm by 450mm. Knee operated basin supplied with liquid soap and paper towel dispensers fixed directly above.

**2** Food preparation bench stainless steel construction.

**3** Ample fluorescent lighting - 30 Watt 12 Volt DC.

**4** 3-compartments/dishwashing sink (hot and cold mixed water faucet) 300mm(w) by 400mm(l) by 300mm(d).

**5** Food preparation/large pot wash sink (hot and cold mixed water faucet) 600mm(w) by 550mm(l) by 400mm(d).

**6** Cooktop/Grill natural gas fitted with large wheels for cleaning requirements.

**7** Commercial natural gas deep fryer with large wheels for cleaning requirements.

**8** Self closing entrance door.

**9** Stainless steel folding table.

**10** Commercial grade seamless vinyl flooring covered to walls.

**11** Stainless steel drainboards.

**12** Self-closing screened pass-out window.

**13** Mechanical exhaust extraction unit compliant with A.S 1668 Part 1 & 2 Discharge vent screened to prevent pest and vermin entry.

**14** Stainless steel shelving sealed to wall.

**15** 250L gravity portable water storage unit tank - food grade reinforced plastic.

**16** Storage cupboards - personal effects, cleaning equipment/chemicals

**17** Gas operated commercial stainless steel Freezer unit fitted with external temperature gauges accurate to +/- 1c.

**18** Gas operated commercial stainless steel refrigeration unit fitted with external temperature gauges accurate to +/- 1c.

**19** Primary waste water tank 90L.

**20** Window.

**21** Swing window perspex for protection from exterior dust.

**22** Waste bin with close fitting lid.

**23** Dry goods storage pantry.

# **MINIMUM REQUIREMENTS**

## **Design & Layout**

The design and layout of a mobile food premises should be well-planned and take into consideration several important elements to ensure effective and acceptable operation. Mobile food premises design principles should accommodate safe flow of product and waste to minimise risks of food and equipment contamination. Separating particular processes in the mobile food premises must be considered including:

- raw and cooked foods.
- hand washing facilities.
- wash areas.
- storage facilities.
- waste disposal areas.

Adequate space must be provided for:

- dry goods - sufficient shelving space, pantry area and food grade containers for anticipated stock levels.
- hot and cold food - adequate refrigeration, freezer and bain-marie (hotbox) food storage including display areas, food preparation areas and expected deliveries.
- cleaning chemicals and equipment - separate cabinets, lockers or cupboards for all chemicals and cleaning supplies.
- waste - sufficient and separate waste containers for all anticipated waste including cardboard, glass, general waste, wastewater and waste oil storage. Waste bins must be impervious, designed to be easily cleaned to prevent the attraction of pests.
- personal belongings - separate lockers, cupboards or cabinets for personal clothing and items.
- food contact utensils - adequate storage containers that are easily cleaned, preventing contamination.
- crockery and cutlery (where used) - sufficient cupboard space for all crockery and cutlery to be stored.
- packaging - adequate storage located above the floor and stored to prevent contamination.

## **Entry of pests and harbourage**

All practical measures must be implemented to prevent entry of pests into a food premises. In addition, the internal structures are to be finished and designed to prevent favorable sites for pest harbourage. The following may be implemented, when applicable, to satisfy this requirement:

- The driving compartment of the premises must be separated and effectively sealed from the food preparation and storage section
- Roof vents must be proofed against the access of dust, flies and vermin
- Ensure all visible holes, service entries, gaps, crevices, cracks and voids are effectively sealed
- Insect control devices may be used to prevent food contamination but must not be located above or immediately adjacent to food preparation, open food storage or cooking areas. The insect control device must be designed to capture and contain all insects within the device, operated and installed according to manufacturer specifications, and cleaned on a regular basis.
- Installation of pest-proof roller doors must include:
  - installation of weather strips at the bottom of the roller doors/shutters.
  - the sides of the roller doors/shutters fitted tightly into the housing.
  - installation of a pest-proof material at the top of the roller door to fill the gap usually left when the door/shutter is closed overnight.

## **Special requirements**

- Register the premises and comply with the requirements of the Department of Transport [www.transport.wa.gov.au](http://www.transport.wa.gov.au)
- The installation and use of liquid petroleum gas must comply with legislative requirements, industry standards and Codes of Practice. Refer to the Department of Commerce website for more information [www.commerce.wa.gov.au](http://www.commerce.wa.gov.au)
- Noise from the operation of the van is to be within the requirements of the relevant *Environmental Protection (Noise) Regulations 1997*.

**Important:** facilities should be provided for emergency fire control. It is recommended to provide a minimum 4kg dry chemical AB (E) fire extinguisher (within expiry testing) and a fire blanket located within close proximity to cooking equipment.

## **Floor finishes for mobile food premises**

- Floors are to be constructed of materials which are impervious, non-slip and non-abrasive, capable of withstanding heavy duty operation, and have an unbroken surface.
- Heavy duty vinyl sheeting and welded (seamless) jointed flooring materials are to be laid over a solid base strictly in accordance with the manufacturer's specifications.
- Floor tiles are to be grouted with epoxy grout and finished flush with the surface of the tiles.
- Feather edge skirting is not permitted.

## **Plinths**

- Plinths can be used to hold heavy equipment that is unable or difficult to move for cleaning.
- Plinths are to be constructed to meet the same specifications as floors, be solid, without voids and be an integral part of the floor. Plinths must have the same top area finish as the floor, be rounded at all exposed edges, be coved, and approximately 100mm high.
- The base of the equipment is to be sealed to the plinth and overhang to prevent liquid, food or floor washing to access underneath the equipment.
- Alternatives to the use of plinths include metal legs, castors and brackets.

## **Best Practice**

### Coving

- The intersections of walls to floors, and floors to plinths are to be coved integral to the surface finish of both the floor and the wall or plinth.
- Coving is to be installed in accordance with Figure 3 below, or other methods which achieve the same outcome.

### Floors

- Floors should be finished flush with the doorsill or alternatively, a floor waste with a screwed removable plug is to be provided.

## **Wall finishes for food premises**

- Walls are to be finished with a light coloured, high gloss easy-to-clean impervious surface.
- Walls in food 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,
  - other approved material.
- Architraves, skirting boards, picture rails or similar protrusions are not permitted on the walls.

- Walls at the rear of cooking appliances should be surfaced with an impervious material, such as stainless steel which extends from the canopy to the floor. Where a cooking appliance is sealed to the wall, the material must be lapped over the top edge of the appliance to provide a grease and vermin-proof seal. Cooking appliances should only be sealed to walls made of a non-combustible material.
- Walls at the rear of benches, sinks and hand basins should be surfaced with an impervious waterproof material to a height of approximately 300mm.

### **Ceilings**

- Where applicable, the ceiling height in a mobile food premises should be adequate to effectively conduct food activities.
- 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.
- The ceiling should be finished with a material that is washable and impervious.
- Ceilings should be finished in a light colour to facilitate cleaning.

### **Door and serving openings**

- Door and serving hatches are to be finished internally with the same standard of material as the walls.
- All openings on the mobile food premises are to be fitted with close-fitting doors and shutters. These must be vermin proof and able to be closed during transport.

### **Pipes, conduits and wiring**

- Pipes, conduits and wiring should be concealed in floors, plinths, walls and ceilings, or fixed on brackets providing at least 25mm clearance between the pipe and adjacent surfaces and 150mm between the pipe or conduit and adjacent horizontal surfaces.
- Service pipes, conduits and wiring are not to be placed in the recessed toe space of plinths or equipment.

### **Sinks**

The following table shows the different facilities that may be required when undertaking food preparation and cleaning and sanitising activities within a mobile food premises:

<b>Table 1: facilities for food preparation, cleaning and sanitising Facilities for food preparation, cleaning and sanitising</b>	
<b>Mobile food premises activities</b>	<b>Minimum facilities for cleaning equipment and preparing food</b>
No preparation/minor handling of pre-packaged food	Single bowl sink (capable of immersing the largest equipment)
Handling unpackaged food	<ul style="list-style-type: none"> <li>• Double bowl sink (capable of immersing the largest equipment), or</li> <li>• Dishwasher/glass washer and single bowl sink (where all food contact equipment will fit in the dishwasher/glass washer), or</li> <li>• Double bowl sink and a dishwasher/glass washer (where some equipment has to be washed/sanitised in the sink)</li> </ul>
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

## **Hot water supply**

- All equipment for cleaning and sanitising must be connected to a continuous supply of hot and cold potable water, and to an approved drainage system.
- Sinks must be supplied with water at a temperature of not less than 43°C for washing and 80°C for sanitising (if hot water sanitizing, without chemicals, takes place at the sink).

## **Double bowl sinks should have the following requirements**

- be constructed of stainless steel.
- have a bowl size that enables the largest pots to be cleaned.
- have a minimum bowl size of 450mm x 300mm x 300mm to enable cleaning of large pots and equipment.
- be fitted with a draining area at each end.
- have a splashback as part of the unit, 300mm up the wall.
- where draining racks are provided above sinks, they should be of stainless steel construction (preferable for walls behind a drainage rack to be constructed of stainless steel sheeting or tiles to prevent damage to the wall).

## **Food preparation sinks**

- Where food preparation requires the washing of food and immersion in water, a separate sink should be provided for this purpose. It should be separate from all other sinks.

## **Temperature gauges**

- Hand held probe thermometers that measure to +/- 1°C are to be used to measure the internal temperature of the food.

## **Chilled and frozen storage**

- All cold storage and cold display equipment must be large enough for the business to adequately store cold food.
- All cold storage and display equipment must keep food at a temperature of 5°C or less.
- Refrigerators should be capable of reducing the temperature of potentially hazardous food in accordance with Food Safety Standard 3.2.2 (Food Safety Practices and General Requirements).
- Freezers are to keep frozen food frozen.
- The recommended temperature for frozen food is less than -18°C or in accordance with the manufacturer's instructions.

## **Preparation, cooking, and hot and cold display**

- All equipment for preparation, cooking and display must be constructed to be easily and effectively cleaned and have no open cracks, crevices and joints where food and liquids can collect.

## **Benches, tables and preparation counters**

- Benches and tables are to be constructed of laminated plastic or stainless steel with vermin-proof joints.
- Benches located against a wall must be sealed to the wall with an appropriate material.
- Benches subject to heat must be flashed with a heat resistant material, such as stainless steel.
- Sandwich counters, used to prepare food in front of customers, must be fitted with a Protective barrier between the customer and the food.
- Preparation benches and cooking equipment, less than 1.5m from customers, must be fitted with sneeze guards constructed of glass or perspex, and designed to prevent contamination from customers.
- Equipment placed on bench tops must be easy to move by one person or sealed to the bench top.

## **Cooking equipment**

- Stoves and cooking appliances must be either kept clear of walls to enable access for cleaning or built into walls and completely vermin-proof.
- Appliances should be either:
  - placed apart to prevent grease and food accumulating.
  - placed together with the gap between the appliances sealed to prevent food, liquid or grease accumulating.
- Deep frying equipment must be thermostatically controlled to prevent a fire hazard from the overheating of cooking oils.
- Where cooking is carried out, the premises must be equipped with a suitable fire extinguisher or fire suppression system located near the cooking equipment.
- Equipment and appliances, eg refrigerators, freezers, cooking equipment, must be secured to prevent movement during travel.

## **Display cabinets**

- Sliding doors to display cabinets should have bottom guides or runners terminating not less than 25mm from each end of any door opening for easy cleaning.

## **Supports for equipment**

Including plinths, the following can be used to support heavy equipment:

- Metal legs are to be smooth, easy-to-clean and sealed to prevent the access of vermin, and be approximately 150mm high for easy cleaning.
- Brackets - sinks, tubs, wash basins, tables, benches, shelving and similar fittings should be supported on stainless steel or galvanised tubing with sealed ends or solid steel brackets securely fixed into the wall or on approved frames.
- Unsealed timber frames and supports are not permitted.

## **Shelving**

- Should be smooth, non-absorbent; free from joints, cracks and crevices; and able to be easily cleaned.
- The lowest shelf must be off the floor to allow easy cleaning underneath.
- Approved materials should be used such as galvanised piping, stainless steel and laminated plastic.
- Shelves are to be sealed to the wall or kept clear of walls to allow easy access for cleaning eg. 5cm from wall.

## **Windows and ledges**

- Should be located at least 300mm above the bench, sink or hand basin.

## **Cupboards and cabinets**

- Where free standing, all surfaces including the back area are to be smooth and washable.

## **Lighting System**

A mobile food premises must provide sufficient lighting to adequately illuminate all areas of the mobile food premises to enable food handlers to:

- readily see whether areas and equipment are clean.
- detect signs of pests.
- clearly see the food and equipment they are handling.

## **Light Fittings**

In areas where open food is handled or stored, light fittings must be designed with the following specifications:

- Light bulbs/tubes must be shatter-proof or fitted with approved light diffusers (covers) to prevent contamination of food by broken light globe/tube glass.
- They must be free from any feature that would harbour dirt, dust or insects or make the fitting difficult to clean.
- Light fittings must be recessed into ceilings or equipment where possible.
- Heat lamps must be protected against breakage by a shield extending beyond the bulb.

## **Mechanical ventilation**

Equipment installed in the premises after the mechanical ventilation system has been designed and installed must not impair the efficiency of the system or the natural ventilation.

All food preparation areas where odours, fumes, smoke, and steam are produced require a mechanical ventilation system that complies with;

Australian Standard 1668.1-2002 (The use of ventilation and air-conditioning in buildings – Part 1) and

Australian Standard 1668.2-2002 (The use of ventilation and air-conditioning in buildings – Part 2) where:

- any cooking apparatus has:
  - a total maximum electrical power output exceeding 8kW, or
  - a total gas power input exceeding 29MJ/h, or
- the total maximum power input to more than one apparatus exceeds:
  - 0.5kW electrical power for each 1m<sup>2</sup> of floor area of the room or enclosure, or
  - 1.8 MJ gas for each 1m<sup>2</sup> of floor area of the room or enclosure.

Equipment installed on the premises after the mechanical ventilation system has been designed and installed must not impair the efficiency of the system or the natural ventilation.

## **Filters**

Where required, canopies are to be fitted with grease filters which can be removed for easy cleaning. The filter should comply with Australian Standard 1668:2005 (The use of ventilation and air conditioning in buildings) and the non-combustible requirements of Australian Standard 1530.1-1994 (Methods for fire tests on building materials, components and structures - combustibility test for materials).

## **Food premises exhaust hood airflow**

- To determine the airflow of the exhaust hood, refer to sections 5.5 and 5.6 of the Australian Standard 1668.2-2002 (The use of ventilation and air-conditioning in buildings - Ventilation design for indoor air contaminant control).

## **Storage racks**

- Storage racks are not to be fitted above cooking and heating equipment as they can obstruct the airflow.

## **Discharge point**

- Effluent discharge is to be vertical at a minimum velocity of 5m/s at the discharge point.

## **Handwashing**

Thorough washing and drying of hands is an essential activity in a food business to reduce the risk of food contamination and food borne illness.

Hand washing basin(s) and facilities must be:

- provided with warm water delivered through a single outlet.
- provided with an adequate supply of liquid soap in a suitable dispenser in the immediate area.
- provided with single use paper towels and suitable dispenser in the immediate area of the hand basin.
- of a suitable size to allow cleaning of hands and arms - a minimum basin size of 11L capacity and/or dimensions of 500mm × 400mm, installed at bench height and appropriately fixed to the wall.
- provided with an impervious splashback - no less than 300mm high.
- unobstructed by any other equipment and easily accessible.
- not located under benches.

Splashguards may be required to prevent contamination of nearby equipment, benches or other areas from the hand washing facility. Rubbish containers for the disposal of paper towels must be located in the immediate area and designed to prevent contamination of adjacent food contact surfaces, food, utensil cleaning and storage.

### **Hot/ Cold Water Supply**

- Constant hot and cold potable water must be available at all times, including during periods of high demand/usage.
- Warm water (ie hot and cold provided through a single outlet) must be provided at all hand washing facilities to facilitate effective hand washing procedures.
- Hot water unit(s) that are capable of providing an adequate supply of hot water must be installed.
- Hot water must be a sufficient temperature to effectively clean and sanitise equipment (refer to section on “Fixtures, Fittings and Equipment”. Water temperature must not be less than 43°C for washing and 80°C for sanitising.
- A minimum of 50L is to be maintained in approved containers for cleaning purposes.

***Handy hint:** in order to conserve water and reduce costs, installation of flow control regulators or tap aerators is recommended. Water efficient tapware and low volume pre-rinse trigger sprays will also help save money and water.*

### **Wastewater**

Mobile food premises must provide appropriate facilities and plumbing infrastructure to ensure that sewage and all wastewater are disposed of appropriately. The mobile food premises must be designed in accordance with the following criteria:

- Wastewater generated from mop buckets, cleaning mops and other cleaning activities must not be disposed of into a hand basin or double bowl sink but be disposed into an approved facility.
- The premises must be equipped with a wastewater tank of at least 50L capacity with an outlet of sufficient diameter to facilitate easy flushing and cleaning. This tank should only be emptied at an approved wastewater disposal point or other disposal point as approved by The City of Mandurah.
- All sinks and wash hand basins must be provided with sanitary traps and be connected to the wastewater collection system.

### **Rubbish**

Rubbish and recycling storage must:

- be adequate for the volume and type of waste produced by the business.
- be able to be easily cleaned.
- not provide a breeding ground or attract pests and vermin.

Rubbish and recycling containers must be:

- constructed of an impervious material, such as metal or plastic.
- fitted with tight fitting lids.
- maintained in good condition to prevent the access of pests and vermin.

### **Dry goods and food packaging materials**

Adequate dry and vermin-proof storage must be provided for dry goods and packaging materials.

### **Cleaning chemicals and equipment**

Chemicals, cleaning equipment, pest control chemicals and equipment are to be:

- enclosed in cupboards located away from the preparation and storage of food where there is no likelihood of stored items contaminating food or food contact surfaces.
- designated for that use only.

### **Clothing and personal effects**

Enclosed cupboards, located away from the food preparation areas, should be provided for staff to store personal belongings.