



City of Bunbury

Requirements for the Establishment, Construction and Fit Out of a Mobile Food Van

City of Bunbury Environmental Health Services

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INTRODUCTION

This information package has been developed to assist mobile food van proprietors (new and existing), and designers to comply with *National Food Safety Standard 3.2.3 Food Premises and Equipment (FSS 3.2.3)*, for the construction and fit out of new food vans or alterations to existing food vans, and to explain the approval processes required.

FSS 3.2.3 can be downloaded free of charge from <http://www.foodstandards.gov.au/> or a hardcopy obtained from the City's Administration office at 4 Stephen Street, Bunbury (T 08 9792 7100).

The following general information in relation to the requirements of FSS 3.2.3 is provided as a guide only. Please note, it is your responsibility as a food business to comply with all legislative requirements. Please refer to the standard for more specific information.

Council Approval Processes

The establishment of a new food business/van may require approval from a number of Council departments:

Planning Services (T 08 9792 7000)

Planning approval is the first step in setting up a new food business. Planning Services will ascertain the suitability of the food business in the proposed location. You will need to consult with a Planning Officer to determine if a development application is required to be submitted.

Building Services (T 08 9792 7000)

If you are constructing new premises or making changes to existing premises, you may be required to submit a building permit application. You will need to discuss your proposal with a Building Surveyor to determine if this is necessary. **(This is only applicable if secondary premises will be used for storage or preparation)**

Environmental Health Services (T 08 9792 7100)

All new mobile food vans and alterations to existing mobile food vans are required to be assessed and approved by Environmental Health Services, even if Planning and Building approvals are not necessary. An Application for Environmental Health Services Approval (available from the City's website – www.bunbury.wa.gov.au) and one complete set of scaled plans (minimum 1:100) detailing the design and fit out specifications for the mobile food van shall be provided for assessment and approval prior to commencing fit out, together with the required fee.

The plans and specifications shall include the following details:

- the structural finishes of walls, floors, ceilings, benches, shelves and other surfaces
- the position and type of all fixtures, fittings and equipment
- plans and specifications of the mechanical exhaust system if cooking is to take place in the food business
- specifications of all cooking equipment (stoves, ovens, fryers and the like)
- elevations of food handling and storage areas
- details of the types of food being prepared and/or sold

On completion of construction or alterations and prior to commencing operation, you are required to contact the City on T 9792 7100 to arrange for an Environmental Health Officer to undertake a final inspection for compliance with the approved plans and any conditions of approval.

Use of secondary premises 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.

Fees for Food Businesses

The following fees apply in relation to the operation of a mobile food van:

- Application fee for Environmental Health Services approval
- Registration fee (once off fee)
- Food business assessment fee - high risk premises
(per annum) - medium risk premises
- low risk premises

Copies of up-to-date Fees and Charges can be found on the City's website [here](#).

An Environmental Health Officer will undertake a risk assessment of the food business and advise the proprietor in writing of the risk classification.

A Food Business Registration Form can be downloaded from the City's website [here](#) or by contacting Environmental Health Services on T 08 9792 7100.



Street Trading Information

When is a street trading licence required?

A licence is required to carry on trading on any street, road or public reserve, in accordance with the City of Bunbury Local Government and Public Property Local Law 2003.

A licence is not required to trade at a public event that has received specific approval from the City. In this instance, prospective traders are required to contact the event organiser for approval to trade at the event.

How do I apply for a licence?

Further information outlining the requirements and restrictions in relation to street trading licences can be found on the City's website in a separate information note [here](#).

Application forms are also available on the City's website and can be downloaded [here](#), by contacting T 08 9792 7100 or in person at the City's administration office at 4 Stephen Street, Bunbury.

DESIGN AND CONSTRUCTION REQUIREMENTS

Design & Layout

The design and layout of a mobile food premises should be well-planned and accommodate safe flow of product and waste to minimise risks of food and equipment contamination. 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 vehicle 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;
- Prevent the entry of pests, dust, fumes, smoke and other contaminants where practicable;
- Exclude locations that may allow harbourage to vermin by eliminating cavities, cracks and crevices.

Adequate space must be provided for:

- Dry food 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 and food preparation areas.
- Cleaning chemicals and equipment - separate cabinets, lockers or cupboards for all chemicals and cleaning supplies.
- Waste - adequate waste containers for all anticipated waste including cardboard, glass, general waste, wastewater and waste oil storage. Waste bins must be impervious and 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.

Pests:

All practical measures must be implemented to prevent entry of pests into the mobile food van. In addition, the internal structures are to be finished and designed to prevent favourable sites for pest harbourage. The following should 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.

- Pest control devices are to be located so they do not contaminate food or food contact surfaces.
- 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.

Floor finishes

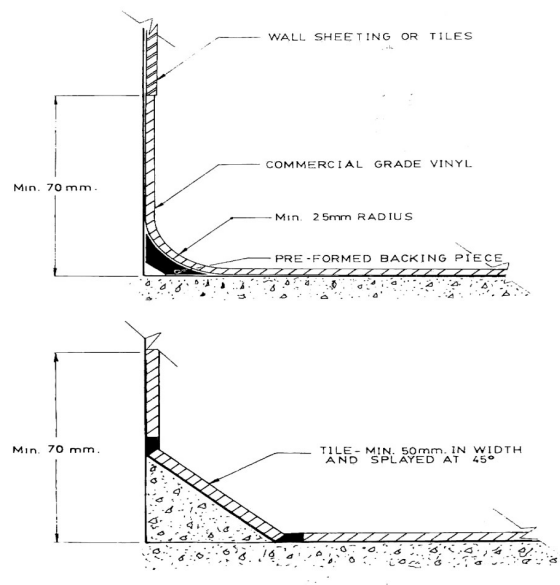
- Floors are to be constructed of materials which are impervious, non-slip and non-abrasive, capable of withstanding heavy duty operation, and have an unbroken surface.
- Floors must be:
 - Able to be effectively cleaned;
 - Laid so there is no ponding of water;
 - Unable to provide harbourage for pests;
- It is recommended that floors be finished flush with the door sill or alternatively, a floor waste with a screwed removable plug could be provided.

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.

If vinyl sheeting is to be used a backing piece must be fitted underneath the coved area at the floor wall junction.

Figure 1. Coving method (not to scale)



Wall finishes

- 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.

NB Other materials may be approved on application.

- 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 minimum height of 300mm.

Ceilings:

- The ceiling height should be adequate to effectively conduct food handling 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 in the mobile food van 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.

Water and wastewater facilities:

- Adequate sinks shall be provided in the food van in relation to the approved activities and equipment.
Eg
 - a single bowl sink where there is no/ minor preparation/ handling of pre-packaged food.
 - a double bowl sink where there is preparation/ handling of unpackaged food.
- Where food preparation requires the washing of food and immersion in water, a separate sink should be provided for this purpose.
- All sinks must:
 - be supplied with adequate supply of warm/hot water.
 - be constructed of stainless steel;

- have a bowl size that enables the largest piece of equipment to be cleaned;
 - have a splashback as part of the unit, 300mm up the wall;
 - where draining/dripping 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).
- 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. 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 stormwater drainage system;
 - This tank should only be emptied at an approved wastewater disposal point or other disposal point as approved by the City of Bunbury. This might require disposal of all waste water via a grease arrestor, depending on the specific approval of the Food Van

Hand washing facilities:

- A dedicated hand wash basin of adequate size must be provided;
- The basin shall be clearly designated for the purpose of hand washing only;
- Taps are to be a 'hands-free' type operation;
- Liquid soap and single use paper towels, or other approved means of drying hands hygienically, shall be provided for each basin.

Temperature gauges:

- A hand held probe thermometer that measures to +/- 1°C is to be available for use.

Chilled and frozen storage:

- All cold storage and display equipment must keep food at a temperature of 5°C or less.
- Freezers are to keep frozen food hard frozen.

Hot food display:

- Hot food displays shall be able to display food at a temperature of 60°C or more.

Food contact surfaces

- Food contact surface shall be able to be easily cleaned, impervious and made of materials that will not contaminate food eg stainless steel.

Equipment:

- 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.
- 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.

Shelving:

- Should be smooth, non-absorbent; free from joints, cracks and crevices; and able to be easily cleaned.
- The lowest shelf must have sufficient clearance to the floor to allow easy cleaning underneath.
- Shelves are to be sealed to the wall or kept clear of walls to allow easy access for cleaning.

Lighting:

- Sufficient lighting shall be provided in the mobile food van to adequately illuminate all areas of the van. Light fittings and equipment light/heat fittings shall be designed such that they are easy to clean, flush fitting, provided with covers to contain globes or tubes in case they shatter, and will not harbour insects or dirt.

Mechanical ventilation:

Sufficient natural or mechanical ventilation shall be provided to effectively remove fumes, smoke, steam and vapours. AS 1668.2 requires that a mechanical exhaust system be provided when:

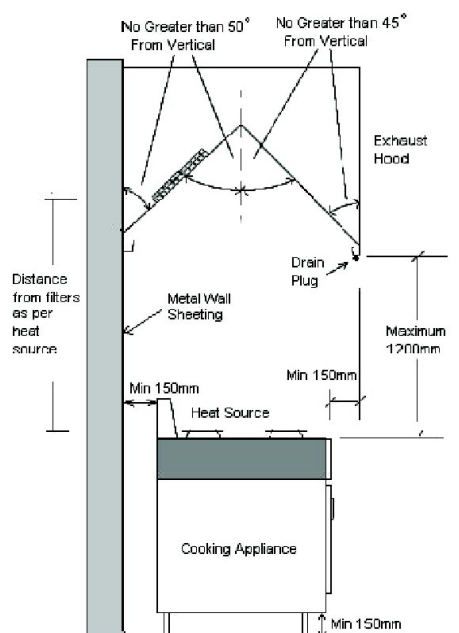
- Cooking and dishwashing equipment has a total maximum power input of more than 8kW for electrical appliances or total gas input of 29 MJ/h for gas appliances; or
- For any deep fryer appliance; or
- There is more than one piece of equipment within a room and having a total maximum power input exceeding 0.5kW/m² (1.8MJ/m² for gas appliances) of floor area of the enclosure.

NB Microwave ovens are exempted from this requirement

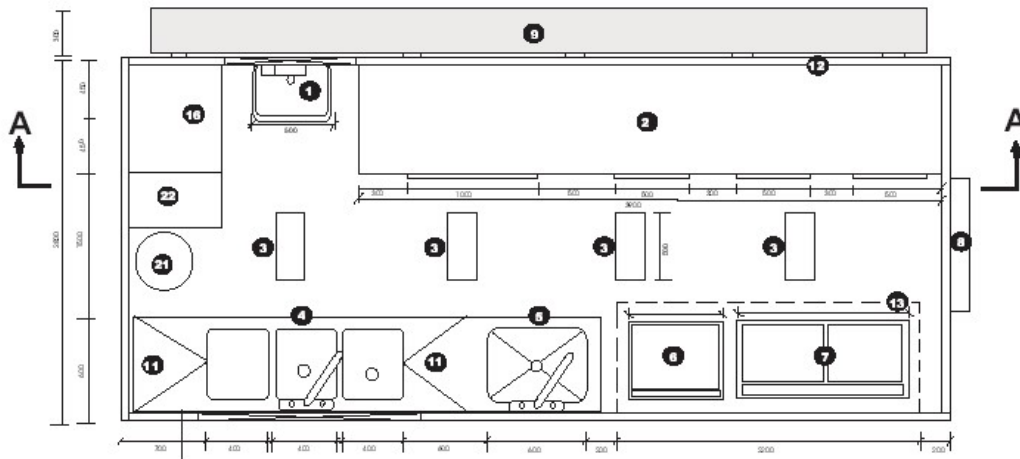
Services

- There shall be a 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.

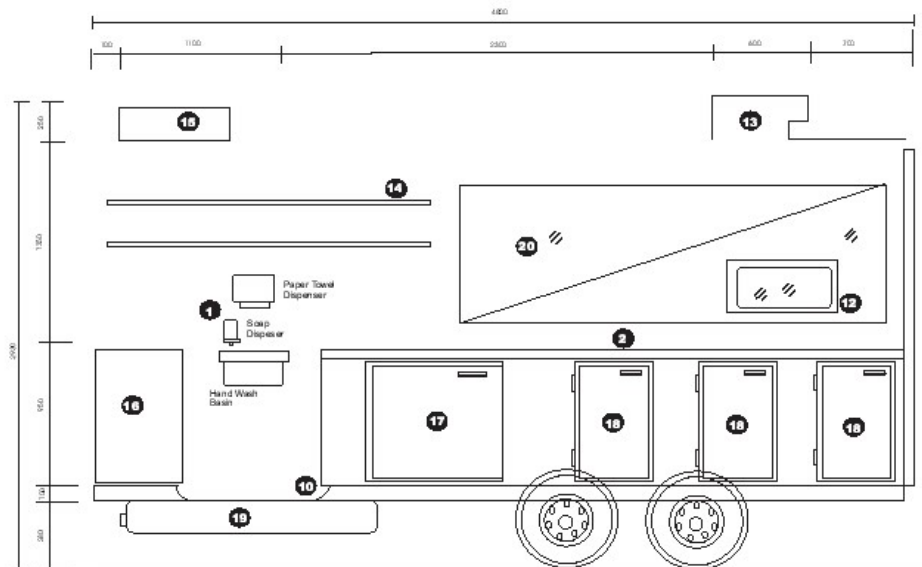
Figure 2 Example plan of a mechanical ventilation system (not to scale)



APPENDIX 1 Example plans



Floor Plan



Section A-A

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| <p>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.</p> <p>2 Food preparation bench stainless steel construction.</p> <p>3 Ample fluorescent lighting - 30 Watt 12 Volt DC.</p> <p>4 3-compartments/dishwashing sink (hot and cold mixed water faucet) 300mm(w) by 400mm(l) by 300mm(d).</p> <p>5 Food preparation/large pot wash sink (hot and cold mixed water faucet) 600mm(w) by 550mm(l) by 400mm(d).</p> <p>6 Cooktop/Grill natural gas fitted with large wheels for cleaning requirements.</p> <p>7 Commercial natural gas deep fryer with large wheels for cleaning requirements.</p> <p>8 Self closing entrance door.</p> <p>9 Stainless steel folding table.</p> <p>10 Commercial grade seamless vinyl flooring covered to walls.</p> <p>11 Stainless steel drainboards.</p> | <p>12 Self-closing screened pass-out window.</p> <p>13 Mechanical exhaust extraction unit compliant with A.S 1668 Part 1 & 2 Discharge vent screened to prevent pest and vermin entry.</p> <p>14 Stainless steel shelving sealed to wall.</p> <p>15 250L gravity portable water storage unit tank - food grade reinforced plastic.</p> <p>16 Storage cupboards - personal effects, cleaning equipment/chemicals</p> <p>17 Gas operated commercial stainless steel Freezer unit fitted with external temperature gauges accurate to +/- 1c.</p> <p>18 Gas operated commercial stainless steel refrigeration unit fitted with external temperature gauges accurate to +/- 1c.</p> <p>19 Primary waste water tank 90L.</p> <p>20 Window.</p> <p>21 Swing window perspex for protection from exterior dust.</p> <p>22 Waste bin with close fitting lid.</p> <p>23 Dry goods storage pantry.</p> |
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