



Mobile Food Vehicles Construction & Operation Guidelines

About this Guide

Mobile food vehicles are a great way to take your food business on the road and be where the customers are. With an increase in the number of events and festivals being held in the Cairns region, mobile food vehicles have increased in popularity. Mobile food vehicles are considered to be a food business and, depending on the type of food intended to be prepared for sale, may require a licence under the *Food Act 2006 (Food Act)*.

Mobile food vehicles need to meet the same food safety requirements as other fixed food businesses, regardless of the size of the business or how often food is sold. This means that you need to comply with the provisions of all relevant legislation, and are subject to the same licensing requirements as a food business operating from fixed premises.

This guide provides you with all the information you need to consider before starting a mobile food vehicle business, including how to design and construct your mobile food vehicle and how to apply for a food business licence.

What is a Mobile Food Vehicle?

A mobile food vehicle is classed as 'mobile premises' under the *Food Act* and is defined to mean a vehicle from which a person sells unpackaged food by retail or a food vending machine. Mobile food vehicles do not include food transport vehicles that are only used to transport food from a business to another location (for example pizza delivery).

The *Food Act* enables an operator of a mobile food vehicle to take the vehicle into any Local Government area in Queensland and operate under the same licence. The Local Government in which the van operates may inspect the vehicle and take regulatory action if required.

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Food Laws

In Queensland, the *Food Act 2006* and the Food Safety Standards set out the legal requirements for serving safe food. Anyone operating a food business needs to comply with this legislation.

Food Act 2006

The main purpose of the *Food Act* is to ensure food for sale is safe and suitable for human consumption. The *Act* manages food safety based on the level of risk that the food business presents to the community. The higher the level of risk, the higher the level of food safety regulation. The *Act* requires council to assess and monitor the standard of operations in food premises. This is achieved by providing for the licensing of particular food businesses and regular monitoring whilst in operation.

The *Act* requires all food businesses to have a nominated food safety supervisor. It also requires some higher risk food businesses to have accredited Food Safety Programs. These requirements are intended to increase knowledge of food safety matters throughout the industry.

The Food Safety Standards

The Food Safety Standards set out in the Australia New Zealand Food Standards Code are designed to ensure food businesses produce food that is safe to eat and is based on a preventative approach to the incidence of food borne illness in Australia.

The Food Safety Standards have been incorporated into the *Food Act 2006* and have been adopted across Australia to provide nationally consistent laws. The Food Safety Standards are made up of 3 parts; Food Safety Programs, Food Safety Practices and General Requirements, and Food Premises and Equipment Standards.

Obligations

Your role

Whether you require a licence or not, as a food business operator, you have a responsibility to ensure that any food for sale and/or prepared at your business is safe and suitable for human consumption. This is a legal requirement of the *Food Act 2006*.

If you need a food business licence, you must submit the required application to Council with the relevant application fee. You will not be able to commence operation of the food business until you have received a food business licence from Council.

Our role

Cairns Regional Council has a responsibility to regulate food businesses to ensure all legislative responsibilities under the *Food Act 2006* and the Food Safety Standards are met. This includes assessment of food business licence applications, monitoring compliance, providing education and advice, and taking enforcement action when needed.

Licensing Requirements

When you need a licence

A mobile food business that conducts any of the following activities requires a food business licence:

- preparing and selling food from a motor vehicle
- ice cream van
- pie van (smoko truck)
- mobile snack truck
- mobile food trailers
- domestic water carriers
- unpackaged food from a vending machine

The type of vehicle you plan to use may limit the types of food you are able to prepare and sell from that vehicle. Therefore, it is important to have a very clear understanding of how you intend to operate your mobile food business before you start so that you can adequately design the food vehicle to ensure safe preparation of food.

When a licence is not needed

Mobile food businesses that sell only the following do not require a licence:

- coffee or tea
- slushies
- pre-packaged food

A [register of mobile food businesses](#), which are approved to operate throughout Queensland, is available on Queensland Health's website.

If you require further information, please contact Council on 1300 69 22 47.

Permitted locations

1. Markets and Events

The best place for mobile food vehicles to operate is at approved markets and events.

2. Council Land

Generally, additional Council permits are required to operate on Council land unless as part of an already approved event.

3. Private Property

Mobile vehicles that intend to operate on private property or in a particular place on a regular basis may require planning approval from Council's Development Services team. However, please note that operating a mobile food vehicle permanently at a residential premises is unlikely to be supported by Council.

4. Council Controlled Road

Generally mobile food vehicles are not permitted to operate from the roadside in the Cairns region unless approved under Council's Local Laws. Council's [Roadside Vending General Policy](#) provides guidance as to the type of food business that will be considered for approval to operate on Council controlled roads.

Please note that if you intend to operate on State controlled roads, you will need approval from the Department of Transport and Main Roads.

Preparing food at other locations

If you are planning to prepare food at another location to sell from your mobile food vehicle, then the location where the food is to be prepared must be included in a separate food business licence.

For example, if you plan to use your home kitchen to bake cakes to sell from your vehicle, then you will be required to hold a licence for the home kitchen as well as the mobile food vehicle. Please note there are restrictions as to the types of food preparation activities that can be permitted in a home kitchen. To find out more go to our [home based food business guideline](#).

How to apply

Preparing a food business application

If you are preparing an application for a mobile food business, the following information will assist you to get your application right the first time.

Your application must satisfy the requirements of the Food Act and Food Safety Standards. If your application does not satisfy these requirements, assessment of your application may be delayed and in certain circumstances can lead to refusal of your application.

The Application Assessment Process

To apply for a food business licence, you will need to submit the required applications to Council. The following information outlines the application assessment process.

Stage 1 – Suitability of Premises Assessment

When constructing a new food premises you must ensure that the design meets the requirements of the Food Safety Standards.

Food safety begins at the earliest planning stages which is why it is important to get it right from the start.

The [Fixed Food Business Operation & Construction Guideline](#) has been prepared to assist you in making decisions on the design of your food premises and the construction material you intend to use. Queensland Health also provide resources such as the [Design and fit out guide](#) to assist in the correct construction and fit out of your premises.

Step 1 – Prepare your plans. In order to assess your suitability of premises application, **a copy** of the following plans (drawn to scale not less than 1:50) must be provided:

- Floor plans detailing the layout including the location of equipment and waste disposal facilities;
- Elevations of each food preparation room/area; and
- Mechanical exhaust ventilation (exhaust systems must comply with AS1668.2. Specifications of all equipment being serviced by the mechanical exhaust ventilation must be included).

Step 2 - Complete the Application for [Suitability of Premises Assessment \(Fit-out Assessment\) form](#), submit it to Council with the required plans and payment of the [relevant fee](#).

Council will assess your design against the Standards and may provide you with advice on any additional requirements to ensure the fit-out of your premises complies. Council will provide an approval with conditions which must be met prior to finalising the fit-out of your premises and before requesting a final inspection by Council's Environmental Health Officer (EHO).

Step 3 – Fit-out your mobile food vehicle in accordance with your approved plans and any conditions imposed by Council.

Stage 2 – Food Business Licence Assessment

Once you obtain your approval for suitability of premises, if you have not already done so, you must apply for a food business licence a minimum of 30 days prior to commencing trade. You may apply for both the suitability of premises and food business licence at the same time, however if you do, you must advise Council no less than 30 days before you intend to open for trade. This will ensure that Council has enough time to assess your food business licence application. It is important to note that you cannot begin to trade until Council has undertaken a final inspection and issued you with a licence.

Step 1 – Complete the [Food Business Licence Application](#), attach the [relevant fee](#) and return to council. This application assesses the suitability of the operator and whether they have the required skills and knowledge (including the right training) to safely prepare and sell food to the public.

The applicant for a licence must be a legal entity, i.e. a person or company. A business name or trading name is not a legal entity and cannot be the licence holder.

The applicant should be the person or company intending on operating the food business not the contractor building the food premises.

Step 2 – Assessment of application. Once your food licence application has been submitted to council with the appropriate fee it will be assessed by an EHO. You will receive a conditional approval letter for the construction of your food premises. Time frames for assessment may vary, however please allow a minimum of 30 days for a full assessment. Further time may be required if the application does not meet the assessment requirements.

Step 3 – Final inspection. **Once you have completed the fit-out of your mobile food premises and before you start trading**, contact Council to arrange for an EHO to carry out the final inspection of your food premises. The EHO will need to be satisfied that the construction has been completed in accordance with the suitability of premises approval. Otherwise, your licence may not be granted and you will not be able to commence trading.

To limit delays, use the Food Business [Final Inspection Checklist](#) to confirm that all essential works have been completed before the date of your final inspection.

Step 4 – Approval. At your final inspection, the EHO will advise of any outstanding requirements that need to be attended to prior to opening. Depending on the outcome of the inspection, it may result in:

1. Your application being approved and a Food Business Licence issued;
2. Your application being approved and a Provisional Food Business Licence issued; or
3. Your application being refused. Please note should this occur, you will not be able to commence operating.

*** A provisional licence can only be issued for a maximum of three (3) months and will only be considered in circumstances where the Environmental Health Officer is satisfied that safe food can be prepared and the outstanding, minor issues can be attended to within the term of the provisional licence. If the outstanding requirements are not met within the term of the provisional licence, it will expire. Continuing to operate beyond this point will then become an offence for which penalties do apply.*

You cannot begin to operate until your food business licence has been issued and any separate approvals have been obtained. A copy of your food business licence will be mailed separately and you will be required to display the licence in a prominent position at the premises so that it is easily visible to persons at the premises

It is important to remember that applying for a food business licence does not eliminate the need to apply for any other relevant approvals, including development approvals that may be required. These approvals should be obtained prior to applying for a food business licence to avoid unnecessary delays.

After the food business licence has been issued, a compliance inspection of the mobile food business will be conducted within 6 months to ensure the business is operating in compliance with the *Food Act 2006* and the Food Safety Standards.

Your food business licence will remain current until the expiry date noted on your licence which is currently 30 September each year, except in the circumstances where a provisional licence is issued. Food Licences must be renewed annually. You will receive a renewal notice each year prior to the expiry of your licence. It is important that you renew your licence and pay the applicable fee by the due date to ensure that you are able to continue lawfully operating.

Food Safety Supervisor Notification

A food safety supervisor is a person who has undertaken training in safe food handling and/or has sufficient experience in working in the food industry. The licensee of the food business may be the food safety supervisor and a business may have more than one food safety supervisor. The food safety supervisor needs to be reasonably contactable by Council when the business is operating.

Having a food safety supervisor helps ensure that all food handling practices are carried out in a safe way, as they are required to have experience and expertise relevant to the licensable food business and be able to supervise and give directions about food safety to food handlers in the food business.

All licensed food businesses must have an approved food safety supervisor. You are required to advise Council:

- the name and contact details of the food safety supervisor within 30 days of the licence being issued
- the name and contact details of any new food safety supervisors within 14 days of the person becoming a food safety supervisor
- if there are any changes to the contact details of the food safety supervisor, notify Council within 14 days of the change
- if a person ceases to be a food safety supervisor, notify Council within 14 days of the change.

Find out more about [Food Safety Supervisors](#)

Food Safety Program Accreditation

If your business requires a [Food Safety Program](#) it should be submitted for Council accreditation at the same time as the food business licence application. You can use the [food business licence application](#) form to apply for the Food Safety Program Accreditation.

Find out more about [Food Safety Programs](#).

Design and construction requirements

Walls, floors and ceiling

Walls, floors and ceiling of the food preparation and storage areas of the vehicle must comply with the provisions outlined in appendix 3 & 4 of this guide. They must be:

- appropriate to the operations of the business;
- easily and effectively cleaned;
- able to prevent absorption of grease, food particles and water; and
- able to prevent the entry and harbourage of pests.

Floors are to be constructed of materials which are impervious, non-slip and free from cracks, crevices and other defects. The surface must be durable and capable of being effectively cleaned.

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.

Where floors are intended to be cleaned by flushing or hosing with water, the intersections of walls with floors are to be coved (rounded) to radius of at least 25mm to enable easy cleaning. Vinyl sheeting is to be turned up to form the required 25mm cove and a fillet or backing piece is to be fitted to provide support.

The internal surfaces of walls, ceilings, doors, sliding partitions and those parts of the walls formed by built-in fittings, shall be of stainless steel, colour bonded metal, steel, laminated plastics (formica, laminex or panylyte) or similar approved materials.

The finished surfaces must be smooth, impervious, free from cracks, crevices and other defects and capable of being easily and effectively cleaned.

All surfacing materials are to be butt jointed and finished with cover strips provided in accordance with the manufacturer's specifications. Cover strips are to be sealed with approved materials.

Door and service openings

Doors and serving hatches must be finished internally to the same standard of material as the walls.

Adequate pest proofing shall be provided to all doors, windows and other openings, eg. flyscreens, air curtain.

Roof vents are to be proofed against the access of dust, pests and water.

The driving compartment and other areas of the vehicle not used for the preparation or storage of food must be separated and effectively sealed from the food preparation and storage areas. A self-closing, close-fitting door shall be fitted to any opening in the dividing wall.

The area of all serving openings shall be as small as possible to minimise the entry of dust, fumes and pests.

All serving openings shall be sealed during travel. The doors or shutters to all door openings and service openings shall be close-fitting and vermin proof.

Serving compartments in mobile food vending vehicles used for selling food (e.g. soft serve ice cream) are to be fitted with a sliding window for serving customers, or such other type of window which is capable of being closed during travel.

Water & Washing Facilities

Should the operations of the mobile food vehicle require washing facilities, a storage tank with a 90L capacity is recommended as a minimum size to be installed in the vehicle. This tank is to be filled with potable water and supply sinks and basins with appropriate pressure necessary for the individual operations.

A single bowl sink of sufficient size to enable effective cleaning of all equipment and utensils is to be provided with an adequate and instantaneous supply of hot and cold water.

Where eating and drinking utensils and vessels are re-used a double bowl sink or an approved dish or glass washer shall be installed.

The facilities must enable sanitising of equipment and utensils with hot water at a temperature of 77°C or with an approved food grade sanitiser.

A hand washbasin with hot and cold water provided through a common spout, together with a sufficient supply of liquid soap and clean towels, must be provided.

A wastewater tank of adequate capacity (i.e. 100L capacity in the case of a 90L water tank) is to be fitted to the vehicle where a potable water tank is installed. A back flow prevention device should be fitted to prevent any possible source of contamination.

The wastewater tanks should be discharged appropriately to sewer through the following options:

- toilet at the premises at which the vehicle is housed; or

- an approved Cairns Regional Council discharge point. Locations include Cairns Regional Council Water Laboratory, 38 MacNamara Street, Manunda or Babinda Information Centre, 1 Munro St, Babinda.

Oils and fats are not to be discharged to the waste water holding tank or through general waste systems i.e rubbish bins. Removal of these oils must be by regulated waste disposal carrier. Records of this disposal should be kept to demonstrate compliance.

Rubbish disposal

Suitable waste receptacles with close-fitting lids are to be provided in the vehicle. Where requested, a suitable receptacle shall be provided outside the vehicle for depositing of take away food containers and other litter.

All rubbish shall be disposed of at least daily or as necessary. Rubbish shall be disposed of into an approved waste receptacle or at an approved waste disposal facility.

Use of Vehicles

The holder of a Mobile Food Vehicle Licence is permitted to operate their food vehicle in any Local Government area in Queensland. It should be noted however that some Councils have local laws relating to roadside vending which may require additional approval or permits to operate in that Local Government area.

As a licensed mobile food vehicle in Queensland, your business details and contact information will be listed on a public register on the [Queensland Health website](#).

Approval from the land owner is also required to sell food on private property. Mobile food vehicles that intend to operate on private land or in a particular place on a regular basis may require planning approval from Councils Development Services team.

All food handlers must have adequate skills and knowledge about food safety and hygiene. Food handlers must maintain their outer clothing and exposed parts of their body in a clean condition.

The vehicle shall only be used for the vending and delivery of food.

The vehicle and equipment shall be thoroughly cleaned at the conclusion of the day's operations. All receptacles, equipment, utensils and the vehicle must be kept clean and free from dust, odours and pests at all times. All food contact surfaces must be effectively sanitised before and after use.

Food is to be prepared and stored so as to avoid cross-contamination between cooked products and raw food products (this includes equipment and preparation benches).

Food handlers shall only operate from within the mobile food vehicle unless specific approval to operate outside the vehicle has been given by the Council's Environmental Health Officer.

Ventilation Requirement

When mechanical ventilation is required, the system must be constructed to comply with the relevant Australian Standard.

An approved mechanical ventilation exhaust system shall be installed above heating or cooking appliances where required by the Environmental Health Officer in accordance with Australian Standard 1668.2.

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.

Exhaust discharges must be suitably filtered and discharged vertically in an approved manner so as to minimise potential nuisances.

All intake and exhaust vents are to be fitted with pest-proof screens when not in use.

Suitable firefighting equipment should be provided where cooking appliances are used.

Cupboards & Counter Construction

Cupboards, counter tops, benches and similar fittings are to be constructed of safety glass, metal, solid core timber or similar timber sheeting, glued or joined to approval.

The cupboard surfaces and counter tops are to be finished with smooth and impervious materials.

Cupboards, counter tops and benches are to be supported on moulded plastic legs, non-corrosive solid or sealed tubular steel legs, or brackets securely fixed to the walls.

The underside of any cupboard or shelving is to be sealed and not less than 150mm clear of the floor.

The flanges on all legs of fixed equipment are to be sealed on to the flooring material.

All cupboards and component shelving are to be sealed or internally lined with an approved material.

Cupboards designed with a cavity (false bottom) between the floor and the base are not permitted.

Installation of Fittings

Hot water heaters, pump motors and refrigeration equipment, are to be mounted on metal frames at least 150mm high and shall not be located in storage cupboards used for other purposes.

All service pipes including gas lines, electrical conduits, water and drainage pipes are to be concealed in walls and floors or secured sufficiently away from the wall to enable them to be effectively cleaned.

Light fittings shall be fitted with suitable diffusers and sealed to the ceiling or wall surface.

Cooking equipment shall not be placed beneath windows, wall cupboards, serving openings, shelving or roof vents.

Refrigerators, freezers and cooling equipment must be secured to prevent movement, and positioned so as to provide easy cleaning of all adjacent surfaces.

Hot and Cold Food Storage and Display Units

All food storage and display equipment must be capable of maintaining potentially hazardous foods under appropriate temperature control while also protecting food from the likelihood of contamination.

All equipment used for the display or storage of potentially hazardous hot food must be capable of maintaining such foods at a temperature not less than sixty 60°C.

Refrigeration equipment used for the storage or display of potentially hazardous foods shall be capable of maintaining the food at a temperature not greater than 5°C or as required by relevant legislation.

Frozen food must be kept frozen at all times and should show no sign of thawing.

Storage Facilities

Adequate storage facilities must be provided for the storage of items that are likely to be a source of contamination of food. Facilities or receptacles shall be provided for the storage of:

- Employee's personal belongings
- Cleaning chemicals and cleaning equipment
- Soiled cloths, towels and clothes

Operational Requirements

Food Storage and Protection

All food and utensils are to be transported, stored and displayed in such a way that they are protected against contamination from any source. In particular, they must be:

- stored separately from other materials; and
- protected from dust, flies and coughing/sneezing by the public.
- all food stored inside the stall must be stored off the ground and be wrapped, packaged or kept in enclosed containers.
- all stored food must be covered or in sealed containers.
- storage containers for food and utensils must be able to be easily and effectively cleaned or must be single use.
- as far as practicable food is to be wrapped or bagged at the point of preparation or placed in sealed displays.
- ready-to-eat foods must be stored separately from raw food to prevent cross-contamination.
- food and utensils must be stored separately from other items.
- all condiments such as sauce, mustard etc., must be contained in squeeze type dispensers or in individual sealed packs.
- tea, coffee, cordial and other beverages must be dispensed from an enclosed or lidded container equipped with a tap or spout.
- animals must be excluded from food areas at all times.

Personal health and hygiene

Persons with symptoms of a foodborne illness or another condition which is reasonably likely to be a food safety risk:

- **Should not** undertake food handling or be in a food handling area; and
- **Should** use a replacement worker until the disease or condition has passed

All food handlers are to adhere to standards of personal cleanliness and hygiene by:

- Being clean and wearing clean clothing;
- Having clean hands and fingernails;

- If wearing an apron, taking it off before leaving the stall;
- Wearing hair tied back;
- **Not** sneezing, blowing or coughing over food or food contact surfaces;
- **Not** making unnecessary contact with ready-to-eat food;
- **Not** spitting, eating or smoking in the food stall;
- Ensuring any cuts or abrasions are immediately covered with coloured Band-Aids and fresh gloves; and
- Thoroughly covering any exposed bandages or dressings with a waterproof covering before handling food.

Food handlers should wash their hands or, if gloves are used, change their gloves:

- Between handling raw and ready-to-eat foods; immediately after smoking, coughing, sneezing, eating, drinking or any act of personal grooming;
- After touching their hair, scalp or body opening;
- After entering or returning to the food stall;
- After using the toilet; and
- Whenever necessary for food safety.

Food handling

Food handling utensils must be:

- Provided and used (bring spares)
- Protected from contamination during storage and while in use.

Take-away eating and drinking utensils must be either:

- Pre-wrapped in paper napkins, cellophane bags or similar material prior to distribution to the public; or
- Enclosed in suitable dispensers.

Provide suitable utensils, such as tongs or spoons to serve ready-to-eat food.

If providing single-use eating/drinking utensils, keep them adequately protected from contamination (eg. knives and forks are stored handle-up in a container).

Food samples

Food given away as samples is considered 'food for sale' under the provisions of the *Food Act 2006* and must be:

- adequately supervised by a staff member
- covered with a protective barrier to minimise the likelihood of contamination

Samples should be labelled with signage to indicate 'no double dipping' or single serve only'. Single-use sampling utensils, such as toothpicks or spoons, must be stored in a container that is separate from used sampling utensils. The container must be labelled to clearly indicate this to the customer.

Food displays

Display facilities must be able to be easily and effectively cleaned.

Food must not be displayed so as to be openly accessible to the public. All food on display must be either:

- packaged; or

- enclosed in a suitable display cabinet; or
- protected by a physical barrier such as a sneeze guard; or
- in covered containers.

Food Temperature Control

To minimise bacterial growth, all potentially hazardous foods are to be kept under temperature control, either:

- 5°C or below for cold food; or
- 60°C or above for hot food.

Potentially hazardous foods prepared in the stall must be for immediate sale and consumption unless kept under temperature control.

Acceptable methods of maintaining food at correct temperature include:

- Refrigerated displays or cooler boxes with adequate supply of ice;
- Gas or electric food warmers/hot boxes

Note: Electric power is not always available at temporary food stall locations.

Potentially hazardous food that is to be cooked must be kept cold (5°C or below) until it is cooked.

Food warmers may only be used for keeping food warm, not for reheating. Reheat food rapidly to 60°C or above and display or store it at that temperature or hotter.

A probe thermometer must be provided at the stall and be used for checking temperatures of potentially hazardous foods.

Note: Food not stored at the correct temperatures can be seized by an authorised officer in accordance with the Food Act 2006. Potentially hazardous foods include meat, seafood, dairy, egg, cut salads and cooked rice/pasta.

Appendix 1 – How to prepare plans for a Suitability of Premises Application

The suitability of premises assessment allows for your plans to be assessed so that the construction and/or fit-out of the food vehicle complies with the Food Safety Standards. To obtain a suitability of premises assessment approval you will need to submit:

- a completed application form
- the appropriate fee
- plans and drawings (refer to the examples in Appendices 2, 3 and 4 at the back of this guide).

It is important to remember that the plans, application form and fees must be lodged and approval obtained before you begin construction. Council will assess the design against the Food Safety Standards and will issue a conditional approval specifying any alterations that you need to make to ensure compliance with the Standards. This approval enables you to begin 'fitting out' the mobile food vehicle, however, please note it does not allow you to operate the mobile food vehicle as you require a food business licence before you can legally operate from the premises.

Types of plans required

You will need to submit **a copies** of the following types of plans/drawings:

- **Floor/Layout plans – (must be drawn to scale of not less than 1:50)**
 - The floor plan must show the layout of the food premises and the locations of all equipment, fixtures and drainage facilities.
 - The floor plan should also include what materials will be used for floors, walls, ceilings and equipment. For example, floor – tiled, sinks – stainless steel, bench tops – laminate. An example of a floor plan can be found in Appendix 3 at the back of this guide
- **Sectional elevations drawings– (must be drawn to scale of not less than 1:50)**
 - A sectional elevation drawing should show the ceiling heights, wall and floor clearances of benches, equipment and fixtures (including plumbing works and scullery facilities). Examples of a sectional elevation drawing can be found in Appendices 3 and 5 at the back of this guide.
- **Mechanical exhaust ventilation plans and elevations – (must be drawn to scale of not less than 1:50)**
 - Where the installation of mechanical exhaust systems is required, you will need to lodge the plans and elevation drawings to show that the proposed system is compliant with the relevant provisions of the Australian Standards AS1668. This will include a site plan showing the height and location of the discharge point in relation to the property boundary and any existing or proposed outside air inlets of the property where the food premises are located and those of the adjoining property that are within 6 metres of the discharge point.
 - Information on Australian Standards AS 1668, can be obtained from Standards Australia through its website www.standards.com.au or phone 1300 654 646.
- **Site plan – (must be drawn to scale of not less than 1:200)**
 - The site plan should show details of staff toilet facilities, waste storage and collection areas, grease trap (where one is required) and adjacent land uses.

Details required on plans

The following details for your premises should be included on the plans to allow for Council to complete the assessment:

- 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

For more information for design and construction requirements, see Queensland Health's [Design and fit-out guide for food businesses](#). This guide provides fitout and design solutions in detail based on three concepts; food safety outcomes, minimum requirements and best practice.

Appendix 2 – Food Premises Fit-Out Checklist

This checklist has been designed to assist those submitting plans for a food business. It includes 'performance criteria' and 'acceptable solutions'.

The **"Performance Criteria"** give prescriptive design requirements as set out in the Food Safety Standards (FSS) found in the document titled Safe Food Australia (SFA).

The Food Safety Standards and Safe Food Australia can be found at

www.foodstandards.gov.au. Safe Food Australia is the guideline to the legally binding Food Safety Standards.

The **"Acceptable Solutions"** provide examples of solutions to meet the performance criteria. Any proposal that is not listed in this section may require documented proof that the design and construction will not affect the production of safe food.

Sufficient information must be provided on the plans to enable an assessment against the given criteria.

WALLS		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 3 Clause 11	<ul style="list-style-type: none"> <input type="checkbox"/> Appropriate for activities to be carried out <input type="checkbox"/> Provided to protect food from contamination <input type="checkbox"/> Sealed to prevent entry of dirt, dust and pests <input type="checkbox"/> Impervious <input type="checkbox"/> Easily & effectively cleaned <input type="checkbox"/> Unable to provide harbourage for pests 	<ul style="list-style-type: none"> <input type="checkbox"/> Ceramic tiles <input type="checkbox"/> Gloss painted Fibre Cement sheeting <input type="checkbox"/> Impervious panelling <input type="checkbox"/> Smooth finish provided <input type="checkbox"/> Splash backs provided to sinks and benches <input type="checkbox"/> Heat resistance material behind cooking equipment
Indicated on Plans: Yes No		

FLOORS		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 3 Clause 10	<ul style="list-style-type: none"> <input type="checkbox"/> Designed and constructed in a way that is appropriate for the activities conducted <input type="checkbox"/> Able to be effectively cleaned <input type="checkbox"/> Impervious <input type="checkbox"/> Laid so that there is no ponding of water <input type="checkbox"/> Unable to provide harbourage for pests 	<ul style="list-style-type: none"> <input type="checkbox"/> Coving provided <input type="checkbox"/> Ceramic tiles <input type="checkbox"/> Concrete & epoxy layer <input type="checkbox"/> Commercial grade continuous vinyl <input type="checkbox"/> Treated concrete <input type="checkbox"/> Other documented flooring demonstrating compliance with performance criteria
Indicated on Plans: Yes No		

CEILINGS		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 3 Clause 11	<ul style="list-style-type: none"> <input type="checkbox"/> Appropriate for activities to be carried out <input type="checkbox"/> Provided to protect food from contamination <input type="checkbox"/> Sealed to prevent entry of dirt, dust and pests <input type="checkbox"/> Impervious <input type="checkbox"/> Easily & effectively cleaned <input type="checkbox"/> Unable to provide harbourage for pests 	<ul style="list-style-type: none"> <input type="checkbox"/> Suspended ceiling <input type="checkbox"/> Gloss painted Fibre Cement Sheeting <input type="checkbox"/> Impervious panelling <input type="checkbox"/> Smooth finish provided
Indicated on Plans: Yes No		

FOOD TRANSPORT VEHICLES		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 5 Clause 17	<ul style="list-style-type: none"> <input type="checkbox"/> Must be designed and constructed to protect food if there is a likelihood of contamination during transport <input type="checkbox"/> Easily and effectively cleaned <input type="checkbox"/> Food contact surfaces to be designed and constructed to be easily & effectively cleaned and sanitised. 	<ul style="list-style-type: none"> <input type="checkbox"/> Smooth impervious surfaces to the compartment
Indicated on Plans: Yes No		

WATER SUPPLY		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 4	<ul style="list-style-type: none"> <input type="checkbox"/> Adequate quantity <input type="checkbox"/> Potable water <input type="checkbox"/> Appropriate temperature 	<ul style="list-style-type: none"> <input type="checkbox"/> Hot Water System in adequate capacity for the activities on the premises including during peak times <input type="checkbox"/> Council water supply <input type="checkbox"/> Tank water (Lab certification stating compliance with NHMRC guidelines)
Indicated on Plans: Yes No		

SEWAGE AND WASTE WATER		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 5	Must have a sewage and waste water disposal system that:- <ul style="list-style-type: none"> ❑ Effectively disposes of all sewage and waste water ❑ Constructed and located so that there is no likelihood of the sewage and waste water polluting the water supply of contaminating the food 	<ul style="list-style-type: none"> ❑ Council sewerage system ❑ Trade waste agreement ❑ Waste water holding tank (e.g. 100L capacity for 90L potable water tank)
Indicated on Plans: Yes No		

GARBAGE AND WASTE STORAGE		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 6	Must have facilities that:- <ul style="list-style-type: none"> ❑ Adequately contain the quantity and type of waste and recyclable matter ❑ Enclose the garbage or recyclable matter, if necessary to keep pests and animals away ❑ Designed and constructed to be easily and effectively cleaned 	<ul style="list-style-type: none"> ❑ ❑ Approved storage area ❑ Lidded containers within the premises ❑ Plastic or similar material
Indicated on Plans: Yes No		

LIGHTING		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 8	Provides sufficient light to enable food handlers: <ul style="list-style-type: none"> ❑ To readily check areas/equipments are clean ❑ To detect signs of pests ❑ To clearly see the food and equipment they are handline 	<ul style="list-style-type: none"> ❑ Natural light ❑ Artificial – recessed & diffuser ❑ Artificial – Ceiling mounted & diffuser
Indicated on Plans: Yes No		

FIXTURES AND FITTINGS		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 12	<ul style="list-style-type: none"> ❑ Adequate for the production of safe and suitable food ❑ Fit for the intended use Designed, constructed and installed so that:- <ul style="list-style-type: none"> ❑ There is no likelihood that they will cause food contamination ❑ They are able to be easily and effectively cleaned ❑ Adjacent floors, walls, ceilings and other surfaces are able to be easily and effectively cleaned ❑ They do not provide harbourage for pests Food contact surfaces must be:- <ul style="list-style-type: none"> ❑ Able to be easily cleaned and effectively cleaned & sanitised ❑ Impervious ❑ Made of material that will not contaminate the food 	Fittings, fixtures, shelving & equipment:- <ul style="list-style-type: none"> ❑ easily moved ❑ castors fitted & flexible connections ❑ 150mm legs & clear of walls ❑ sealed to plinth & surfaces ❑ sealed to floor &/or adjacent surfaces ❑ 75mm above bench & clear of the wall ❑ No false backs or bottoms Food contact surfaces:- <ul style="list-style-type: none"> ❑ stainless steel & underside sealed ❑ fully laminated ❑ laminated top & underside sealed
Indicated on Plans: Yes No		

VENTILATION		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 7	<ul style="list-style-type: none"> ❑ Sufficient ❑ Effectively remove fumes, smoke, steam and vapours ❑ Easily and effectively cleaned 	<ul style="list-style-type: none"> ❑ Mechanical ventilation – for cooking equipment where one or more of the following applies: <ul style="list-style-type: none"> - electrical input for single cooking equipment exceeds 8KW or gas input exceeds 29MJ/h; or - deep fryer appliance; or - More than one electrical apparatus with total input exceeding 0.5KW/m² (or 1.8MJ/m² for gas appliances) of floor area ❑ Natural ventilation – where mechanical ventilation not required (as indicated above) and provided there is little or no cooking that generates steam or greasy air ❑ Provide written certification that Mechanical Ventilation is in compliance with AS1668 (Form 15 and Form 16) ❑ Mechanical Ventilation – alternative design with documentation demonstrating compliance with Performance Criteria
Indicated on Plans: Yes No		

WASHING FACILITIES (PREPARATION AND CLEANING PURPOSES)		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 12	<ul style="list-style-type: none"> ❑ Cooking equipment, eating & drinking utensils must be able to be easily & effectively cleaned & sanitised 	<ul style="list-style-type: none"> ❑ Double bowl sink, or ❑ Single bowl sink & dishwasher ❑ Glass washer provided
Indicated on Plans: Yes No		

STORAGE FACILITIES		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 5 Clause 15	<ul style="list-style-type: none"> ❑ Adequate storage facilities for the storage of items that are likely to be source of contamination of food, including chemicals, clothing and personal belongings ❑ Located where there is no likelihood of stored items contaminating food or food contact surfaces 	<ul style="list-style-type: none"> ❑ Separated staff room ❑ Clearly designated shelf/cupboard – staff items ❑ Separated chemical/cleaning items storage room ❑ Clearly designated shelf/cupboard – chemical/cleaning items storage ❑ Locker Storage
Indicated on Plans: Yes No		

TOILET FACILITIES		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 5 Clause 16	<ul style="list-style-type: none"> ❑ Appropriate number of toilets are available for the use of food handlers (see BCA) 	<ul style="list-style-type: none"> ❑ May provide own toilet facilities (e.g. portaloos) ❑ Arrange for access to nearby toilet facilities ❑ Location or design must not present any food safety issues (i.e. well separated from food preparation areas with hand wash facilities)
Indicated on Plans: Yes No		

CLEANING AND SANITISING		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.2 Division 5 Clause 20	<ul style="list-style-type: none"> ❑ Ensure all food contact surfaces of equipment and/or utensils are in a clean & sanitary state ❑ Heat and/or chemicals or other processes applied to those surfaces and/or utensils, so that the number of micro-organisms on the surfaces and/or utensils has been reduced to a level that:- <ul style="list-style-type: none"> ❑ does not compromise the safety of the food which it may come in contact with; and ❑ does not permit the transmission of infectious disease. 	<p>Cleaning</p> <ul style="list-style-type: none"> ❑ Sink <ul style="list-style-type: none"> • water at 54-60°C and detergent ❑ Dishwasher <ul style="list-style-type: none"> • water at 74°C • water at 66-71°C and detergent ❑ Glass Washer <ul style="list-style-type: none"> • water at 54°C and detergent <p>Sanitising</p> <ul style="list-style-type: none"> ❑ Chemical sanitiser ❑ Hot water sanitising – reaching at least 77°C ❑ Dishwasher – use of commercial dishwasher used in accordance with manufacturer’s instructions and capable of reaching temperatures of at least 77°C
Indicated on Plans: Yes No		

HAND WASHING FACILITIES		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 14	<ul style="list-style-type: none"> ❑ Located in an easily accessible location for all food handlers <ul style="list-style-type: none"> ❑ within areas where food handlers work if their hands are likely to be a source of contamination of food; ❑ Permanent fixture ❑ Connected to or provided with a supply of warm running potable water (between 22°C and 48°C) ❑ Warm & cold water delivered through a common spout. ❑ A size that allows easy and effective hand washing ❑ Clearly designated for the sole purpose of washing hands, arms & face ❑ Supply of soap maintained at basin ❑ Single use paper towel provided at basin ❑ Waste container provided at basin for collection of used towel ❑ Must be connected to the waste water disposal system 	<ul style="list-style-type: none"> ❑ Adequate size basin provided in the area where the food handlers are working to enable easy and effective washing of hands, arms and face ❑ Adequate number of hand wash basins provided in the food preparation area to ensure food handlers do not have to walk more than 5m to access the hand wash basin ❑ Soap & paper towel provided to each basin ❑ Waste container provided to each basin ❑ Connected to a wastewater holding tank (eg. 100L for a 90L potable water tank) ❑
Indicated on Plans: Yes No		

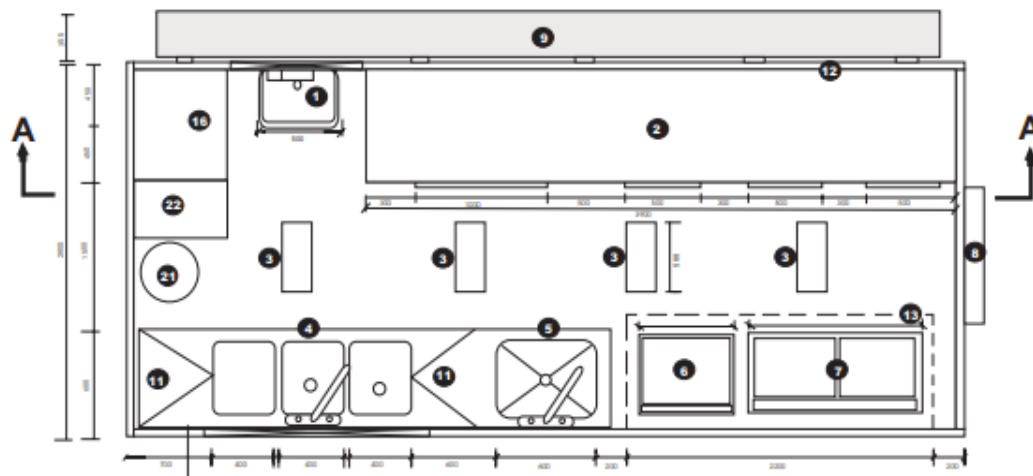
FOOD STORAGE / DISPLAY		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.2 Division 3 Clause 6 & 8	<ul style="list-style-type: none"> ❑ Protected from the likelihood of contamination ❑ Store/display potentially hazardous food under temperature control ❑ Capable of being easily and effectively cleaned 	<ul style="list-style-type: none"> ❑ Protective sneeze barrier provided to an approved design ❑ Hot display unit <ul style="list-style-type: none"> • minimum of 60°C • Another temperature – with no adverse effect demonstrated ❑ Cold display unit/ Coldroom <ul style="list-style-type: none"> ❑ maximum 5°C ❑ Another temperature – with no adverse effect demonstrated ❑ Freezer units – food remains frozen
Indicated on Plans Yes No		

GENERAL PROVISIONS		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 3	<ul style="list-style-type: none"> ❑ Be appropriate for activities to be performed ❑ Adequate space ❑ Permit effective cleaning and sanitising ❑ Exclude dirt, dust, fumes, smoke and other contaminants ❑ Not permit the entry or harbourage of pests/vermin 	<ul style="list-style-type: none"> ❑ Appropriate location in relation to other activities ❑ Adequate floor space ❑ No cracks or crevices ❑ Vermin proof construction ❑ Vermin proof strip to external doors ❑ Insect screening to windows or similar ❑ Insect screening to doors or similar ❑ Ceiling entries vermin proof ❑ Conduits vermin proof
Indicated on Plans: Yes No		

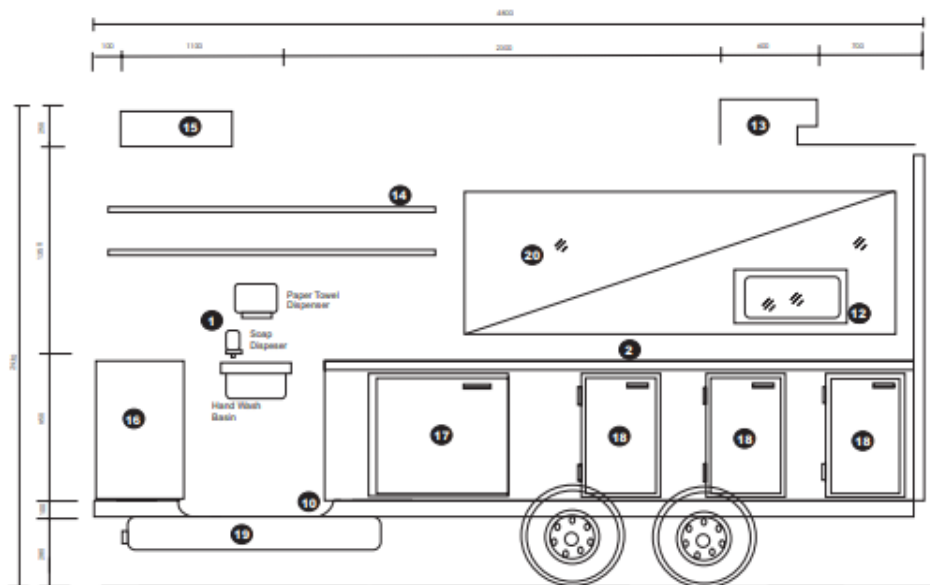
TEMPERATURE MEASUREMENT		
Relevant Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.2 Division 6 Clause 22	<ul style="list-style-type: none"> ❑ Must have a temperature measuring device to accurately measure the temperature of potentially hazardous food to +/- 1°C 	<ul style="list-style-type: none"> ❑ Thermostat & gauge provided to all units; and ❑ Single mobile device eg. probe thermometer
Indicated on Plans: Yes No		

Note: If you handle **potentially hazardous foods** you **must** have a thermometer as described above. **Potentially hazardous food** means food that has to be kept at or above 60°C or at or below 5°C to minimise the growth of any pathogenic micro-organisms that may be present in the food or to prevent the formation of toxins.

Appendix 3 – Example of a transport vehicle floor plan and elevation



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-compartment/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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Appendix 4 – Mobile Food Vehicle checklist

This information should be read in conjunction with:

1. the *Guide to applying for approval to construct or refit a food premises*; and
2. the *Food Safety Standards*.

You will need to submit plans for your mobile food vehicle design and construction. Refer to the example plans on the following page. The following checklist provides a brief summary of the requirements of the Food Standards Code.

The vehicle must be set out with adequate space and equipment for the required food operations and associated food safety controls.

- An adequate supply of potable water must be provided
- A sole-purpose hand wash basin with running water, soap and paper towel must be supplied.
- Enough lighting must be supplied to adequately light the entire food preparation area so as to enable
- safe operations and easy and effective cleaning.
- Benches, shelving and equipment must be either:
 - sealed to the floor/wall with no gaps;
 - spaced from the floor/wall such as to allow easy and frequent cleaning; or
 - easily moveable by one person.
- All surfaces of the food preparation area of the vehicle (floors, wall, ceilings, benches) must be of a smooth and impervious substance to allow them to be easily and effectively cleaned (eg stainless steel).
- The food operations must be reasonably protected from contamination by dust and pests.
- Protective barriers or other controls are to be supplied as required to prevent contamination by customers.
- Refrigeration units must be adequate for their intended use and able to keep food above 0°C and at or below 5°C.
- Hot holding units must be adequate for their intended use and able to keep food at or above 60°C.
- A probe thermometer must be readily accessible at all times and be accurate to +/- 1°C.
- Cooking and other utensils must have a dedicated holding location that provides reasonable protection from contamination.
- All rubbish must be contained in a suitable and lined container. All waste-water must be emptied to a sewer and NOT to storm water. A Council trade waste approval may also be required.