

Checklist for Starting a Commercial Food Business

Before you begin:

Read the [Guide to design, construction and fit-out of a food business](#) and [Guide to the operation of a food business](#)

Read the [Food Standards Code](#).

Check if you require planning and building approvals.

For example, planning approval may be required when a takeaway shop is proposed to be converted to a restaurant use or retail shop/office converted to a takeaway.

Building approval is required for all building works including alterations and additions. Food business fit-outs may require a building permit. Examples include:

- installation of cool rooms and exhaust hoods
- changes to access requirements, paths of travel to an exit, relocation of existing utilities and connections

Check what types of other external approvals may be required, examples include but not limited to:

- [Grease trap](#) approved by Water Corporation
- Connections to power and gas
- Approved wastewater treatment system/sewer connection
- Potable water supply and water connection by Water Corporation
- Adequate and accessible sanitary facilities and bin storage areas
- Any liquor and gaming permits requirements by [Department of Racing, Gaming and Liquor](#)

Request for an inspection by an Environmental Health Officer if taking over an existing business. Fees apply.

Contact the Environmental Health Team by phone: 9439 0209 or via email: health@kwinana.wa.gov.au

If planning approval is required:

Submit a [Development Application](#) with supporting information and site plan. Pay the application fee.

For liquor licences, submit an [Application for Section 40 Liquor Licence](#) certificate with supporting information and site plan. Pay the application fee

Ensure that planning conditions of approval have been met.

Submit application by email: planning@kwinana.wa.gov.au or lodge online

[https://www.kwinana.wa.gov.au/council/online-services-\(24-7\)](https://www.kwinana.wa.gov.au/council/online-services-(24-7)) Allow between 60 days to 90 days for processing. If unsure, speak to a planning officer by phone: 9439 0474 or via email: planning@health.wa.gov.au

If building approval is required:

Submit a [Certified Building Permit Application](#) with supporting information and site plan. Pay the application fee.

Ensure that planning conditions of approval have been met.

Submit application by email: building@kwinana.wa.gov.au or lodge online [https://www.kwinana.wa.gov.au/council/online-services-\(24-7\)](https://www.kwinana.wa.gov.au/council/online-services-(24-7)) Allow for 10 working days for processing. If unsure, speak to a Building officer by phone: 9439 0472 or via email: building@health.wa.gov.au

All food businesses will require Environmental Health approval. There are two stages within this approval:

1. Assessment of plans and specifications for construction or alterations

□ Submit an [Application for Assessment of Construction and Fit-out Plans for a Food Business](#) with the following documentations to Environmental Health Services and pay the assessment fee. Note: This application may be completed at building permit application stage.

- **Site Plan** - (drawn to scale of not less than 1:100)
 - site location
 - waste storage and disposal facilities
 - car parking, delivery docks and loading areas
 - toilet facilities including customer and staff toilet and change room facilities with staff numbers

- **Floor Plan** - (drawn to scale of not less than 1:100)
 - position and details of all equipment, fixtures and fittings - detail length, depth and width
 - use of every room/area including office, cashiers, dry storage, chemicals storage, cooking area, servery, display area, preparation, wash up areas, cold and frozen storage
 - number of seating provided for diners including estimated number of patrons
 - plans of cool rooms and freezer rooms
 - the type of materials used and schedule of finishes for all walls, floors, ceilings, benches, shelves and any other surfaces
 - lighting
 - windows, service counters and door openings
 - alfresco and outdoor dining areas

- **Sectional Elevations** - (drawn to scale of not less than 1:50)
 - indicate the dimensions of structures, benches, floor clearances, equipment and fixtures, including fixtures, fittings and equipment within cool rooms/freezer rooms
 - details of the installation of fixtures and fittings

- **Hydraulic Plans** - (drawn to scale of not less than 1:50)
 - plumbing and drainage plans of fresh water and waste water services, grease traps, floor wastes, cleaners sink, industrial floor waste

- **Mechanical Ventilation Plans** - (drawn to scale of not less than 1:50)
 - submit plans of the proposed mechanical ventilation system and certification to demonstrate that the mechanical exhaust ventilation system is designed to AS 1668.2
 - locations and details of any air conditioners, compressors and condensers

- **Transport Vehicle Plan** - (drawn to scale of not less than 1:50)
 - details of all equipment, fixtures and fittings and the type of materials used
- **Potable Water Supply** (for properties not connected to mains)
 - provide a copy of a Laboratory Certificate to demonstrate that potable water supply from rainwater tank or bore water complies with NHMRC Australian Drinking Water Guidelines 2011

- Submit an [Application for Section 39 Liquor Licence](#) (if applicable)
- Submit an [Application to Construct or Install an Apparatus for the Treatment of Sewage](#) (to install a wastewater treatment system if applicable)
- Submit an [Application for construction, alteration of a public building](#) (Form 1) and [Application for certificate of approval](#) (Form 2) (for pubs, taverns and bars if applicable).
- Submit an [Application for outdoor dining](#) (on City land if applicable)
- Submit an Application for air handling system for any proposed evaporative, air cooling and air-handling systems (if applicable)

Allow 14 business days for assessment. You will be advised by an Environmental Health Officer to proceed with fit-out of your premises.

2. Registration of the food business – all food businesses including taking over an existing food business

- Submit an [Application for Notification/Registration of a Fixed Food Business](#) with the following documentations to Environmental Health Services. Submit by email to health@kwinana.wa.gov.au.
 - Food safety training certificate - see FoodSafe® Program
 - <https://www.ehawa.org.au/products/foodsafety-products/foodsafety-online> - enter the City's unique discount code FSKWINA344 to receive the training
 - Food safety program (for aged care and child care centres and some high risk food production activities)
 - Food recall plan - see [A guide to writing a food recall plan and conducting food recall](#)

Pay the registration and annual surveillance fee (invoice will be provided after risk classification is completed). Allow 14 business days for assessment.

Just before you are ready to open your business:

- Submit an Application for Occupancy and contact the Building Officer to arrange a pre-opening inspection, by phone on 9439 0474 or by email: building@kwinana.wa.gov.au Allow 3 days advance notice.
- Contact the Environmental Health Officer to arrange a pre-opening inspection, by phone on 9439 0475 or by email: health@kwinana.wa.gov.au Allow 3 days advance notice. Environmental Health and Building teams work closely together and will endeavour to carry out the inspection at the same time.
- Make sure you have purchased a thermometer to check the temperature of any potentially hazardous food
- Obtain a certificate of food business registration or verification of notification from Environmental Health before you operate

For some businesses:

- Submit a [Certificate of electrical compliance](#) (Form 5) (for public buildings such as pubs, taverns and bars)
- Submit a certificate of installation compliance for mechanical exhaust ventilation (AS1668.2)
- Obtain permit to use for sewage (new or altered wastewater)
- Obtain letter for verification of food safety program and confirm frequency of food safety auditing (if applicable)

For further information to help you to operate your business, please visit the City's website www.kwinana.wa.gov.au.