

# How to Run a Healthy Business

## Temporary Food Premises Guidelines

### Introduction

The Temporary Food Premises Guidelines have been prepared to assist food business proprietors in setting up a temporary structure at special events within the City of Melbourne. Whether selling or giving away lollies or a hot banquet meal, coffee or wine tasting, food providers must adhere to essential Food Safety Standards as required by the Food Act 1984.

These requirements relate to all food operations where any food or beverage is intended to be sold or given away as part of a charity, service organisation, fund raising, sporting, promotional or commercial event.

A Temporary Food Premises is an arrangement of equipment and appliances at which food is prepared and/or sold and is intended to be dismantled or moved intact. It includes mobile food units, demountable stalls, tents and the like in the open or in another building or structure used for the purpose of selling any article of food and any area adjacent thereto.

Food business operators are required to ensure that their food premises, fixtures, fittings, equipment and transport vehicles are designed and constructed to be cleaned and, where necessary, sanitised. Businesses must ensure that the premises are provided with the necessary services of water, waste disposal, light, ventilation, cleaning and personal hygiene facilities, storage space and access to toilets. All structures must meet the requirements of the Food Act and the Food Standards Australia New Zealand (FSANZ) Food Safety Standard – Food Premises and Equipment.

### Setting up the Event

The set up of your food premises at an event must be appropriate for the activities you will be conducting. This includes everything related to the handling and preparation of food for sale (eg. cooking, displaying, serving, etc.) through to cleaning and sanitising. You must consider every necessary detail such as the storage of packaging materials and chemicals through to access for deliveries and collection of equipment and garbage.

There are three different types of food premises which may be set up.

**Permanent premises** – This is a site that has a permanent structure such as a church/ school kitchen/ community hall or showgrounds pavilion where there may or may not be a kitchen. This site may be used to store, prepare and/or sell food at the event.

**Mobile premises** – Such as a mobile food vehicle or cart that has been specifically set up to operate as a food premises (eg. ice-cream van or coffee cart). It must be approved and registered by council to operate as such.

**Temporary premises** – Such as a stand or tent set up for a specific, occasional event such as a fete or fair where the cost of providing a premises to a permanent standard is unnecessary for food safety. Temporary premises can be set up at outdoor events and also at indoor events such as exhibitions, conferences and trade fairs. If outdoor, the roof and three sides are covered with plastic sheeting, vinyl or other approved material. Uncovered stalls may only be used for low risk pre-packaged food.

### 1. Water Supply

You must have access to an adequate supply of hot and cold potable water, suitable for

- drinking;
- washing food ingredients;
- cooking;
- adding to drinks;
- cleaning, sanitising and
- hand washing.

Temporary structures have to be provided with tanks or other containers for clean water storage if there is no piped (hose) supply from a reticulated system. Water containers should hold a minimum of 9 litres per person working within the stall, so that it is adequate for hand, equipment, food washing and other potable water uses during the day. However, this is a guide and each business will have to be assessed according to its operations.



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## 2. Sewage and Waste Water Disposal

If there is no connection to a mains system, businesses must ensure that temporary holding tanks and other associated pipes are properly constructed, do not leak and do not encourage pests. The waste water disposal system must effectively dispose of all waste water so as not to jeopardise food safety. It cannot be discharged onto the ground, lawns, into portable public toilets or storm water drains. **All wastewater must be discharged into Melbourne Water sewer, in accordance with Melbourne Water By-Laws (Melbourne metro area) or discharged in accordance with local statutory laws.**

Temporary premises should not be located near sullage pits, soak ways or holding tanks because of possible contamination problems.

## 3. Storage of Garbage and Recyclable Matter

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

Disposal of refuse must only be made at an approved site such as an enclosed garbage area.

## 4. Floors, Walls & Ceilings

Floors must be paved or comprised of a material of suitable finish (eg. plastic or vinyl sheeting) to prevent the contamination of the food by dust or other matter.

Areas where handling of unpackaged foods and cooking occurs should be:

- protected by walls to the side and rear; and
- under suitable cover.

Walls and ceiling should be of canvas, vinyl or other similar impervious material (eg, a tent, marquee or similar structure)

## 5. Fixtures, Fittings and Equipment

All fixtures, fittings and equipment such as benches, counter tops, shelving and tables must be constructed of an impervious, durable material free from cracks or crevices and capable of being readily and thoroughly cleaned.

## 6. Sinks

Provide adequate sink facilities for food preparation, washing and sanitising. The number of sinks will depend on your operations. Most temporary structures will require a double bowl sink.

Where sinks are not available the following set up should be provided:

- a sealed container (capable of storing a minimum of 25 litres of clean water) with a tapped outlet;
- a water-heating device (such as an urn);
- 1-2 containers suitable for washing and sanitising utensils and equipment; and
- a container of adequate size for the collection of waste water.

This facility must be separate to the hand washing facility and must be supplied with appropriate cleaning and sanitising equipment (such as detergent, sanitiser and cloths or scourers).

## 7. Hand Washing Facilities

Provide hand washing facilities on site where unpackaged food is being prepared or handled for the exclusive use of food handlers. These facilities must be situated within the temporary structure. The best system is a permanent structure;

- supplied with warm running potable water; and
- adequately supplied with liquid soap and paper towels.

If this is not possible then the hand washing facilities should consist of

- a sealed container with an outlet;
  - have a bucket provided exclusively for the collection of the used water; and
  - supplied with sufficient disposable paper towels.
- Hand washing facilities must be in addition to sink facilities.

## 8. Storage of Potentially Hazardous Foods

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

Provide **Bain maries** for maintaining the temperature of hot food **above 60°C**, and protecting cooked food from contamination. Potentially hazardous food that is to be sold hot must be preheated to a temperature greater than 60°C before being placed in a bain marie. **The bain marie must not be used for heating food.**

Provide **refrigerated display units** for storing and maintaining the temperature of potentially hazardous food below 5°C, and protecting food from contamination.

For further information or help contact the Health Services Event Liaison Officer on 9658 8831 / 8815.

## **9. Protection from Dust and Pests**

Food must be protected from contamination during transport, storage, preparation, cooking and display. Appropriate facilities must be available to keep food off the ground, covered and protected from dust, insects and animals at all times.

## **10. Storage Facilities**

Provide adequate facilities for the storage of the clothing, footwear and personal effects of the staff.

Provide adequate facilities for cleaning equipment and cleaning chemicals.

## **11. Toilet Facilities**

Adequate toilets must be available for the use of food handlers in close proximity to the temporary structure.

## **12. Food Tastings**

When serving food tastings:

- Tastings should be served on clean plates with single serve toothpicks already in the food. Separate foods should be handled with separate utensils
- Only display small amounts of food
- Remember, high risk foods must be chilled, so keep quantities to a minimum and throw out uneaten food kept out of refrigeration for more than 4 hours
- Do not allow your customers to self serve due to the risk of contamination. Place single use picks into individual food pieces
- Ensure foods are served as quickly as possible to avoid food being out of temperature control.
- Use disposable gloves, tongs and utensils to minimise direct handling of food.