

FOOD BUSINESS GUIDE

CONSTRUCTION



City of **HOBART**

Food Business Guide

– Construction

This guide has been developed to provide information for new and existing fixed food businesses.



Before renovating your existing premises or constructing new premises, you must check what approvals are required.

For renovations to an existing premises, please first discuss with one of Council's Environmental Health Officers (EHO's) by calling 6238 2711 or emailing: coh@hobartcity.com.au

You will then need to check if you need a Planning, Building and/or Plumbing Permit. All applications must be lodged through the Statewide [PlanBuild](#) System.

PLANNING

Planning officers will decide whether your business can operate in the place you've chosen. They will look at things like whether it is a residential or business zone, how much parking is available and other planning matters.

You should talk to Council's Planning unit to determine whether you need a development application for your proposed business. This may be necessary if you are building new premises or converting an existing premises to a food business.

You may also need planning approval to put up a new sign, change your hours of operation, refit an existing premises or increase the number of seats. Council's Planning unit may be contacted on:

Ph: 6238 2715 or email: coh@hobartcity.com.au

Heritage - please be aware of any heritage features on your property and contact Heritage Tasmania or City of Hobart Cultural Heritage Unit, before you undertake demolition or building works.

BUILDING

You must engage a Building Surveyor to determine what building permission will be required for your proposed works. Your Building Surveyor will advise whether you need to engage a Building Designer or Architect to draw scale plans and a Mechanical Engineer to certify ventilation systems.

Floor plans, elevation plans and a proposed menu will be needed to assess your application. These must include information about existing and new finishes of fixtures and fittings. The Building Surveyor will refer this information to Council's EHO for assessment and reporting. EHOs assess and approve all plans for the construction of food premises as well as alterations or extensions of existing premises.

The timing for lodgment of these applications is determined by your Building Surveyor.

PLUMBING

You must engage an accredited Plumber for all plumbing work associated with your proposal. The Plumber will determine whether a permit is required and may lodge an application for this work.

You must also contact TasWater to discuss all plumbing and drainage aspects of your

build or renovation, including grease traps. Depending on the amount and type of waste the business is likely to generate, a Trade Waste Permit may be required.

For information on Trade Waste Permits contact TasWater on 13 6992 or visit their website.

*Note – Grease traps and waste disposal systems are prohibited to be installed inside kitchens or within direct communication to a food preparation or storage area i.e. via a door or window.

WHAT SHOULD BUILDING PLANS SHOW?

Plans must include all areas used for food storage and preparation.

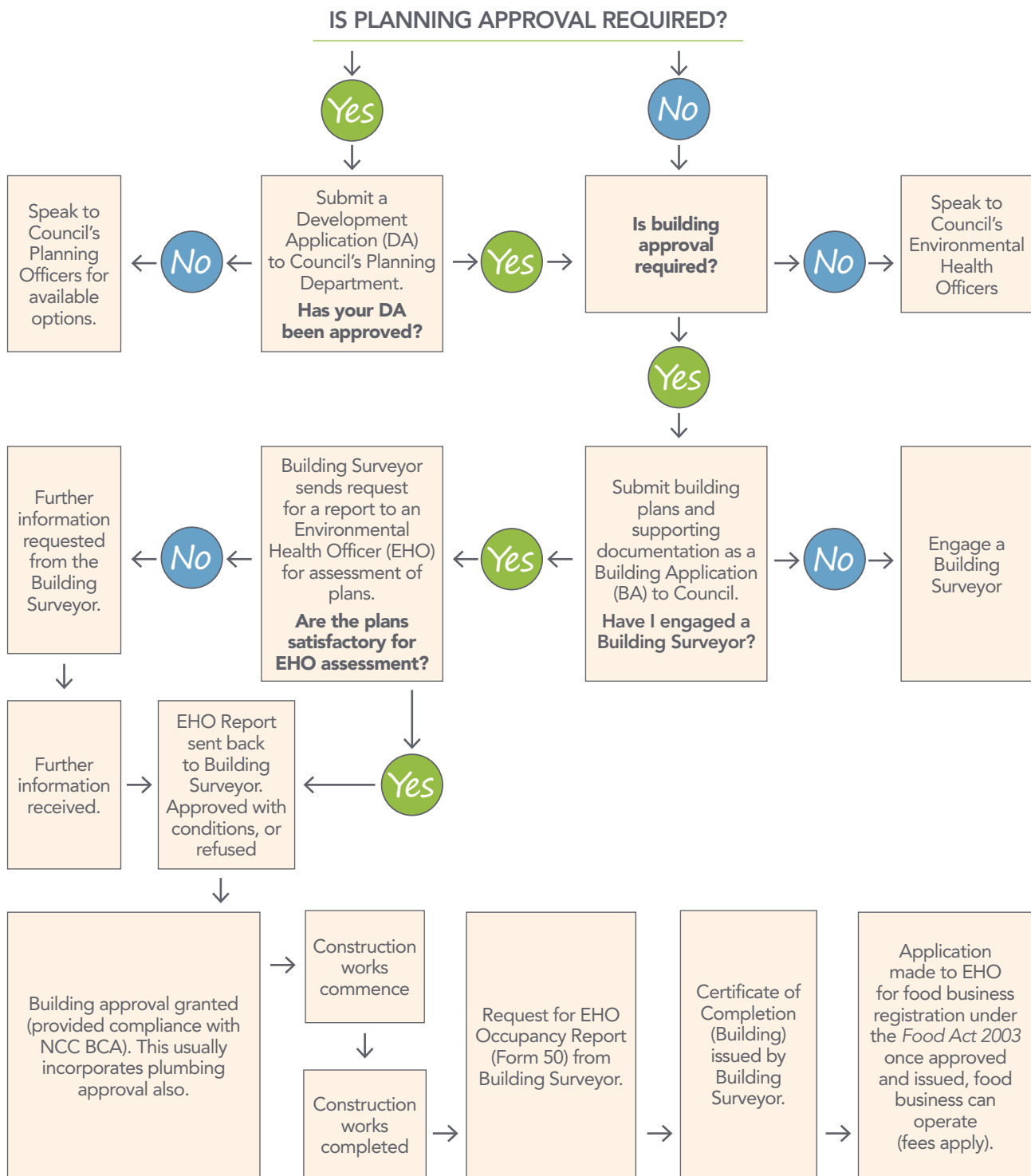
Plans and specifications must be drawn to scale and must comply with the relevant legislation and standards.

EHOs can only assess the plans if they reference the minimum requirements as listed in the National Construction Code 2022 Volume One – Building Code of Australia – Tas Part I4 – Food Premises.

WHEN CAN I START BUILDING?

Construction may start once you have the relevant Planning, Building and Plumbing Permits in place.

COUNCIL APPROVAL DIAGRAMMATIC PROCESS



WHEN CAN I START OPERATING MY FOOD BUSINESS?

Before opening your business you must have the following permits as listed:

- Planning approval (if applicable)
- Building and plumbing approval (incorporating EHO requirements)
- Occupancy Permit or Certificate of Likely Compliance from your Building Surveyor
- Food Business Registration

If you are considering having street-side dining areas, please contact Council's City Inspector on 6238 2711.

FOOD LEGISLATION

The following legislation should be followed by proprietors of new or existing food premises:

- *Food Act 2003*
- FSANZ Food Standards Code
- *Building Act 2016* and associated Regulations

- National Construction Code 2022 Volume One – Building Code of Australia – Tas Part I4 – Food Premises.
- *Australian Standard: Design, construction and fit-out of food premises AS4674-2004* (currently under review)
- Various Australian Standards applying to specific fittings and equipment, for example: Australian Standard: The use of ventilation and air-conditioning in buildings, Part 2: Mechanical Ventilation in buildings AS1668.2-2012

Please refer to the Food Business Guide – Operation, for all legislation relating to food safety and operating your food business.

Council's Environmental Health Officers regularly inspect premises to check compliance with the *Food Act 2003* and the *Food Standards Code*. To contact the City of Hobart, Environmental Health Unit:

Phone: 03 6238 2711

Email: health@hobartcity.com.au

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