



**Townsville City Council**  
Environmental Health Services

## ***FOOD ACT 2006 >>***

### ***MOBILE FOOD VEHICLES – CONSTRUCTION & OPERATION GUIDELINE***

*Please call Environmental Health Services on 1300 878 001 for further information*



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## INTRODUCTION >>

This guideline is aimed at providing information to a business wishing to sell food from a vehicle in Townsville. Contained within the guideline is information which provides guidance on how to meet the legal requirements of the *Food Act 2006* and the *Food Standards Code*.

### What Is A Mobile Food Vehicle?

Mobile food vehicles are defined within the *Food Act* as being a mobile premises propelled by a motor forming part of the vehicle and includes a caravan or trailer attached to a vehicle.

### What Are Your Obligations?

Anyone who sells food must ensure that it is safe to eat and that the *Food Standards Code* is applied to the operations and construction of the mobile food business.

### Who Enforces The Legislation?

Council's Environmental Health Officers (EHO) are authorised to enforce the *Food Act* and ensure compliance with the *Food Standards Code*.

## ADMINISTRATION >>

### Licensing

A mobile food business is required to have a licence under the *Food Act 2006*. The licence is obtained by submitting an application to Council where an EHO will assess both the vehicle and the business operator's suitability to operate as a food business.

This licence will enable the vehicle to operate anywhere in Queensland without the need to have a food licence with various local governments.

### Fees

This application requires a fee to be paid. Initially, on first application the fee includes the fitting out assessment of the vehicle and part of the first year's licence period. Renewals are issued and are payable yearly and run with the financial year period.

### Food Safety Supervisor

Every food business is required to have a nominated Food Safety Supervisor. This person is responsible for:

- Recognising, preventing and alleviating food safety hazards;
- Have the skills and knowledge in food safety matters;
- Has the authority to supervise and give directions in relation to food safety to other employees and

is reasonably available to be contacted by persons who handle food in the food business and by local government officers while the food business is being carried on.

### Licence on Display

Once a Food Licence has been obtained, the food business must display the licence in a prominent position so that it can be clearly seen by customers to the vehicle.

### Inspections

An EHO will complete an inspection of the vehicle when an application is received to check whether the vehicle complies with the Food Standards Code requirements. After the licence has been issued, an inspection of the vehicle will take place periodically to check compliance with the Standards.

If the vehicle is used elsewhere in Queensland, then EHO's from the local council area are also entitled to complete an inspection.

## APPLYING FOR A LICENCE – WHAT IS REQUIRED? >>

### Building a Brand New Vehicle

An Application for a Food Licence is required to be completed along with payment of the new "fit out" fee.

As the mobile food vehicle is being built from scratch then plans of the layout of the vehicle will be required. This will enable the EHO to assess whether the proposed layout will meet the *Food Standards Code* requirements to be suitable as a food premises. If changes are required these can be relayed to the applicant before building commences.

### Plans

Drawing up plans are the first step when you want to design, build or fit out a new mobile food vehicle. The plans must be assessed and approved by Council before building starts.

You must submit **two copies** of the following types of plans for your vehicle. Your drafts person should be able to assist you with providing these.

- Floor plan (Scale of 1:50).
- Sectional elevations (Scale of 1:50).
- Hydraulic plans (Scale of 1:50).

You need to ensure the following details are included on the plans for your premises:

- Finishes to floors, walls and ceilings.
- Layout of all equipment, benches, fittings and fixtures.
- Door and window openings.



## Buying a Previously Licensed Mobile Food Vehicle

An Application for a Food Licence must be completed and accompanied with payment of the “new owner fee”. Plans are not required for this application.

### DESIGN AND CONSTRUCTION >>

The design and construction of food vending vehicle must:

- a) Be appropriate for the activities for which the vehicle is used;
- b) Provide adequate space for the activities to be conducted on the vehicle and for the fixtures, fittings and equipment used for those activities;
- c) Permit the vehicle to be effectively cleaned and sanitised; and
- d) To the extent that is practicable:
  - i. Exclude dirt, dust, fumes, smoke and other contaminants;
  - ii. Not permit the entry of pests; and
  - iii. Not provide harbourage for pests.

### Walls and Ceilings

The walls and ceiling of the mobile food vehicle must be:

- a) Sealed to prevent the entry of dust, dirt, pests, fumes, smoke and other contaminants;
- b) Able to be effectively cleaned;
- c) Unable to absorb grease, food particles or water;
- d) Free from joints, cracks and crevices; and
- e) Unable to provide harbourage for pests.

The driving compartment of the vehicle shall be separate and must be effectively sealed from the food preparation and storage section.

### Floors

The floor coverings in the food vending vehicle must be:

- a) Impervious and durable;
- b) Able to be effectively cleaned;
- c) Unable to absorb grease, food particles and water;
- d) Ideally graded to the door sill or to a floor waste location with a screwed removable plug; and
- e) Unable to provide harbourage for pest.

It is highly recommended that intersections of the walls and the floors are to be coved (rounded) to a radius of at least 25mm,

continued up a minimum height of 70mm. If vinyl sheeting is to be used a fillet or backing piece must be fitted underneath the coved area at the floor wall junction. All finishes are to be sealed.

### Installation of Fixtures, Fittings and Equipment

Fixtures, fittings and equipment must be:

- a) Adequate for the production of safe and suitable food;
- b) Fit for their intended use;
- c) Cupboards, counter tops and benches should be secure and sealed to wall and floor surfaces;
- d) The underside of shelving is to be sufficiently clear of the floor. It is recommended that the shelving be not less than 150mm clear of the floor; and
- e) The flanges on all legs of fixed equipment are to be sealed on the flooring material.

Fixtures, fittings and equipment must be designed, constructed, located and installed so that:

- a) There is no likelihood that they will cause food contamination;
- b) They are able to be easily and effectively cleaned and maintained;
- c) Unable to absorb grease, food particles and water if there is likelihood that they will cause food contamination;
- d) Adjacent floors, walls, ceilings and other surfaces are able to be easily and effectively cleaned and maintained; and
- e) To the extent that is practicable they do not provide harbourage for pest.

Hot water heaters, pump motors and refrigeration equipment, are to be mounted on metal frames at least 150mm clear of the floor.

All service pipes including gas lines, electrical conduit and water and drainage pipes are to be concealed within walls and floors where possible. All exposed pipes are to be saddled 25mm clear of walls and minimum height of 75mm clear of the floor.

Cooking equipment shall not be placed beneath windows, wall cupboards, servery openings or shelving.

It is recommended that a suitable fire extinguisher is provided where cooking appliances are used.

### Lighting

Light fittings shall be either shatter-proof or fitted with suitable diffuser covers and sealed to the ceiling or wall surface.



## Ventilation

Food vending vehicles must have sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapours from the vehicle.

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.

All intake and exhaust vents are to be fitted with a fly-proof screen when not in use.

## Wash-Up Facilities

A double bowl sink must be provided with a supply of hot and cold running water for the washing of utensils and equipment. A separate single sink or tub may be required for food preparation.

## Water and Waste Water Facilities

The vehicle shall be equipped with a waste water tank external to the vehicle, with an outlet of sufficient diameter to facilitate easy flushing and cleaning. This tank must only be emptied to the sewer NOT stormwater.

All water used in the vehicle shall be potable water stored in approved containers and suitably protected against contamination.

## Rubbish Disposal

A suitable garbage receptacle shall be provided inside the mobile food vehicle. They should have close fitting lids and be a suitable size for the operations.

A suitable garbage receptacle shall be provided at the food vending site for customers to deposit waste generated at the site, such as takeaway food containers and other litter.

All garbage shall be removed daily or when bins are full, by the operator of the vehicle. Any waste generated at the vending site must be fully sealed and disposed of at an approved Council waste disposal site.

The vending site is to be left in a clean and litter free condition.

## FOOD HANDLING >>

### Food Suppliers

Obtain your produce from a credible/reputable supplier and keep invoices so tracing back is easy.

### Cross Contamination

Adequate measures should be implemented to prevent cross contamination between raw and ready-to-eat foods. This includes:

- a) Ensuring there are separate utensils for cooked and raw foods including meat, seafood, chicken,

- b) Cover all food,
- c) Keeping cooked meats and salads separate from the raw meats and unwashed, raw vegetables,
- d) Washing hands after handling raw meats before handling cooked foods.

## Packaging, Wrapping and Crockery

Crockery and cutlery used for eating and drinking must be single-use only.

Single-use straws and other eating utensils that come into contact with food and the mouth of a person must be protected from contamination until use and must not be re-used.

## Hot and Cold Food Storage And Display Units

A food vendor must, when displaying food, take all practicable measures to protect the food from the likelihood of contamination.

All equipment used for either the display or storage of hot foods is to be capable of maintaining such foods at a temperature of 60°C or above.

All refrigeration equipment is to be capable of maintaining cold food at a temperature of 5°C or below.

All freezer equipment is to be capable of maintaining frozen food at a temperature that ensures the food remains completely frozen.

## HEALTH AND HYGIENE RESPONSIBILITIES >>

Food handlers must take all reasonable measures not to handle food or surfaces likely to come into contact with food in such a way that is likely to compromise the safety and suitability of food.

## Use of Vehicles

Mobile food vehicles must not be used for any other purpose other than its intended use.

Every person engaged in the preparation or delivery of food shall keep, at all times, receptacles, utensils and vehicles used in connection with food for sale clean, free from dust, odours, flies and other insects.

Every person engaged in the preparation or delivery of food shall maintain his or her clothing and body in a clean and sanitary condition at all times.

The vehicle must be maintained to a standard of cleanliness where there is no accumulation of garbage, food waste, grease, dirt, or recycled matter (except in appropriate disposal containers).

All fixtures, fittings and equipment must be maintained to a standard of cleanliness so there is no accumulation of accumulation of food waste, grease or dirt.





Utensils for eating and drinking must be in a clean sanitary condition immediately before each use. However, if single use items are used then they should be stored to prevent them from becoming contaminated.

Surfaces of equipment, benches and storage appliances that come into contact with food must be kept in a clean and sanitary condition to reduce the likelihood of contamination.

Containers used for chemical storage should be labelled correctly. Chemicals must not be stored near packaged or unpackaged foods that are likely to become contaminated.

### Hand Washing Facilities

A separate single hand wash basin with warm water through a common spout, a sufficient supply of liquid soap and single use paper towels, must be provided. Washing hands must be done:

1. Before commencing or re-commencing handling food;
2. Immediately before handling ready-to-eat food after handling raw food;
3. Immediately after using the toilet;
4. Immediately after smoking, coughing, sneezing, using a tissue or handkerchief, eating, drinking, touching his/her hair, scalp or body and before using disposable gloves for handling food; and
5. If wearing gloves, be sure to change them as often as you are required to wash your hands.

To allow for easy access for hand washing the basin must be installed at bench height and not located under the bench. The basin should also not be obscured by other equipment or be used for any other activity other than hand washing.

### Staff Illness

A food handler who has a symptom that indicates the handler may be suffering from a food-borne disease, or knows he or she is suffering from a food-borne disease, or is a carrier of a food-borne disease, must not engage in any activities within the food vending vehicle. The licensee of the food vending vehicle must inform all operators of the vehicle of their health and hygiene obligations.

### Cleaning

Cleaning is a process that removes visible contamination such as food and grease from a surface.

The process usually involves hot water and a detergent. During this process some bacteria will be removed but cleaning is not designed to destroy germs.

It is important that surfaces and equipment are cleaned before being sanitised. This is because any grease or food could protect the bacteria and prevent the sanitizing process from being effective.

Warm to hot water between 54°C and 60°C is the optimum temperature for cleaning. Ordinary household detergent is suitable for the cleaning process.

It is also recommended that cleaning schedules and records of any cleaning are kept. These should include who did the cleaning, what was cleaned and when it was cleaned (date & time).

### Sanitising

Sanitising is a process that destroys germs and is usually achieved with both heat and water, or chemicals.

- Hot water - The use of hot water can be through the use of dishwashers or by a manual process.

The manual process is more difficult especially for surfaces as the temperature of the water has to be 77°C and for a minimum of 30 seconds contact time.

Further health and safety measures should be considered when using this method as the temperature of the water could lead to scalding.

- Chemical – Chemical food grade sanitisers can be purchased but you should check with the supplier on their appropriateness.

Sanitisers will only work correctly if they are used in the correct concentrations and the instructions of their use followed precisely.

### APPLYING FOR A FOOD LICENCE >>

If you wish to apply for a Mobile Food Vehicle Licence, please refer to the checklist below, complete the Application for a Food Licence form and return with payment of the appropriate fee to:

Environmental Health Services,  
Townsville City Council,  
PO Box 1268, Townsville  
QLD 4810



## Checklist for Mobile Food Vehicles

This checklist is designed to highlight the key issues for operators of mobile food vending vehicles.

<b>Before you get started</b>	✓
Have you submitted a fully completed application into Townsville City Council with the plans included?	
Have you paid the full fee for the application?	
Has your application been assessed and approved by an Environmental Health Officer from Townsville City Council?	
Has an Environmental Health Officer from Townsville City Council physically inspected your mobile food vehicle and approved your license?	
<b>Construction and Operation</b>	✓
The vehicle's design and layout is appropriate for the intended use	
Driving compartment is separate to food area (recommended)	
Floors are impervious and easy to clean	
Construction and finish of wall and ceiling surfaces are satisfactory	
Cupboards and counter surfaces are satisfactory	
Design of cupboards and counters facilitates easy cleaning underneath and behind	
Openings are protected to minimise entry of dust, pests and other contaminants	
Adequate supply of potable water is available in the vehicle.	
The vehicle has an accessible hand wash basin at all times	
The vehicle has liquid soap, single-use towels and warm water available at the hand wash basin(s)	
Ventilation is sufficient to remove fumes, smoke, steam and vapours	
Artificial lighting is adequate	
Waste disposal systems are satisfactory	
The vehicle and equipment are in a good state of repair and working order	
<b>General Food Safety Requirements</b>	✓
Food is obtained from reputable suppliers	
Food is protected from contamination during transportation	
Food is packaged in a manner and using materials that protects it from contamination	
Potentially hazardous foods are only received at the correct temperature and within date coding	
Raw food is stored separately from prepared or ready-to-eat	
The refrigerator or microwave oven is used when thawing frozen food	
Cold, ready-to-eat, potentially hazardous food is stored at or below 5°C	
Hot, ready-to-eat, potentially hazardous food is stored at or above 60°C	
Frozen food to be kept frozen is stored frozen	
Raw food is handled so as not to contaminate ready-to-eat food. Separate utensils are used during food processing (e.g. the utensils used for preparing raw meat are not used for preparing cooked meat or vegetables)	
When cooling cooked, potentially hazardous food, it is cooled: <ul style="list-style-type: none"> <li>• from 60°C to 21°C within two hours, and</li> <li>• from 21°C to 5°C within a further four hours</li> </ul>	
When heating potentially hazardous food, it is rapidly heated to 60°C or higher	
Potentially hazardous food is kept under temperature control	
There is a thermometer available where potentially hazardous food is handled (e.g. probe type accurate to +/- 1°C), and regular temperature checks are made	
Chemicals are kept away from food handling areas	
Food handling areas are kept free from dirt, dust, flies, pests and other contaminants	
The hand wash facility is only used for hand washing	
Administrative items and personal items are stored away from food	
<b>Food Handler Hygiene</b>	✓
Staff have appropriate food safety skills and knowledge	
Food handlers have been informed of their health and hygiene obligations	
Staff who are suffering from foodborne illness are to be excluded from food handling until a medical clearance has been obtained	
Staff wear clean clothing and have hygienic habits	
Food handlers wash their hands adequately and at appropriate times	
Food handlers are not contaminating food	



<b>Cleaning and Maintenance</b>	✓
Floor, walls, ceiling, fixtures, fittings and equipment are maintained in a clean condition	
Re-usable eating and drinking utensils are cleaned and sanitised before each use	
Food contact surfaces of benches and equipment are sanitised before use and as required	
The vehicle and equipment are kept in a good state of repair and working order	
Containers for waste have close fitting lids and are removed at least daily or as required	
The vehicle is free from animals and pests. It is recommended that a regular pest control program be used	
Appropriate Work Cover requirements are met (i.e. fire safety, electrical and gas)	

