

Frequently Asked Questions – Permanent Restaurant or Cafe

I would like to open a new restaurant or café on Harbour Trust land. What process must I follow?

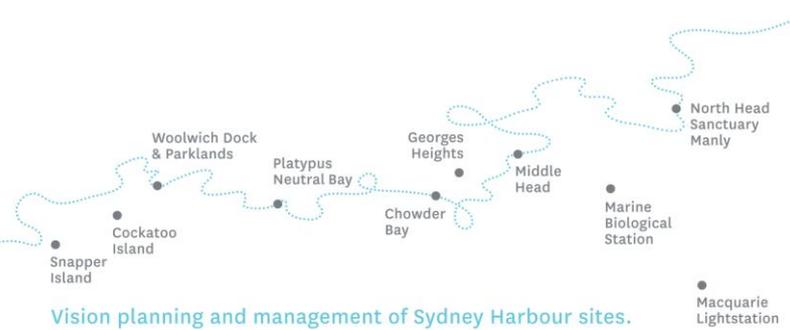
- Contact the Harbour Trust to discuss your proposal. This is because the heritage significance and at times unique character of some of the Harbour Trust’s buildings and landscapes means that certain areas may be unsuitable for food businesses. The Harbour Trust regularly calls for Expressions of Interest for the use of buildings, including some that may be suitable for use as restaurants and cafes.
- The Harbour Trust may require you to obtain advice from a food safety consultant or the NSW Food Authority to ensure the layout of your restaurant or café can achieve compliance with the Food Code, and the NSW *Food Act* and *Regulations*.
- If the Harbour Trust supports your proposal, you would be required to obtain relevant approvals from the Harbour Trust such as: development approval; a lease or licence; and a liquor licence; prior to the commencement of trade. The Harbour Trust will advise you which approvals will be required.
- Notify the NSW Food Authority of your food business, and arrange for a specialist food safety consultant or the NSW Food Authority to conduct an inspection.

Applications for new cafés and restaurants must include the following documentation:

- Submit a development application to the Harbour Trust for the proposal including architectural plans, written statements and relevant consultant reports describing all proposed works and how the food business would operate.
- Qualifications of the nominated Food Safety Supervisor.
- Advice from a food safety consultant or NSW Food Authority confirming that the layout of your restaurant or café can achieve compliance with the Food Code, and *Food Act* and *Regulations*.
- Lease or licence signed by both the Harbour Trust and the operator of the proposed food business.

The Harbour Trust works with the NSW Food Authority to ensure food businesses operate safely.

- Compliance with the Food Code on Harbour Trust land is enforced by officers of the NSW Food Authority. Fees may be payable (by the lessee or licensee) for inspections.
- Officers of the NSW Food Authority are authorised to inspect food businesses for compliance with food legislation, and undertake enforcement action if required.
- Harbour Trust Rangers and security, NSW Police and other authorised personnel may also enforce compliance with any other approvals and/or licences issued by the Harbour Trust.



Frequently Asked Questions – Temporary Food Business

What is the process to obtain approval for a temporary food business on Harbour Trust land?

- Contact the Harbour Trust to discuss whether the proposed location is suitable for a temporary food business.
- The Harbour Trust defines a temporary food business as a place where food is sold or supplied to customers or patrons, and operates for a period of 21 days or less.
- Temporary food businesses are often associated with events and/or are located in buildings or spaces that are not usually used for catering or event purposes.
- The Harbour Trust may require you to engage with a food safety consultant or the NSW Food Authority to ensure the layout of your operation can achieve compliance with the Food Code, and *Food Act* and *Regulations*.
- It is the Harbour Trust's preference that caterers operating on Harbour Trust land hold a Gold Licence from the *Restaurant and Catering Association*.
- Existing tenants should confirm with the Harbour Trust whether an extension to their existing lease or licence would be required.
- Seek any approvals from the Harbour Trust, such as development approval; lease or licence; and/or a liquor licence (where relevant).
- Notify the NSW Food Authority.

Applications for temporary food businesses must provide the following documentation:

- Plans showing the proposed layout of food serving and preparation areas, including any connections to existing water, sewer and electrical outlets, and location of any temporary or portable supplies.
- If using a caterer, provide a copy of their Gold Licence from the *Restaurant and Catering Association*. If the caterer does not hold a Gold Licence, copies of insurances, WHS plans, food safety plans etc must be provided.
- Qualifications of the nominated Food Safety Supervisor.
- Advice from a food safety consultant or the NSW Food Authority regarding the layout of the temporary food business, if requested by the Harbour Trust.
- Lease/licence signed by both the Harbour Trust and the operator of the proposed food business.

The Harbour Trust works with the NSW Food Authority to ensure food premises operate safely at all times.

- Compliance with the Food Code on Harbour Trust land is enforced by officers of the NSW Food Authority. Fees may be payable (by the lessee/licensee) for inspections.
- Officers of the NSW Food Authority are authorised to inspect food businesses for compliance with food legislation, and undertake enforcement action if required.
- Harbour Trust Rangers and security, NSW Police and other authorised personnel may also enforce compliance with any other approvals and/or licences issued by the Harbour Trust.



Case Study 1: Special Event, sit down meal

The Harbour Trust received an event application to hold a corporate awards dinner for approximately 150 people within a heritage building. The application proposes hiring a professional caterer to provide a food and beverage service within the building.

The building has multiple heritage features, and uneven surfaces including walls, floors and ceilings. There are no kitchen facilities in or near the building. There is no hot and cold potable water supply for the effective cleaning and sanitising of cutlery, crockery and food serving utensils and it is difficult to keep surfaces sufficiently clean for cooking purposes. There is insufficient natural or mechanical ventilation to enable the use of large uncovered cooking appliances such as deep fryers and barbecues.

It is the Harbour Trust's preference that caterers operating on Harbour Trust lands hold a Gold Licence issued by the Restaurant and Catering Association. All food preparation areas must comply with relevant controls and regulations, including the NSW Food Act and Regulation 2015. According to the NSW Food Authority, all temporary events and permanent food outlets must notify the NSW Food Authority of their operation.

To assist the event organiser, the Harbour Trust recommended:

- Warming ovens and trestle tables for food preparation may be set up within the building. Uncovered cooking appliances may be located in designated areas outside the building (subject to approval).
- A qualified and experienced catering company be engaged to prepare food off-site, which would be transported in a registered food transport vehicle. Final touches to meals would be completed within the building.
- Portable refrigerators (or coolrooms) can be brought to the site, however always check if there is sufficient power near their proposed location.
- Gas-fired appliances used in the open should not have a gas bottle greater than 9 kg capacity, and bottles secured so that they cannot be tipped over. Gas bottles must be pressure checked. Only commercial-grade barbecues may be used.
- Hiring a sealed container of potable water (minimum capacity 10 litres) with a tap and suitable containers for effective cleaning, sanitising and hand washing.
- Discussing how to manage waste so that it would not attract vermin and would be promptly collected.
- Confirming that appropriate fire safety measures would be provided.
- Submit an assessment of risks associated with the proposed event, and how they will be managed.
- The Harbour Trust may require the hirer of the building to engage a food safety consultant or the NSW Food Authority to confirm that their proposed arrangements are satisfactory.



Vision planning and management of Sydney Harbour sites.

Case Study 2: Special Event, Long Term

The Harbour Trust is hosting a two month festival. Experienced caterers and food stall operators would be engaged to provide food throughout the festival.

As well as requiring the event organiser to obtain approvals from the Harbour Trust such as development approval; lease or licence; and/or a liquor licence, the Harbour Trust would require each food premises (including each food stall) to demonstrate how their operation would maintain safe food practices, including:

- Providing a plan of each of the food stalls and food preparation/serving areas, including location of cooking areas and waste receptacles. Food premises including cooking areas must be kept clean and each location must be appropriately ventilated. All food items must be kept cool and covered until ready for cooking or serving. Portable refrigerators (or coolrooms) may be required.
- Open flame barbecue cooking plates, char grilles and cookers must be barricaded to prevent public access. Only commercial-grade appliances may be used.
- Indoor food premises must be located in areas that are sufficiently naturally or mechanically ventilated. An exhaust hood is required when (a) any cooking apparatus has (i) a total maximum electrical power input exceeding 8 kW; or (ii) a total gas power input exceeding 29 MJ/h; or (b) the total maximum power input to more than one apparatus exceeds (i) 0.5 kW electrical power; or (ii) 1.8 MJ gas, per m² of floor area of area of the room or enclosure.
- Demonstrating that appropriate fire safety measures would be provided.
- Demonstrating how all residues would be collected and damage to ground surfaces and ingress to stormwater drains would be prevented.
- Confirming all power requirements for the food premises. Any changes to the existing electrical supply must be undertaken by qualified electricians, and approved by the Harbour Trust. Gas-fired appliances used in the open should not have a gas bottle greater than 9 kg capacity, and bottles secured so that they cannot be tipped over. Gas bottles must be pressure checked.
- Demonstrating how cooking appliances, crockery and cutlery would be washed and sanitised. Demonstrating the arrangements cleaning and sanitising of food preparation areas, crockery/cutlery; and staff handwashing facilities. Changes to existing supplies must be made by a qualified plumber and approved by the Harbour Trust.
- Ensuring waste will be managed so that it would not attract vermin and would be promptly collected.
- Providing details of staffing arrangements including confirming qualified Food Safety Supervisors would have responsibility for each of the food premises.
- The Harbour Trust may require the operator to engage a food safety consultant or the NSW Food Authority to confirm that their proposed arrangements are satisfactory.
- Submit an assessment of risks associated with the proposed festival, and how they will be managed.
- Confirmation that the NSW Food Authority has been notified of the operating arrangements of the festival.

Case Study 3: Food Truck or Coffee Cart

The Harbour Trust received an event application for a mobile Food Truck and Coffee Cart to operate during a sporting activity.

The Harbour Trust requires all food trucks, food vans and coffee carts to be fit for purpose. This includes trucks and vans holding the relevant registration from NSW Roads and Maritime Services (RMS) and being subject to regular food safety inspections.

Prospective operators of food vans/trucks and coffee carts must provide the Harbour Trust with the following documentation:

- Vehicle/cart Inspection notice by a local government authority in NSW, not less than 12 months old
- Name of Food Safety Supervisor
- Roads and Maritime Services registration slip as proof of registration (for roadworthy vehicles)
- Certificates of currency for Comprehensive, Public Liability Insurance and Third Party Property Damage Insurance
- Plan showing proposed location of food van/truck or coffee cart
- If the vehicle is to be in more one location (eg an ice cream van), the proposed vending route(s) and associated Traffic Management Plan (for each route).
- Details of how waste would be managed so that it would not attract vermin and promptly collected. Arrangements for waste collection (including costs) will be included in your agreement with the Harbour Trust.
- Confirmation that the NSW Food Authority has been notified of the operating arrangements of the food truck, food van or coffee cart.
- Submit an assessment of risks associated with the proposed food truck, food van or coffee cart, and how they will be managed.

The operator must obtain a licence or other approval from the Harbour Trust to sell food from a particular location.



Case Study 4: Existing Premises, Special Event Barbecue

An existing café has requested leasing and planning approval from the Harbour Trust to expand their operation to include a barbecue during peak times, such as weekends and on public holidays. Café style food, beer and wine would continue to be sold at the café whenever the barbecue is operating.

The Harbour Trust would require the operator of the café to demonstrate how the temporary barbecue would operate and how safe food practices would be maintained, including:

- Providing a plan of the proposed barbecue set up, including location of cooking areas and waste receptacles. The cooking area must be kept clean and the location appropriately ventilated. Meats, salads, onions etc must be kept cool and covered until ready for cooking or serving.
- Open flame barbecue cooking plates, char grilles and cookers must be barricaded to prevent public access. Only commercial-grade appliances may be used.
- Providing evidence that appropriate fire safety measures would be provided.
- Confirming that all barbecue residues would be collected in drip trays and portable barbecues must be elevated to prevent damage to any grassed areas, road and path surfaces and ingress to stormwater drains.
- Demonstrating whether any additional power sources would be required. Any changes to the existing electrical supply must be undertaken by qualified electricians, and approved by the Harbour Trust. Gas-fired appliances used in the open should not have a gas bottle greater than 9 kg capacity, and bottles secured so that they cannot be tipped over.
- Demonstrating how cooking appliances, crockery and cutlery would be washed and sanitised. Demonstrating the arrangements cleaning and sanitising of food preparation areas, crockery/cutlery; and staff handwashing facilities. Changes to existing supplies should be made by a qualified plumber and approved by the Harbour Trust.
- Providing details of any changes to existing staffing arrangements including confirming a Food Safety Supervisor would have responsibility for checking food safety compliance of the proposed temporary barbecue.
- Providing details of the menu to the Harbour Trust prior to the commencement of trade.
- The Harbour Trust may require the operator to engage a food safety consultant or the NSW Food Authority to confirm that their proposed arrangements are satisfactory.
- Submit an assessment of risks associated with the proposal, and how they will be managed.
- Confirmation that the NSW Food Authority has been notified of the modified operating arrangements of the cafe.

The operator must obtain approval from the Harbour Trust to expand their operation. A modification to the café's existing lease or licence may be required. Contact the Harbour Trust for more information.