

QUEEN VICTORIA MARKET

Guidelines for Heritage Victoria Permit Exempt Works for Fresh Produce Food Stalls Within the Open Sheds

December 2021

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SECTION A- APPROVAL PROCESS

The requirements as listed in this document do not require a permit from Heritage Victoria. Generally, no part of any display fixture or fitting should be attached to any part of the open shed building fabric or prevent access to any part of the timber posts.

Before making any alterations to your stall you will require the following approvals:

A.1 QVM Approval

- (a) You must not undertake any work nor obtain other permits until you receive written authority from QVM that your plans are approved and that you may proceed.
- (b) If the proposed works do not comply with this document, you will need to apply to Heritage Victoria for a permit or permit exemption. QVM can assist with this process and will also help you to co-ordinate any other approvals you may require. You should check your authorisation carefully to ensure that your works comply with all requirements.
- (c) The installation of structures or services to the site that are not mentioned in the Guidelines will require Heritage, Planning and/or Building approvals. You will need to provide QVM with copies of these permits prior to commencing any work. QVM will assist you to determine which permits, if any, are necessary for your stall set-up.

A.2 City of Melbourne Health and Wellbeing Branch Approval

- (a) Please note that any alterations to your stall structures will require the submissions of plans for approval by City of Melbourne's Health and Wellbeing Branch. This must be done prior to undertaking any alteration works.
- (b) Stalls must comply with the Food Standards Code 3.2.3 'Food Premises and Equipment' and Standard 3.2.2 Food Safety Practices and General Requirements if they are used for preparing or handling food
- (c) Stalls must also comply with the City of Melbourne's own requirements 'Food Premises Design and Construction Guidelines' available from their website
- (d) For further information, please contact the Health and Wellbeing Branch on 9658 8831 or health@melbourne.vic.gov.au.

A.3 What To Do Next

A.3.1 Drawings

You will need to provide QVM with accurate scaled drawings of how you want your stall to be set up for our approval.

A.3.2 Finishes Board

You may need to provide a finishes board with samples of the materials/finishes/colours you intend using.

A.3.3 Signage Concept Design

You will need to provide concepts for signage to be used at your stall.

A.3.4 Heritage Approval

Based on the information you provide, QVM will determine if it is in compliance with this guideline or if you need to seek Heritage Approval.

A.3.5 Compliance

It is important that we have this information, and you receive QVM approval prior to you starting work as you may be required to remove any unapproved structure.

SECTION B- GUIDELINES FOR STALL FIT OUTS

The following guidelines have been developed to ensure that minimum presentation standards are met by all food stalls within the open sheds at the Market and that these comply with the requirements of authorities.

B.1 General Design

Generally, each stall must be designed to allow for:

- adequate display and storage of stock within the allocated stall space
- secure, vermin proof and ventilated storage for stock during non-trading times
- vehicle access to the stall for loading / unloading
- the storage of waste and an area for stacking cardboard
- compliance with the Food Standards Code Standard 3.2.3 'Food Premises and Equipment'

B.2 Display & Storage Units

All display units which remain on site overnight or longer must be designed and constructed to meet the following requirements:

- (a) be constructed of durable, hard-wearing materials and frames of solid construction
- (b) Food contact surfaces must be made of materials that are capable of being easily cleaned and can withstand cleaning chemicals
- (c) allow for the storage of stock under a protective cover and off the ground.
- (d) include a secure, vermin proof and ventilated cover system for use at the end of each day's trade.
- (e) fit fully within the stall boundary (no shelving or any other element of display is to cross the stall boundary).
- (f) tall display and storage modules must not be the predominant stall point of sale element or create a continuous visual barrier. They must be set out in accordance with the diagram in section B.9.
- (g) have feet designed not to sink into the asphalt
- (h) materials used for the structure of display and storage units must be sturdy, durable and appropriate to the function. For food health and safety reasons, it is prohibited to use the following materials for the structure of storage and/or display units that remain in place over night or longer:
 - softwood
 - treated pine
 - rough sawn timber
- (i) It is prohibited to leave the following display units unsecured overnight or longer:
 - wire baskets, polystyrene boxes, crates or similar
- (j) It is prohibited to use the following materials for the display units that remain in place over night or longer:

- fabric, hessian, tarpaulins and the like as covering (these materials may be considered only if used decoratively).
- (k) Storage modules (apart from Cool Rooms) of no greater than 1500mm long, 1500mm deep and 1500mm high
- (l) Display storage modules of no greater than 1500mm long, 850mm deep and 2150mm high.
- Display modules can include upright refrigeration units of single or double door display (refer to Attachment A for images of acceptable display refrigeration units).
 - There can be a maximum of 1 display module per each double stall. For refrigeration units this means a maximum of 1 double door or 2 single door display fridges per each double stall.
 - Display fridges are to be used only for the sale of perishable produce and goods, e.g. dairy products, fresh juices berries, sprouts and the like. They must not be the predominant point of sale elements.
- (m) The placement of display modules within the stall is to be in accordance with the stall zoning principles at B.9. Unbroken walls of tall units are not permitted.
- (n) Tall display and storage modules must not be the predominant stall point of sale element or create a continuous visual barrier. They must be set out in accordance with the diagram in section B.9.
- (o) Produce display lighting additional to the overhead lights in the sheds can be installed if it is:
- securely attached to a sturdy frame no greater than 2.5m tall. The frame should be lightweight and minimal in appearance. Wiring is to be discreet.
 - appropriate for use outdoors
 - installed / connected in accordance with relevant electrical standards
 - designed in such a way so as to not provide roosting areas for birds
 - provided with shatterproof globes
 - able to be easily and effectively cleaned

B.3 Under Bench Refrigerated Storage

Under-bench or refrigerated storage of high risk/ perishable foods must be designed and constructed so that their surrounds can be easily cleaned. All under bench refrigeration/storage units are to be designed and constructed as follows:

- (a) each unit being freestanding, moveable, and located on individual feet designed not to sink into the asphalt
- (b) modules of no greater than 3000mm long, 850mm deep and 1000mm high.
- (c) Clearance of no less than 150mm underneath for cleaning.

B.4 Cool rooms

Cool Room units are to be designed and constructed so that their surrounds can be easily cleaned.

Cool rooms units must be placed towards the rear of the stall, between the Shed's columns, in accordance with the stall zoning diagram at B.9

Cool rooms units are to be designed and constructed as follows:

- (a) each unit being freestanding

(b) permitted cool room modules are to be:

- No greater than 17m³
- No taller than 3000mm high

Cool rooms are to be standard cool room white.

It is also permitted to apply a checker plate base to provide protection to the cool room up to a maximum height of 900mm.

B.5 Stacks

Loaded pallets (stacks) must comply with the following:

- (a) be placed on a pallet riser, and on plates of not less than 1500 mm square to spread load
- (b) kept to a safe height and comply with the OHS Act
- (c) be located at the rear of the stall within stall boundaries

B.6 Signage

Each trader is encouraged to provide signage at their stall so as to create an identity and image for their business. All signage requires the written approval of QVM and must conform to the following requirements:

- (a) all signs must be by a professional sign writer.
- (b) Lightweight banner signage is to be hung from the shed trusses with temporary and reversible fixings, and must be fully contained inside stall boundaries
- (c) banner signage must not exceed 4500 mm by 1000mm in size.
- (d) signage is to be neat and clean at all times.
- (e) concept drawings of proposed signage are to be submitted to QVM for approval before proceeding
- (f) Permanent fixed cool room signage is approved if it meets the following criteria:
 - Maximum size of sign is the maximum width of the cool room x 1000mm tall
 - Sign must be neatly and securely fixed to the upper edge of Cool room
 - Installation of a vinyl graphic on customer-facing sides of the cool room, i.e., front and/or sides is permitted subject to it being in keeping with the business brand / stall appearance. Traders may also incorporate their signage within the design of the vinyl graphic.

B.7 Awnings

All awnings must be operated in accordance with QVM Awning Procedure and of a type approved by QVM and must conform to the following;

- (a) awnings must not fall below a height of 2000 mm from the ground in order to maintain the vista across the sheds and to allow some natural lighting of the space.
- (b) all awnings must be wound back and locked at the end of each day's trade, in high wind / stormy conditions or as instructed by QVM staff or its contractors.

B.8 Scales

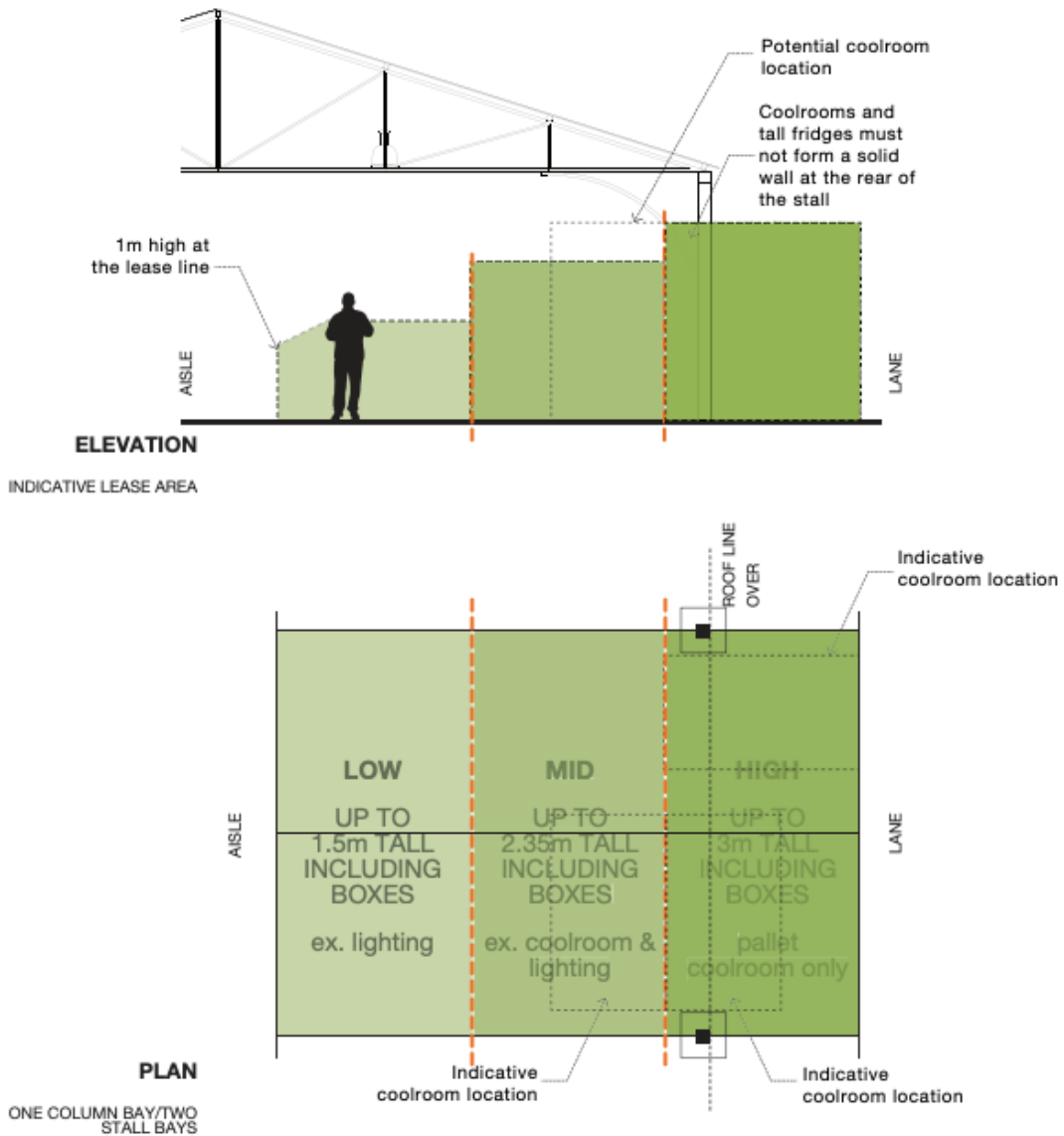
Stall holders are encouraged to use suspended mechanical scales as they contribute significantly to the Market ambience. If mechanical scales are used, they can be suspended from "Schedule 80" pipe with welded fixtures, chain and shackles.

B.9 Stall Zoning

Stalls should be arranged according to the following principles:

- No more than one cool room of 17m³ per every four stall bays. Where a stall holder has double the number of stall bays, the volumetric size of the cool room can also double. Where a stall holder has less than eight stall bays, but more than four, the volumetric size of the cool room can also be adjusted accordingly.
- Where a stall holder has eight or more stall bays, they can either have two cool rooms – each no greater than 17m³ - placed as shown in the stall zoning below OR a single cool room of a larger volumetric size which must be placed centrally at the rear of the tenancy between the Shed's columns in accordance with the Guidelines as outlined in Section B.4.
- Taller storage and display units should be located to the rear of the stall

Stalls are to be laid out in accordance with the following height zones:



Notes:

Existing older style display/storage units, cool rooms and modules that have approval from QVM and Heritage Victoria that need to be updated, can be updated like for like. Copies of both the QVM and Heritage Victoria approvals will need to be provided to QVM prior to any replacement works being undertaken to ensure that they are in compliance with previous approvals.

Existing modules which were installed prior to the introduction of guidelines may also be able to be updated like for like, subject to approval by QVM. Please contact QVM to discuss further.

SECTION C- QVM STALL OPERATIONAL REQUIREMENTS

Trading must be restricted to within the stall boundaries (ie. no trading over the white line).

Any preparation must be carried out within stall boundaries.

All food stalls must be capable of being dismantled and packed down / removed.

C.1 Waste and Recycling

- (a) All waste streams for Food stalls within the open sheds must be separated and managed as per QVM requirements.
- (b) It is each stallholder's responsibility to ensure that all their waste is contained within their stall boundaries to prevent any waste escaping off site. Any escaped waste must be recovered by the stallholder.
- (c) Stallholders are responsible for cleaning of their own stalls in accordance with their obligations under the Food Act 1984.
- (d) Sinks for washing utensils and equipment, hand washing facilities and if you are washing fruit and vegetables a food preparation sink must be installed where food is prepared, stored or handled. These must be:
 - As required by City of Melbourne Health and Wellbeing Department and in accordance with the Food Act 1984, Food Standards Code Standard 3.2.2 'Food safety practices and general requirements' and Standard 3.2.3 'Food premises and equipment'
 - Installed by a licensed plumber and electrician
 - Connected to the services bollard at the rear of the stall

C.2 Services

The following services will be available within each service bollard located at the rear of stalls

- Cold potable water
- Sewer discharge point
- Electricity outlets

C.3 Parking/Vehicle Access

- (a) Vehicles are not to be parked in the services laneways, at any time. Services laneways must be kept clear for cleaning, general service access and emergency vehicle access.
- (b) Traders are permitted to park within their stall boundaries, provided the entire vehicle fits within the stall boundary.

SECTION D- ACCEPTABLE DISPLAY FRIDGES

Single door display fridge



(maximum 750mm wide)

Double Door Display Fridge



(maximum 1500mm wide)