



ESTABLISHING FOOD PREMISES

WHAT MUST BE CONSIDERED?

WHAT DOES "FOOD PREMISES" MEAN?

Food premises refer to a building or apartment or a part of them or another outdoor or indoor premises where foodstuffs for sale or to be otherwise distributed are prepared, stored, transported, sold, served or otherwise handled.

Examples of food premises consist of, among others, restaurants, cafés, pubs, stores, pizzerias, bakeries, kiosks, farmers' market sales outlets (canvases, roofs and stalls), and food storages. Food premises also cover such activities that aim to merely transporting or storing foodstuffs in a transport vehicle/ container or importing or exporting foodstuffs.

Food premises must be planned, placed, built, equipped, and maintained in such a way that the safety of the foodstuffs prepared, processed and stored on the premises will not be jeopardized.

PLANNING STAGE

You are recommended to contact Vantaa Environmental Centre's health inspectors and environmental health officers for advice already when planning operations. If structural changes will be made, contact also the City of Vantaa Building Supervision.

Building control

The operations on the site must comply with the building's building-supervisory use. When planning the premises, the regulations of The National Building Code of Finland must be applied.

Building Supervision and Rescue Department – whom you shall contact already in the planning stage – supervise that the premises' ventilation, water and drainage systems and grease trap comply with the requirements.

OBLIGATION TO NOTIFY

Food business operator has to make a written notification to the Environment Centre about establishing food premises before operations can be started or essential changes* in operations at the latest four weeks before beginning operations.

*) Essential changes include, e.g., expanding the premises and changes in heating, plumbing and ventilation devices, a significant increase in the number of customer places, and adopting new functions.

If raw products of animal origin are used in preparing foodstuffs that are not directly sold to consumers but to other food premises, or if they are stored, an application for approving the food premises as an establishment shall be submitted.

This guideline applies to operations subject to notification; when applying for approval as an establishment, contact the city veterinarians or environmental health officers.

An operator with a market place or other outdoor place can submit a notification of food premises including a description of the operations conducted. The authority receiving the food-premises notification may ask the operator to submit further information and clarifications – such as the building-supervisory use of the site and the number of customer places – required for handling the notification.

Informing of movable food premises

Movable food premises refer to sales from, e.g., marquees, market stalls, or mobile sales vehicles.

The food safety authority shall be informed of the arrival of movable food premises in Vantaa at the latest four weekdays before sales begin.

HANDLING THE NOTIFICATION AND CHARGES

Handling the food-premises notification includes registering the data in the database and preliminary risk assessment of the food premises.

A charge – ratified by Vantaa Environmental Committee – will be collected for handling the notification. The operator will receive a certificate from the control authority that the notification has been handled.

INSPECTIONS AND CHARGES

The time of the first inspection is based on the risk assessment made in connection with the registration. Depending on the operations, the inspection will be made within 1 - 6 months from the beginning of operations. After the first inspection, food premises are supervised by regular inspections and samplings in accordance with Vantaa's surveillance plan. The inspections are compliant with Oiva assessment instructions, and the results will be published online at: www.oivahymy.fi.

Supervision is subject to a charge

The amount of the supervision charge is based on preparing the inspection, the inspection, average time spent on traveling and compiling the inspection report (cost per hour).

The number of inspections and samplings is based on the risk assessment of operations and functioning of own-check plan.

Well-functioning own-checks diminishes the need for supervision by the authorities, and thus lowers the supervision fee.

OWN-CHECKS

The Food Act requires that all food business operators identify the health hazards related to handling foodstuffs and prepare a written own-check plan to prevent hazards.

Well-conducted own-checks ensure the quality of the foodstuffs and satisfied customers, as well as improve the image of the company. The authorities audit own-checks and give instructions.

There are own-check plan models, for instance, catering services and outdoor sales. You will find these models on the City of Vantaa website under Omavalvonta.

STORAGE AND SALES PREMISES

Food premises must have a sufficient number of equipment and devices that are suitable for foodstuffs requiring different storing and serving temperatures.

When handling foodstuffs, finished products and raw foodstuffs shall be kept in different refrigeration equipment, and they should always be covered. If preprocessing and cooling are essential parts of operations, they require a separate refrigerator. In addition, there must be sufficient storing capacity for dry food materials, dishes, and packing materials.

On serving and sales premises, uncovered foodstuffs that cannot be washed or peeled before use shall be served or sold from a sales device equipped with Plexiglas to protect against droplets. The sales equipment shall account for the product range on sale, and there must be sufficient room in order to separate different product groups from one another. The service desk's raw and finished food products must be separated with a partition.

The containers and trolleys used for transporting foodstuffs must be stored in places which are protected against pests and weather conditions. Washing and storing space must also be reserved for thermal and refrigerated transport containers and trays.

The employees' office supplies must be kept in a space of their own; in case of bigger units, there must be a separate place for office work.

POTABLE WATER AND TAPS

Water used on food premises must meet with the quality criteria set for potable water.

In the operating area of water resources management, the food premises must be connected with the public water and sewer system. If the food premises are not connected with the public water and sewer system, the food business operator must give a separate account of water acquisition, quality and sewage. Based on the account, the authorities consider whether food-industry operations are possible in the place in question.

Premises where foodstuffs are prepared and handled must have a sufficient number of adequately placed and furnished hand-washing equipment. Separate water equipment/taps shall be reserved for preparing foodstuffs and washing the dishes.

STORING AND MANAGING CLEANING EQUIPMENT

Food premises shall have a separate and appropriately furnished space for keeping and managing cleaning equipment. There must be separate cleaning equipment for foodstuffs handling areas and they must be kept separate from the other cleaning equipment used on the premises.

CUSTOMER PREMISES AND EMPLOYEES' SOCIAL FACILITIES

Food premises with more than six customer places shall have a sufficient number of restrooms for the customers. There must be at least the following restrooms for customers:

customer places	restroom / women	restroom /men	
≤ 25	One joint restroom		
26 - 50	1	1	

customer places	restroom / women	restroom /men	
51 - 150	2	2	(the other can be a urinal)
151 - 250	3	3	(2 restrooms and 1 urinal)
251 - 350	4	4	(2 restrooms and 2 urinals)
351 - 450	5	5	(2 restrooms and 3 urinals)

At least one restroom should be big enough for the physically disabled). The employees shall have an appropriately furnished restroom and changing premises at their disposal. Restrooms may not open directly to premises where foodstuffs are handled.

WASTE MANAGEMENT

There must be a sufficient number of waste containers. Waste and spoiled foodstuffs must be removed from the food premises often enough; at least once a day. If food waste must be kept on the premises for a longer time, a separate cold-storage shall be reserved for them. The cold-storage must have a floor drain and equipment required for cleaning waste containers.

It is recommended that outdoor waste containers and compactors be placed under a separate shelter, sufficiently far from the building's incoming air and goods reception premises. In addition, cleaning and sewage of waste-management areas shall be accounted for.

TOBACCO PRODUCTS AND NICOTINE PRODUCTS

Tobacco products may only be sold based on the retail license granted by the municipal authority where the sales place is situated.

Application form and instructions are available on Valvira's* website at: www.valvira.fi.

The online application is automatically transferred to the retail-license register and the municipality where the sales place is situated. An own-check plan for retail of tobacco products must be attached to the applications (e.g., based on Valvira's model).

*) National Supervisory Authority Valvira
Finnish Medicines Agency Fimea

A handling fee-ratified by the City of Vantaa – will be charged for processing the tobacco-retail license application, and an annual supervision fee will be charged for sales supervision. The charges of handling and annual supervision are based on the number of tobacco-product sales points and on the potential age limit of the serving place.

An application for the license to sell nicotine products shall be submitted to the municipality where the sales place is situated. The municipality processes the application and informs Fimea* of the office-holder's decision. A handling fee will be charged for processing the application.

The online application is available at: (www.vantaa.fi → asioi verkossa → asuminen ja ympäristö →ympäristöterveydenhuolto).

SMOKING AND SMOKING AREA

Smoking is prohibited on such food premises where foodstuffs are prepared, sold, otherwise handled or stored.

Smoking inside a restaurant is only allowed in a separate smoking area, approved by the municipal building-supervision authority. Strict requirements have been set for the size, ventilation and structures of smoking areas. An own-check plan shall be made for the smoking area, which states how the functioning of the smoking area is ensured and how the conditions and order of the smoking area can be supervised from the outside.

CHANGING OF FOOD BUSINESS OPERATOR, INTERRUPTION IN OPERATIONS OR TERMINATION OF OPERATIONS

In case the food business operator changes, it must be ensured that the premises building-supervisory use corresponds with the new operations; that the ventilation equipment and channels are appropriate and sufficient; that the number of customer places is compliant with the building permit; and that the rescue roads and fire protection are up to requirements.

The Environment Centre must without delay be informed of a new food business operator, interruption in operations, and termination of operations.

In case the food business operator changes or operations are terminated/ interrupted, handling the notification is free of charge. The operator will be sent a copy of the notification form, supplemented by the authority.

INFORMATION AND COUNSELING

City of Vantaa Environment Centre

Health inspectors' on-call tel. 09 839 231 10, (Mon-Fri 8:30 – 11:30)

Office, tel. 09 839 231 26 (weekdays: 8:15 - 16:00)

Pakkalankuja 5, 01510 Vantaa

email: ymparistoterveys@vantaa.fi

www.vantaa.fi/food_control

FORMS

City of Vantaa e-Services at: www.vantaa.fi

→ asioi verkossa → asuminen ja ympäristö → ympäristöterveydenhuolto

City of Vantaa Building Supervision

Tel. 09 839 224 56 or 09 839 223 21 (Mon-Thurs: 8:15-16:00, Fri: 8:15-15:00)

Kielotie 20 C, 01300 Vantaa

email: rakennusvalvonta@vantaa.fi

www.vantaa.fi/housing_and_environment/building/building_control

Keski-Uusimaa Rescue Department

tel. 09 8394 0000, www.ku-pelastus.fi

Finnish Food Safety Authority Evira

www.evira.fi

REGULATIONS:

- The Food Act (23/2006, amendment 352/2011)
- Government Decree on Food Control (420/2011)
- Ministry of Agriculture and Forestry's Decree on Food Premises' Food Hygiene (1367/2011)
- You can view the acts and decrees online at: <http://www.finlex.fi>



Vantaa

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