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FOOD PREMISES SITE VISIT CHECKLIST

- Observe premises from outside and inside
- Research competitors in the surrounding area
- Research demographics and target markets
- Research foot traffic, parking and transport access
- Is the tenancy the one shown on the plans and does Council record it as approved as a Food Premises or does it require approval? Is the extent correct against past approvals? Do NOT rely on agent or Lessor advice
- Does space comply with the Food Code, National Construction Code and Australian Standards? Get inspections undertaken to determine upgrades required BEFORE Heads of Agreement and Lease are drafted
- Do all services (power, data, water, gas, fire, air con, ventilation etc) work?
- Double check grease trap, drainage and tundish, exhaust hood, 3 phase power, motors etc
- How are services metred?
- Check flooring and drainage integrity and compliance
- Check ceiling integrity and compliance, check inside the ceiling or have someone qualified do so
- Check wall integrity and compliance
- Check disabled access
- Check toilet requirements
- Check condition of shop front, signage zones and all entry/exit doors
- Check EDB – 3 phase and compliant?
- Check for frayed wiring and condition of all surface mounted switches and GPO's. Correct ampage for equipment?
- Check fire services and egress – sprinklers, smoke detectors, required exits etc
- General cleanliness and vermin? Check voids
- Are there the correct sinks/basins, wash down and working hot water heater?
- Any remaining fixtures/furnishings? What is to stay and go and who owns/can dispose of what? Do they comply? Service agreements, warranties and maintenance records?
- Plot and photograph existing lighting layout and have checked against Code

- Photograph site and services
- Measure site in plan and elevation
- Check parking and indoor and outdoor seating allocations. Any contributions to pay?
- Check storage, waste provisions and delivery allocations. Do they comply?
- Gain lease plan, existing drawings, Annual Fire Safety Statement, rent free period, lease conditions and any past approvals documentation from agent/Lessor. Have reviewed by solicitor and experienced food premises interior design professional
- Gain 10.7 Certificate from Council and have reviewed by professional for controls and approval requirements
- Any current notices with Council?
- Heritage listed or under planning controls?
- Council approved trading hours?
- Liquor licensing?
- Use and trading restrictions/requirements? Exclusivity?
- De-fit/make good requirements?