

# Food Business Licence Application

**Food Act 2006**

Please use blue or black pen and complete all details in full.

\* indicates a mandatory field / section

## Applicant Details

Note: The Applicant must be a Company or Proprietor. A Business Name cannot hold a licence.

Company Name ABN

Company Director

Name OR (Not both)

* Title	* Surname	* Given Names
Title	Surname	Given Names

\* Postal Address

* Suburb	State	Postcode
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Home Phone	Work Phone	* Mobile
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Fax	* Email Address
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## Food Business Details

Address of Food Premises refers to the Physical address. For mobile premises, mark "N/A" and refer to the "Mobile Food Premises" section of this form.

\* Business Name (ie Trading as) ABN

\* Address of Food Premises

* Suburb	State	Postcode
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Property description (Lot & RP)

\* Contact Person

Home Phone	Work Phone	* Mobile
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Fax	* Email Address
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* Preferred Method of Contact	Phone	Email	Post
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## Food Premises Details

Please tick where applicable.

Café / Restaurant	Home Based Food Business
Takeaway Food	Supermarket
Bakery / Pastry Shop	Private Hospital (Food Safety Plan required)
Food Manufacturer / Packer	Aged Care Facility (Food Safety Plan required)
Mobile Food Vehicle	Child Care Centre (Food Safety Plan required)
Water Carrier	Off-site Caterer (Food Safety Plan required)
Temporary Food Stall (incl. Market Stall)	On-site Caterer (Food Safety Plan required)
Non-profit organization that sells meals equal to or more than 12 times per calendar year.	Food Vending Machine

**\* Food Business Activities carried out**

*Please tick where applicable.*

Cooking/Treating (eg heating)	Serving	Preparation
Handling	Storing	Processing
Packing	Supplying	Other (Please specify)

Provide a list of general food products to be prepared, stored and sold as part of your food business:

**'Off-Site' Catering / Food Transport Vehicles**

*'Off-site catering' in relation to a food business, means serving potentially hazardous food at a place other than the principal place of business for the food business.*

**Does the business involve off-site catering?**      No      Yes (provide details of food transport vehicle/s below, attach extra pages if required)

**If yes, how many vehicles do you use?**

<b>Vehicle Make</b>	<b>Vehicle Make</b>
<b>Vehicle Model</b>	<b>Vehicle Model</b>
<b>Registration No</b>	<b>Registration No</b>

**Mobile Food Premises (Mobile Food Vehicle / Water Carrier)**

*One licence is required (for each mobile premises) to operate throughout all of Queensland. Prior to operating in other Local Government areas, a licensee must notify each Local Government prior to operating.*

*\*Please note this is not an approval to operate on Council land or roads.*

**Vehicle description (eg. Caravan, Ice cream van etc)**

<b>Vehicle Make</b>	<b>Vehicle Model</b>
<b>Registration No</b>	<b>State/Territory of Registration</b>

**Street Address of where vehicle will be housed**

<b>Suburb</b>	<b>State</b>	<b>Postcode</b>
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**Water Tank Capacity**      **Waste Water Tank Capacity (for mobile food vehicles)**

**Water Tank Construction Materials**      **Water Tank Internal Lining**

**Is a backflow prevention device fitted?**      Yes      **Backflow prevention certification provided**      Yes

**Will water be supplied by a reticulated water supplier?**      Yes

**If operating as a water carrier, is Queensland Urban Utilities (QUU) approval letter provided?**      Yes

**If operating a mobile food vehicle, please indicate where and when trade will occur:**

**If operating a mobile food vehicle, please indicate where and when food will be prepared and stored:**

## Temporary Food Stall

Please provide details of the Event where you are operating your Temporary Food Stall.

Date/s of Event \_\_\_\_\_ to \_\_\_\_\_

Event Name \_\_\_\_\_

Location of Event \_\_\_\_\_

### \* Food Safety Qualification

All licensable food businesses are required to have a nominated Food Safety Supervisor (FSS), who is reasonably available to both Council and food handlers whilst food is being handled. The FSS must also be able to supervise and give directions to staff about matters of food safety.

Please attach the FSS Statement of Attainment for the required units of competency by a Registered Training Organisation. Refer to Queensland Department of Health fact sheet at [www.health.qld.gov.au/foodsafety/#factsheets](http://www.health.qld.gov.au/foodsafety/#factsheets)

Name of Food Safety Supervisor(s) \_\_\_\_\_

Phone B/H \_\_\_\_\_

Phone A/H \_\_\_\_\_

Mobile \_\_\_\_\_

Have you attached the Food Safety Supervisor's Statement of Attainment to this application? Yes

### Food Safety Programs

Some food businesses require a Food Safety Program. Does your licensable food business fall into one of the below categories? Refer to Queensland Department of Health website at [www.health.qld.gov.au/foodsafety](http://www.health.qld.gov.au/foodsafety)

Offsite Catering

Onsite catering

Private Hospital

Aged Care Facility

Child Care Centre

Please specify

If you have ticked any of the above, are you submitting a Food Safety Program as part of this application? Please tick below and ensure the additional fee is included.

Food Safety Program Attached with Approved Auditors Written Advice

### Amendments

Complete only if applying for a Licence amendment. Please provide details of proposed amendments and attach extra pages if required.

## Design Approval

*Suitability of premises requires the food premises design and fit-out to comply with Food Standards Code – Standard 3.2.3 Food Premises and Equipment. An application for a new food premises or alteration to an existing food premises (eg. construction, fit-out) must be accompanied by the following information:*

Floor plan and elevations	1:50 scale	Site plan	1:100 scale
Hydraulic plan	1:50 scale	Mechanical ventilation system plan	1:100 scale

Please refer to Council's Design and Fit-out Guide to ensure compliance with the *Food Act 2006* and *Food Standards Code*.

Plans must be approved prior to the construction, fit-out or operation of a food business.

It is recommended that a **'Pre-Lodgement Meeting'** is arranged prior to or simultaneously with the lodgement of the application, plans and fees. Please contact an Environmental Health Officer on 1300 005 872 to arrange.

### \* Potable Water

*Food Safety Standard 3.2.3 section 4(2) requires that all activities of a food business must use potable water that is acceptable for human consumption.*

Please specify the source of water:

Reticulated water supply (ie provided by Queensland Urban Utilities)	Rainwater tank
Bore or Spring	Other (please specify)

*Non-reticulated water will require evidence that the water is potable, such as water analysis certificate from a NATA accredited lab for microbiological (and chemical parameters for bore water).*

### \* Suitability of Applicant

*Has the applicant ever had a licence refused, suspended or cancelled, or been convicted of an offence (other than a spent offence) pursuant to section 57 of the Food Act 2006, or a corresponding law?*

No Yes (attach full details)

### \* Signature of Applicant/s

I/We

certify that the information supplied is correct to the best of my knowledge, or that could be reasonably obtained.

Signature

*(Individual or Corporation)*

Signature

*(Individual or Corporation)*

Position

Date

Position

Date

The term of the licence will be until 30 September unless otherwise specified by applicant of Council (or unless cancelled or suspended).

Should approval be given to this application, such approval will not extend to approving any other statutory or Local Government requirements relating to this premises.

## Application Type

*Please tick where applicable.*

**New licence applications require a Licence fee and Design Approval fee with submitted plans lodged prior to construction and operation. Refer to Council's website for the current Fees and Charges.**

<b>Licence – Fixed Premises</b>	<p>Fixed Low Risk eg. Bed &amp; Breakfast, Home Based Business.</p> <p>Fixed High Risk Category 1 eg. Bakery, Restaurant, Takeaway.</p> <p>Fixed High Risk Category 2 eg. Private Hospital, Supermarket, Commercial Kitchen.</p>
<b>Licence – Mobile Premises</b>	<p>Mobile Food Vehicle</p> <p><input type="checkbox"/> Water Carrier</p>
<b>Licence – Temporary</b>	<p>1 day event</p> <p>2-9 day event (consecutive)</p> <p>Annual Licence (eg. Monthly markets at nominated locations)</p>
<b>Design Approval - New or Alterations</b>	<p>All new fixed food premises and alterations to existing premises</p> <p>All new mobile food premises and water carriers and alterations to existing vehicles</p>
<b>Food Safety Program Accreditation</b>	<p>Food Safety Program Accreditation with 3<sup>rd</sup> Party Advice</p> <p>Food Safety Program Approval – First 5 hours (desk top audit inspection and report)</p> <p><input type="checkbox"/> Food Safety Audit – First 5 hours (audit and report) then charged at an hourly rate</p> <p><input type="checkbox"/> Food Safety Program Amendment</p>

Applications made between 1 April and 30 June will receive a 25% discount on the licence fee only. Applications made between 1 July and 30 September will receive a 50% discount on the licence fee only.

Registered charitable organisations, churches, non-profit organisations may receive a 50% discount from the licence fee upon production of appropriate verification.

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## Privacy Statement

*These details will only be used for the purpose for which they have been collected and will not be used for any other purpose. We will not disclose the information you provide outside of Council unless we are required by law or you have given your consent. To the fullest extent allowed by law, Council, its officers and employees will not be liable for any claims in respect of any loss arising out of, or in connection with, the use of any of the supplied information.*

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## Office Use Only

<b>Date Paid</b>		<b>Receipt Number</b>	
<b>Receipt to</b>	10-6414-1001-41506	<b>Return to</b>	Environmental Health

## \* Application Information & Checklist – Proposal for New Fit-Out or Alterations

*You must lodge all documentation and fees, where applicable, otherwise additional information may be requested and this can delay the approval process.*

### Food Business Licence Application

Please indicate by ticking the relevant box whether you currently hold any of the following, as these are required for all new food business licence applications:

1. Relevant <b>Developmental Approval</b> .	Yes	No	N/A
2. <b>Building Approval</b> and <b>Plumbing Approvals</b> .	Yes	No	N/A
3. Completed food business <b>licence application form</b> .	Yes	No	N/A
4. <b>Plans</b> (including floor plans, site plans etc) showing up to date layout, equipment, hand basins, food preparation sink, wash up sinks and cleaners sink (refer Council's design and Fit-out guide and checklist of plans listed below).	Yes	No	N/A
5. Evidence of <b>Food Safety Supervisor training</b> – refer relevant fact sheet <a href="http://www.health.qld.gov.au/foodsafety/#factsheets">www.health.qld.gov.au/foodsafety/#factsheets</a>	Yes	No	N/A
6. If you are involved in catering or preparation of food for vulnerable populations, you will require a <b>Food Safety Program</b> – Refer to Qld Dept of Health Fact Sheet <a href="http://www.health.qld.gov.au/foodsafety/#factsheets">www.health.qld.gov.au/foodsafety/#factsheets</a>	Yes	No	N/A
7. All cooking equipment must comply with the <b>Australian Standards 1668 Part 1 &amp; 2 for Mechanical Ventilations Systems</b> . Prior to approval, the licensee must provide written certification from an appropriate professional that the installed Mechanical Ventilation Systems complies with AS1668 Part 1 & 2.	Yes	No	N/A
8. <b>Non-reticulated water</b> and Water Carriers will require evidence that the water is potable, such as water analysis certificate from a NATA accredited lab for microbiological (and chemical parameters for bore water).	Yes	No	N/A
9. Applications must be lodged with the <b>plans and application fees</b> .	Yes	No	N/A

**Applications, plans and fees can be submitted in person at Council, by post or email.**

### Advice to Applicant

1. If you intend to sell alcohol on the premises, contact Queensland Government Liquor Licensing Division.
2. If you intend to, or already discharge trade waste to sewer system, contact **Queensland Urban Utilities**.



## Design and Fit-Out Plans (Quick Guide)

1. Two copies of **Floor Plan** layout of all equipment, benches, storage cupboards, location of staff personal items, hand wash basin, wash sinks, preparation sinks, cleaners sink, door/window openings, chemical/cleaning equipment storage areas and capacity of the hot water unit etc. Details are to include finishes to the walls, floors and lighting provisions. Scale 1:50
2. Two copies of **Cross Sections Plan** layout each drawn through separate areas of the preparation and customer service areas. Details are to include heights of fixtures from floors and benches, junctions of walls and floors. Scale 1:50
3. Two copies of **Site Plan** showing location of premises/shop in regards to other premises including wastewater treatment devices (grease trap, etc), Waste storage area and staff toilets. Scale 1:100
4. Two copies of **mechanical exhaust ventilation** systems showing all dimensions, details of cooking equipment (ie. gas, electricity) and external discharge points in accordance with AS1662 Parts 1 & 2. Scale 1:50

### Other required information

1. **Non-reticulated water** and Water Carriers will require evidence that the water is potable, such as water analysis certificate from a NATA accredited lab for microbiological (and chemical parameters for bore water).
2. **Thermometer** with accuracy +/- 1 degree Celcius prior to operation.
3. **Food Safety Supervisor's** Statement of Attainment for the required units of competency by a Registered Training Organisation.
4. **Potable water supply.** Non-reticulated water and Water Carriers will require evidence that the water is potable, such as water analysis certificate from a NATA accredited lab for microbiological (and chemical parameters for bore water).
5. If a Water Carrier, provided written confirmation of the following:
  - a. Delivery hoses comply with AS2070-1999 (Plastic materials for food contact use) or relevant International standard;
  - b. Tank lining material used with containers and fitting complies with AS4020-2005 (testing of products for use in contact with drinking water) – Contact the manufacturer(s);
  - c. Backflow prevention certification provided.