

Southern Downs Regional Council



Southern Downs
REGIONAL COUNCIL
Environmental Services

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Food Act 2006
(Chapter 3)

Application for Food Business Licence

FIXED OR MOBILE FOOD PREMISES

If you have any specific enquiries regarding fees or how to complete this form, contact Council's Environmental Services Department.

Please complete this application in BLOCK LETTERS and tick boxes where applicable. Enter "n/a" if the question does not apply. Complete all sections unless otherwise stated.

Application Type

Refer to Explanatory Notes for more information

New Licence Application (Licence fee + \$200)

Accreditation of Food Safety Program (\$540)

Design Approval for Premise (\$200)

Temporary Food Stall Application:

New Application (see applicable licence type)

1 day (\$45) 2-5 days (consecutive) (\$70)

Amend Existing Licence (\$50)

Annual (max.12 events/year) (\$130)

Applicant Details

To be completed by the person/s applying to be the licensee and who will be legally responsible for the operation

Full name(s) of person/s or corporation/s applying for licence

Contact Telephone Numbers

(W)

(AH)

(M)

(Fax)

Names of the corporation's director/s (if applicable)

ACN or ABN (and ANZSIC code if applicable)

Trading Name

Email Address

Postal Address

Contact Name

Details of Business Premises

For Fixed Premises only - for mobile or temporary premises please complete following sections

Premise Street Address (include shopping centre, if applicable)

Real Property Description

Contact Telephone Number (if different to above)

Shop Trading Name

Previous Shop Trading Name (if existing food shop)

For Mobile Premises Only

Only one licence is required for each mobile premise to operate within Queensland. This can be obtained from any local government in which the business intends to operate. Inspection address must be within the Southern Downs Region.

Vehicle Description

Location/s of Operation

Vehicle Registration Number
(provide copy of current registration)

Address where the mobile premises is garaged

Vehicle Make/Model

Attach a current copy of any Food Business Licences' held by supplier(s) for the mobile food premises. (if applicable).

Yes No

Temporary Premise Details

Complete only if application is for a Temporary Food Premise.

Type of event or name of event:

Location (including any stall or site numbers):

Proposed Duration (dates and times):

Description of Food Business

For example café/restaurant, takeaway, food manufacturer.

Intended Start date of Operation
(not required for temporary premise)

Food Safety Supervisor

As of 1 July 2008 a licensee must have a food safety supervisor, under Chapter 3, Part 7 of the Food Act 2006

Nominated Food Safety Supervisor's Name

Contact address

Attach a copy of the 'Statement of Attainment' (from a Registered Training Organisation).

Business Hours Contact Number

Qualifications/skills and knowledge

Please note: If you do not know the details of your food safety supervisor(s) at this time, do not complete this section. This will not affect the decision made on your application. However, you are required to provide the details of your food safety supervisor(s) within thirty (30) days of receiving your licence.

Food Safety Programs

As of 1 July 2008, an Accredited Food Safety Program is required under Chapter 4 of the Food Act 2006 for particular food businesses.

Does your licensable food business fall into one of the below categories?

Off-site caterer Yes No

On-site caterer Yes No

Private hospital Yes No

(Under the Private Health Facilities Act 1999)

If you have answered **Yes** to any of the above, you must submit your application for accreditation of a Food Safety Program for your food business.

Suitability of Applicant/Licensee

Has the applicant ever had a licence refused, suspended or cancelled, or been convicted of an offence (other than a spent offence) under the *Food Act 2006*, *Food Act 1981* or a corresponding law?

- No Yes (attach full details)

Amendments

Complete only if application is for an amendment of an existing licence. Provide details of proposed amendment.

Site Plans and Supporting Information

Two (2) copies of plans must be attached to the application

Have copies of the detailed plans been attached to the application?

- Yes No

Plans must be drawn to scale and must provide adequate detail and information so that the application may be adequately assessed.

The only exception is if the application relates to an existing, currently operating food premises, where there have been NO structural alterations (in this instance plans *may not* be required)

- Floor Plan – showing details of the layout of equipment, fixtures and fittings, benches, cupboards (including storage of staff personal items), sinks, basins, door/window openings, location of staff areas, chemical/cleaning equipment storage areas and dining areas (including seating capacity). Scale 1:100.
- Sectional Elevations - showing a side-on view of the walls of the premises, indicating the height of structures, benches, fixtures and fittings and coolrooms/freezer room (if applicable). Detail of materials and finish to walls, floors, ceilings and lighting. Detail on the installation of fixtures and fittings, e.g. castors, plinths, legs. Scale 1:50.
- Site Plan - showing location of premises, waste storage, car parking, staff and public toilets and adjacent land uses. Scale 1:100.
- Mechanical exhaust ventilation system/s - showing all dimensions, details of cooking equipment and external discharge points. (Refer to *Australian Standard - 1668.2 The use of ventilation and air-conditioning in buildings. Part 2: Ventilation design for indoor air contaminant control*). Scale 1:50.
- Hydraulic (plumbing and drainage) plan showing location of water and sewerage pipes and connection types, tundishes and grease traps. Scale 1:50.
- An indication of the type of potable water supply (e.g. town water, rainwater).
- Refuse storage facilities and location.
- Transport Vehicle Plan - showing details of the layout of all the equipment, fixtures and fittings and the types of materials used. Scale 1:50.
- If your food business is a wholesaler; or supplies, manufactures or imports food, you will need to attach a written food recall plan with the licence application. The 'Food Industry Recall Protocol: A guide to writing a food recall plan and conducting a recall' (available from www.foodstandards.gov.au) may assist the food business in preparing a food recall plan.
- Temporary Premises only; a sketch of the layout of the food stall, including floor, roof and walls, location of food storage, preparation and display areas, hand washing facilities, cleaning facilities and waste disposal.

Applications Lodged

Please indicate what other applications have been lodged with Council

- Building Approval Advertising Signs Footpath Dinning
 Planning Approval Plumbing/Trade Waste

Signature of Applicant

The person signing the form on behalf of a Corporation or Incorporated Association must occupy a position that is legally entitled to make an application on behalf of that Corporation or Incorporated Association.

Complete if more than one Applicant

I, _____ certify that the above information and the information on any attachments, to the best of my knowledge, are to be true and correct.

Signature of Applicant

Position (if applicable)

Date

I, _____ certify that the above information and the information on any attachments, to the best of my knowledge, are to be true and correct.

Signature of Applicant

Position (if applicable)

Date

Office use only

Please note that any **New Applications** are required to pay the fee for applicable licence type **in addition** to the fee for **Design Approval** for the Premise.

Fee Paid

Date Paid

Receipt No.

Application No.

Receiving Officer

(Annual Licence Renewal Fee)

Licence Type (fixed/mobile premises):

Low Risk Premise
(\$140)

High Risk Premise- Category 1
(\$230)

High Risk Premise- Category 2
(\$290)

Explanatory Notes

Application Type

- Select **New Application** where premise has not previously been approved for this purpose, or where a previous approval has lapsed. You would also select **New Application** if you take over a business and plan to significantly alter the premises. This application includes the **Design Approval for Premise** and **New Licence Application**, and is only applicable when the business will be ready to operate within 6 months. (Alternatively, separate applications will need to be made for **Design Approval for Premise** and **New Licence Application**).
- Select **Amendment of Existing Licence** if you already hold the licence and intend on making significant alterations to the operation (not the premise- for this refer to **Design Approval for Premise**).
- Select **Design Approval for Premise** where you need advice on the suitability of the design of the premises (plans checked), but you are not ready to operate the food business within 6 months. A licence will not be issued for this type of application.
- Select **New Licence Application** only when you are commencing operation in an existing premise that has been approved for use (either a premise that has been renovated/re-designed, or that is currently not being used but for which approval has not lapsed, providing no changes to the premise have been made). Also select if commencing operation of a home business, for which design approval is not required.

Licence Type

Fixed/Mobile Premises

Low Risk Premise: The following premises are in this category- bed and breakfast, homestay, motels (that only serve to occupants), food shops that only sell unpackaged food (all handling/preparation is done elsewhere), takeaway food bars with 2 or less employees, home businesses.

High Risk Premise- Category 1: The following premises with a single customer service area or food preparation area are in this category- food manufacturers, café/restaurant, takeaway food bar, caterer (on-site and off-site), baker, childcare centre, hospital kitchen, nursing home and mobile food vehicle.

High Risk Premise- Category 2: The following premises with more than one customer service area or food preparation area are in this category- food manufacturers, café/restaurant, takeaway food bar, caterer (on-site and off-site), baker, childcare centre, hospital kitchen, nursing home and mobile food vehicle.

Temporary Premises

1 day- For a stall that will be operating for one day only.

2-5 days (consecutive)- For a stall that will be operating at the same location for a period of 2-5 days consecutively (ie. a weekend or a week, not markets each weekend).

Annual (maximum 12 days/year) - For a stall to be held several times throughout the year. The stall can be held at different locations, providing these are stated on the application form.