

# APPLICATION FOR A FOOD BUSINESS LICENCE

Isaac Regional Council is collecting personal information you supply on this form in accordance with the *Information Privacy Act 2009*. Your personal information will be used by Council officers who have been authorised to do so. The information will not be given to any other person or agency unless required by law or unless your permission is sought. Personal information will be handled in accordance with the *Information Privacy Act 2009*.

## INSTRUCTIONS

1. Use a BLACK or BLUE pen.
2. Use BLOCK letters
3. Read through all of the questions before beginning your application.
4. Applications that do not have the required sections completed **will not be accepted or may be refused.**

Please ensure you submit this application no less than thirty (30) days prior to the intended commencement of trade.

**Commencing trade prior to receiving a Food Business Licence is an offence against the *Food Act 2006* and may result in legal action being taken against you.**

**Applications made by agents or consultants on behalf of an applicant will be refused.**

## SECTION 1 LICENCE TYPE

Existing premises Food Business Licence  
(including home-based and mobile)

Construction and Licence of new Food Business  
(including mobile)

## SECTION 2 APPLICANT DETAILS

(This person/company will be the licence holder and responsible for compliance with the *Food Act 2006*)

Individual

Corporation

Incorporated Association

**APPLICANT:**  
(Individual or Corporation)

**TRADING NAME**

**DIRECTORS / CONTACT NAME**

**CURRENT ABN/CAN**

**REGISTERED ADDRESS**

**POSTAL ADDRESS\***

**PHONE**

**FAX**

**EMAIL**

\*A PO box is not a valid postal address for the serving of legal notices and documents such as licences.

Please provide a **complete list of all directors**. Any changes to this list must be provided to Council.

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## SECTION 3 PREMISES DETAILS

<b>PREMISES TYPE</b>	<input type="checkbox"/> Home-based	<input type="checkbox"/> Commercial	<input type="checkbox"/> Mobile
<b>PROPERTY NAME</b>			
<b>LOT ON PLAN</b>			
<b>ADDRESS</b>			
<b>SITE CONTACT</b>		<b>PHONE (M)</b>	
<b>FOR MOBILE PREMISES</b>			
<b>VEHICLE REGISTRATION</b>			
<b>LOCAL INSPECTION ADDRESS</b>			
<b>ARE ALL FOOD ACTIVITIES UNDERTAKEN WITHIN THE VEHICLE</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Please provide licenced kitchen details: FB: Address:

\*If you intend to prepare ingredients or food at another location, the preparation location must be licensed as well.

## SECTION 4 RELEVANT APPROVALS

Please provide details of approval reference numbers. (It is the applicant's responsibility to ensure that you have relevant approvals)

<b>DEVELOPMENT APPROVAL</b>		<b>PLUMBING AND DRAINAGE APPROVAL</b>	
<b>BUILDING APPROVAL</b>		<b>OTHER: COMMERCIAL USE OF ROADS ETC</b>	
<b>COUNCIL FACILITY APPROVAL</b>			

Note: Obtaining a Food Licence under the *Food Act 2006* does not release you from your responsibility for compliance with any other legislation

## SECTION 5 APPLICANT SUITABILITY TO HOLD A LICENCE

<b>PREVIOUS EXPERIENCE</b>	
<b>QUALIFICATION/S</b>	
<b>ADDITIONAL SKILLS</b>	

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**Statement 1: do any of the applicants** (or an executive officer of the corporation, or a member of the association's management committee) **have a conviction for a breach of food legislation, other than a spent conviction\*?**  Yes (attach details of offence and circumstances)  No

**Statement 2: do any of the applicants** (or an executive officer of the corporation, or a member of the association's management committee) **ever had a food licence suspended or cancelled?**  Yes (attach details)  No

**Statement 3: do any of the applicants** (or an executive officer of the corporation, or a member of the association's management committee) **ever have been refused a food licence under the Food Act 1981, Food Act 2006 or a corresponding law?**  Yes (attach copy of certification)  No

\*A spent conviction is a criminal conviction that has lapsed after a period of time and has been removed from a person's criminal record.

## SECTION 6 FOOD SAFETY SUPERVISOR DETAILS

\*You must provide details of your Food Safety Supervisor within thirty (30) days of receiving your licence.

I have provided evidence of my enrolment and will nominate within thirty (30) days of receiving my food business licence

I would like to nominate my food safety supervisor now: (please provide details below)

<b>FOOD SAFETY SUPERVISOR NAME</b>	
<b>CONTACT ADDRESS</b>	
<b>BUSINESS HOURS CONTACT NUMBER</b>	

## SECTION 7 PRIMARY ACTIVITY

(tick all relevant food handling activities to be undertaken throughout the licence period)

Low risk activities	Medium risk activities	High risk activities
<input type="checkbox"/> Jams & preserves	<input type="checkbox"/> Restaurant / Self-service buffet	<input type="checkbox"/> * Childcare facility / after school meals
<input type="checkbox"/> Low pH sauce manufacturer	<input type="checkbox"/> Café	<input type="checkbox"/> * Hospital meals / Aged care facility providing food for vulnerable persons
<input type="checkbox"/> Confectionary or Low Risk manufacturing	<input type="checkbox"/> Supermarket / Convenience store	<input type="checkbox"/> * Camp kitchen / non-resident workforce camp accommodation
<input type="checkbox"/> Bakery (low risk activities) no potentially hazardous toppings or fillings (no fresh dairy, custard)	<input type="checkbox"/> Bakery or Patisserie producing potentially hazardous food (fresh dairy, eggs)	<input type="checkbox"/> * Onsite catering as primary or sole activity
<input type="checkbox"/> Fruit and vegetables (cutting & display OR juicing & processing)	<input type="checkbox"/> Meals provided as part of accommodation OR Bed & breakfast	
<input type="checkbox"/> Sale of pre-made ice-cream	<input type="checkbox"/> Take away food premises	

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<input type="checkbox"/> Pre-made, unpackaged ready-to eat foods such as pies and sausage rolls	<input type="checkbox"/> Cakes & biscuits / slices	<input type="checkbox"/> * Onsite Catering at part of your premises for 200 or more people on 12 or more occasions
<input type="checkbox"/> Honey Producer	<input type="checkbox"/> Manufacture and/or bottling of beverages	
<input type="checkbox"/> Manufacture and/or bottling of carbonated or pasteurised beverages	<input type="checkbox"/> Ice-cream processing	<input type="checkbox"/> * Offsite Catering
<b>Additional Activities:</b>		

\*High-risk food premises may be required to hold an accredited Food Safety Program. Contact Council's Environmental Health Officer to confirm.

<b>NATURE OF THE FOOD: (HOT-BOX, BURGERS, SALADS, QUICHE, ROASTS ETC)</b>	
<b>HOURS OF OPERATION</b>	<input type="checkbox"/> Monday <span style="float: right;"><input type="checkbox"/> Friday</span>
	<input type="checkbox"/> Tuesday <span style="float: right;"><input type="checkbox"/> Saturday</span>
	<input type="checkbox"/> Wednesday <span style="float: right;"><input type="checkbox"/> Sunday</span>
	<input type="checkbox"/> Thursday

## SECTION 11 APPLICANT CHECKLIST

(Tick all applicable items relevant to your application)

- Permission to operate if operating from home
- Copy of statement of attainment from a Register Training Organisation, showing the nominated Food Safety Supervisor has completed the competencies required by Queensland Health. Issued in the last 5 years.
- Copy of proposed or actual menu
- Application to Hire Community Facilities has been filled out if using Council facilities.

### Where the business is not an individual:

- Copy of business registration certificate
- Complete list of all Directors for corporation
- Complete list of Management Committee Members for Incorporated Association

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## Where a Food Safety Program is required:

I have attached my Food Safety program along with the accreditation application form and auditors written advice.

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## For a new fit out or amendment:

One (1) copy of a Site Plan, drawn to scale not less than 1:100, showing the food premises location, waste storage area, car parking, staff and public toilet facilities, and adjacent land uses.

One (1) copy of a Floor Plan, drawn to scale not less than 1:50, showing details of the layout of all equipment, fixtures, and fittings, from a bird's eye-view. Plans or supporting documentation must include:

- Floor, wall, and ceiling surface finishes, including colours.
- Bench surface finishes, including colours.
- Sinks, include location, dimension, tap-ware, and proposed use (e.g., hand wash basin, food preparation sink, wash up sink/s)
- Location of floor waste and or cleaners sink.
- Light fitting design and installation.

One (1) copy of Sectional Elevations of the fit out of the premise, drawn to a scale of not less than 1:50, showing a side-on view of the internal walls of the premises, indicating heights of equipment, fixtures, and fittings. Note: Photographs may be acceptable for existing premises

One (1) copy of plans of the Mechanical Exhaust Ventilation system, drawn to a scale of not less than 1:50, showing the construction of the canopy and all ducting, including access points to ducting.

Certification (Form 12) by a suitably qualified person, which states that any mechanical ventilation is/has, been designed, constructed, installed, certified and is operating in compliance with:

- AS/NZS 1668.1:1998 the use of ventilation and air-conditioning in buildings - fire and smoke control in multi-compartment buildings, and
- AS/NZS 1668.2:2012 the use of ventilation and air-conditioning in buildings - mechanical ventilation in buildings

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## For a mobile:

Public Liability Insurance.

Site plan (where the mobile food vehicle will be located).

Gas system compliance certificate (if applicable).

Current Registration Certificate

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## SECTION 9 OTHER COUNCIL APPROVALS

Your food licence may not be approved if all other approvals are not obtained, please consider if any of the below are required to accompany your application.

**Town Planning**

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- You will need to find out what your land use approvals are and if you require additional approval.

## Building

- You will require approvals for new buildings or changes to existing structures, tenancy fit outs, installation of cool or freezer rooms, installation of mechanical exhaust ventilation and a certificate of classification for the buildings/structures, etc.

## Plumbing and Trade Waste

- You will need to gain approval for any plumbing installations required for the food business. You will need to obtain approval to release trade waste to the sewer and may have to install a grease interceptor trap or similar which will require ongoing servicing.

## Local Law Approvals

- Other activities may require further approval from council including trading on public land (for mobile food vehicles or footpath dining), accommodation facilities, entertainment events, advertising, camping grounds and caravan parks.

## SECTION 12 DECLARATION

*I/we hereby make application for Food Business Licence, and declare this information provided to be true and correct. I/we understand that should any information not be completed or attached, or relevant fees not received with the application, this application may be considered not properly made and returned without assessment.*

- If the application is made by a corporation or incorporated association, the person signing is legally entitled to make the application on behalf of the corporation or incorporated association.
- I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge. I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*;
- I understand that all information supplied on or with this application form may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977*;
- I understand that legal action may be taken against me under the relevant Acts and Regulations if the information provided is known to me to be false or misleading at the time of supplying the information.

<b>APPLICANT'S SIGNATURE</b>	Signature	Date
	Print Name	

Once completed please send form and any attachment to:  
[records@isaac.qld.gov.au](mailto:records@isaac.qld.gov.au) or Isaac Regional Council, PO Box 97, Moranbah QLD 4744  
or deliver in person to your local Isaac Regional Council office