

Food Business Licence

Application

Food Act 2006

Address all communications to
The Chief Executive Officer

PO Box 974, Ayr Qld 4807
T (07) 4783 9800 | F (07) 4783 9999
enquiries@burdekin.qld.gov.au

NOTE: SUBMISSION OF THIS APPLICATION DOES NOT GUARANTEE APPROVAL. OPERATION OF A FOOD BUSINESS IS NOT PERMITTED UNLESS A LICENCE HAS BEEN ISSUED.

This application is for: (Please ✓ or ×)			
<input type="checkbox"/> Food Business Licence			
Risk classification	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
<input type="checkbox"/> Amendment to Licence (change in licensee – please note the current licensee is to sign Section 3)			

Section 1: Applicant Details (Please print)			
Full Name:			
Company Name:			
Contact person (for company)		Position:	
ACN:			
Postal Address			
Telephone:		Mobile	
Email:			

Section 2: Business Details (Please print)			
Trading Name of Business:			
Business Address:			
Telephone:		Mobile	
Business Email:			
Postal Address:			
ABN:			
Real Property description:			

Vehicle details (if applicable):			
Vehicle Registration Number:		Colour:	
Vehicle Make:		Model:	

Section 3: Amendment to existing licence (eg Transfer/Change of Operator)

I/we, the current licence holder of: <i>[Insert business name]</i>	
Operating from <i>[Insert business address]</i>	
Consent to the amendment of the licence to the applicant/s as per Section 1 of this form.	
We surrender our licence effective from: <i>[[date changeover occurs]</i>	
Current Licence Operator's Name/s:	
Current Licence Operator's Signature/s:	
Date:	

Section 4: Categories of Food Business

<input type="checkbox"/> Aged care*	<input type="checkbox"/> Bakery/pastry cooker
<input type="checkbox"/> Bed and Breakfast	<input type="checkbox"/> Café/restaurant
<input type="checkbox"/> Catering*	<input type="checkbox"/> Charity organisation serving meals >12 times/year*
<input type="checkbox"/> Child care* (with food preparation)	<input type="checkbox"/> Domestic kitchen
<input type="checkbox"/> Food manufacturer/packer	<input type="checkbox"/> Food shop/store
<input type="checkbox"/> Food vehicle	<input type="checkbox"/> Non-Government school
<input type="checkbox"/> Offsite catering*	<input type="checkbox"/> Onsite catering to 200 people and more*
<input type="checkbox"/> Takeaway food premises	<input type="checkbox"/> Temporary food premises
<input type="checkbox"/> Other (please provide details)	

*Have you developed and attached an approved food safety program? Yes No

Number of chair provided for customer to eat on site:

Does this number include footpath dining? Yes No

If you answered yes to footpath dining please note you are required to obtain separate approval for the use of the footpath for dining. Please refer to *Application for Approval for Commercial Use of Local Government Controlled Areas and Road*.

Section 5: Nominated Food Safety Supervisor

The nominated Food Safety Supervisor must have the appropriate experience and expertise relevant to the food business, be able to supervise and give direction about food safety to persons in the business and be “reasonably available” at all times the business is operating. A business can have more than 1 supervisor.

Name:	<input type="text"/>	Phone:	<input type="text"/>
Name:	<input type="text"/>	Phone:	<input type="text"/>

Please attach a copy of the Certificate of Competency for each nominated Food Safety Supervisor.



Section 6: Suitability to hold licence

This section is to assist in determining the skills and knowledge of the Applicant and their suitability to sell safe and suitable food.

Have any of the Applicant's been convicted for a breach of any food legislation? Yes No

If the applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included.

Have any of the applicants previously held a licence under the *Food Act 2006*, the *Food Act 1981*, or a corresponding law that was suspended or cancelled? Yes No

If the Applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included.

Have any of the applicants been refused a licence under the *Food Act 2006*, the *Food Act 1981* or a corresponding law? Yes No

If the Applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included.

If you have answered yes to any of these questions, please attach a separate sheet with the relevant details.

Section 7: Other approvals

Has a food business previously been undertaken or licenced from this building/shop? Yes No

If your response is No, please note that other Council approvals may be required. Please complete table below.

If your response is Yes, please continue to the next section.

Approval Type	Application Number and/or Approval Date	Office Use
Development		
Building		
Plumbing and Drainage		
Trade Waste		

Section 8: Fit out details and design

Is this application for a new business or for changes to the existing approved food premises? Yes No

If yes, please ensure you supply the following documents.

If no, please continue to the next section.

- Two copies of a Site Plan, drawn to scale not less than 1:100 showing the food premises, location, waste storage, car parking, staff and public toilet facilities and adjacent land uses.
- Two copies of a floor plan, drawn to scale not less than 1:50, showing details of the layout of all equipment, fixtures and fittings in a bird's eye view (looking down on the premises). Sink details should be provided, including the type of sink (single bowl, double bowl, triple bowl, hand wash basin or cleaner's sink), and the dimensions (or the size and depth of the sink). The floor plan should also indicate the type of materials and finishes used on the equipment, fixtures, fittings, floors, walls and ceilings (such as stainless steel or laminated work benches, walls and ceilings finished to a high gloss paint and ceramic tiled floor with epoxy grouting).

Section 8: Fit out details and design (cont.)

- Two copies of sectional elevation, drawn to scale not less than 1:50, showing a side on view of the walls of the premises and should indicate height of structures, benches, including fixtures, fittings and equipment within cool rooms/freezer rooms (if applicable).
- Two copies of hydraulic plan (plumbing and drainage plan), drawn to scale of not less than 1:50, showing the location of water and sewerage pipes, connection types, tundishes and grease traps.
- Two copies of mechanical Exhaust Ventilation Plan, drawn to scale of not less than 1:50, if mechanical exhaust systems are to be installed.

Section 9: Document Checklist

Yes I have (please tick all that apply)

- completed all Sections of this application (as applicable to my application)
- Provided consent from current licence holder (if application is for amendment to licence).
- Provided the detailed plans as relevant to my application.
- Provided 2 copies of the food safety program (if required) – audited by external auditor

Section 10: Declaration and Signature

Declaration: I hereby apply for permission to operate a food business as described above. I understand that should approval be granted that the approved kitchen will not be changed unless prior approval in writing is obtained from Council’s Environment and Health Officers. I, the abovenamed applicant, do sincerely declare that the information shown above is true and correct.

I also enclose the non-refundable application fee. I understand that this fee does not guarantee licence approval.

Signature of Applicant:		Date:	
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Information Privacy Act 2009. Burdekin Shire Council is collecting the personal information you provide on this form in accordance with the Food Act 2006 for the purpose of assessing your application, monitoring and enforcing compliance. This information may be given to Queensland Health if investigation of a serious breach of the Act, including a suspected food poisoning outbreak, is warranted. Your information will not be disclosed to any other third party without your consent unless required or authorised by law.

Office Use Only							
Fee Paid	\$	CSO Initials		Applic. No		Prop ID No	
Receipt No				Action	New: EO Renewal: LIC	Land ID No	
Date Paid	/ /			Noted	New: LIC Renewal: EO	Function ID No	652

Information Sheet

This checklist provides a summary of approvals and licences you may require to operate a fixed food business. Please read through the list and review the supporting information available on the links provided. We strongly recommend reviewing all information prior to submitting any applications.

- Business planning, preparation and growth** – www.business.gov.au provides essential information on planning, starting and growing your business in any industry.
- Development Assessment** – Before setting up a fixed food business you should check if a development application must be lodged with Council. The application should seek all required approvals for your proposed business.

To determine how your application will be assessed, contact the development assessment area in Council.

- Building approval** – Construction and renovations of buildings, including internal fit outs, may require approval from a building certifier. You can obtain information about building certifiers in your area from the [Queensland Building and Construction Commission](#)
- Business registration** – Business name registration is governed through [Australian Securities and Investment Commission](#) (ASIC).

Registering for an Australian Business Number (ABN) is completed via the [Australian Business Register](#).

- Food business design** – Food preparation areas are required to comply with the *Food Act 2006*. The [Food premises: Design, construction and fit-out guide](#) provides details of the minimum specifications to comply with legislation, as well as necessary supporting documentation (such as plans) needed at the time of lodgement of a food business licence.

NB. If you plan to use a property with an existing kitchen and don't intend to make changes, the site may already have an approved design. Please call Council to check.

- Food business licence** – Businesses that sell food require a licence*. The [Local government assessment of applications for a licence under the Food Act 2006](#) provides advice on licencing for businesses, charities and community organisations that operate food premises, mobile food vehicles, mobile food carts and catering businesses.
- Food safety program** – the food safety program assists in understand food safety hazards and controls. This food safety program [factsheet](#) gives advice on which food businesses must complete a program and how to contact an accredited program provider. After your program is complete, you need to notify Council.
- Food safety supervisor** – A food safety supervisor adds an onsite level of protection for day-to-day food safety. A [guideline](#) has been created to help you understand why you need a supervisor and who is acceptable as one. You need to notify your Council of the food safety supervisors/s
- Plumbing and Drainage approval** – making changes to or installing plumbing and drainage related infrastructure generally requires Council approval. All work should be conducted by a licensed plumber. More information is available through your Council.
- Trade waste permit** – Premises which trade waste will be discharged into sewerage system must apply for and hold a trade waste approval. If you are a new business or amending a permit, you

will need to submit an application to your trade waste authority.

*NB. A trade waste permit is different from a plumbing and drainage approval, though they are complimentary to each other.

- Advertising signs licence** – Some Councils have rules about the type and location of any advertising signs for businesses. Depending on the type of advertising sign, you may need to obtain a licence. Please contact Council for more information.
- Footpath dining permit** – A food business that provides tables and chairs on public land or public property located along a road (footpath) for outdoor dining may require approval from Council. Please contact Council for more information.
- Liquor licence** – If you intend to sell or serve alcohol on the premises you will need to apply for a liquor licence. Please visit the Queensland Government [Business and Industry Portal](#) for information on liquor licences.

The checklist is designed to provide you with a broad overview of the types of approvals needed for a food business. It is a summary only and is subject to change.