

# Application for Food Business New Licensee 2023/2024

## Food Act 2006

### IMPORTANT NOTICE

Western Downs Regional Council is collecting personal information you supply on this form in accordance with *Food Act 2006*. The personal information collected on this form will be used to administer the act and maintain a register of Licensed Premises. Your personal information will be accessed by persons who have been authorised to do so. Some of this information may be given to Queensland Health for the purpose of administering the act. Your information will not be given to any other person or agency unless required by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

Application Licence Type	Fee
<input type="checkbox"/> Fixed High Risk Premises <sup>1</sup> (up to 30 day assessment)	\$365.00
<input type="checkbox"/> Fixed Medium Risk Premises <sup>2</sup> (up to 30 day assessment)	\$235.00
<input type="checkbox"/> Mobile Medium Risk Premises (up to 30 day assessment)	\$235.00
<input type="checkbox"/> Urgent Food Licence Application <sup>3</sup> - Medium Risk Premises (up to 10 day assessment)	\$1,700.00
<input type="checkbox"/> Urgent Food Licence Application <sup>3</sup> - Mobile Medium Risk Premises (up to 10 day assessment)	\$1,700.00

<sup>1</sup> High Risk Premises generally require an accredited Food Safety Program, such as Child Care Centre, Aged Care Facilities, Off-site Caterer and On-site Caterer.

<sup>2</sup> Includes Workers Accommodation Camp Kitchens must be licensed as Mobile Premises or as a High Risk Premises for those requiring a Food Safety Program.

<sup>3</sup> Urgent Applications (10 business day assessment) are subject to availability, and must be confirmed with an Officer prior to application.

NOTE: Urgent applications will revert to standard application if the application is not complete, or requires further information; no refunds.

### Applicant Details (This person/company will be the licence holder & responsible for compliance with the Food Act 2006)

Applicant: (individual or corporation)			
Trading Name:			
Directors/ Contact Name :			
Registered Address:			
Suburb:		Post Code:	
Postal Address:			
Suburb:		Post Code:	
Phone (h):		Phone (w):	
Phone (m):		Fax:	
Email Address:			



### Premises Details (for fixed, domestic or camp kitchen premises)

Property Name:		Lot on Plan:	
Address:			
Suburb:		Postcode:	
Site Contact:		Phone (m):	
Premise Type:	Commercial	Domestic	Temporary



**Premises Details (for mobile premises)**

Vehicle Registration:			
Local Inspection Address:			
Suburb:		Postcode:	

**Primary Activity** (Tick all relevant food handling activities to be undertaken throughout the licence period)

<input type="checkbox"/> * Childcare/after school meals	<input checked="" type="checkbox"/> Fruit and vegetables (cutting & display)	<input type="checkbox"/> Supermarket
<input type="checkbox"/> * Caterer - off-site only	<input type="checkbox"/> Convenience store	<input type="checkbox"/> Bed & breakfast
<input type="checkbox"/> * Caterer - on-site/off site	<input type="checkbox"/> Bakery & pastries	<input type="checkbox"/> Beverage manufacture
<input type="checkbox"/> * Hospital meals/ aged care facility / providing food to vulnerable persons	<input type="checkbox"/> Temporary food stall (events/ market / land based activity or partly land based)	<input type="checkbox"/> Mobile Food Vehicle (all activities undertaken within the vehicle)
<input type="checkbox"/> * Camp kitchen/ workers accommodation	<input type="checkbox"/> Potable water carriers	<input type="checkbox"/> Jams & preserves
<input type="checkbox"/> Café/restaurant	<input type="checkbox"/> Cakes & biscuits/slices	<input type="checkbox"/> Take away food premises
<input type="checkbox"/> Food manufacturer	<input type="checkbox"/> Delicatessen	<input type="checkbox"/> Packaged food only
Additional Information:	<input type="checkbox"/> On-site Catering	<input type="checkbox"/> Off-site catering (attach details of the make, model and registration details of all vehicles proposed to be used and number of functions/year over 200 people)

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

Nature of the food: <i>(hot-box, burgers, salads, quiche, roasts)</i>		
Hours of Operation:	Monday:	Friday:
	Tuesday:	Saturday:
	Wednesday:	Sunday:
	Thursday:	

**Nomination of a Food Safety Supervisor**

NB. 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 local government details of your food safety supervisor(s) within thirty (30) days of receiving your licence.

Food Safety Supervisor Name:			
Contact Address:			
Suburb:		Postcode:	
Business Hours Contact Phone:			
Certification:	Copy provided - a copy of the statement of attainment is required as conformation		





**Applicant Suitability** (Attach copies of certifications)

Previous experience:	
Qualification/s:	
Additional skills:	
<p>Have any of the applicants been convicted for a breach of any food legislation? 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.</p> <p><input type="checkbox"/> No                      <input type="checkbox"/> Yes, please attach details</p>	
<p>Have any of the applicants previously held a licence under the <i>Food Act 2006</i>, the <i>Food Act 1981</i> or a corresponding law that was suspended or cancelled? 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.</p> <p><input type="checkbox"/> No                      <input type="checkbox"/> Yes, please attach details</p>	
<p>Have any of the applicants been refused a licence under the <i>Food Act 2006</i>, the <i>Food Act 1981</i> or a corresponding law? If the applicant is a corporation or incorporated association, an executive officer of a corporation or member of the association's management committee is included.</p> <p><input type="checkbox"/> No                      <input type="checkbox"/> Yes, please attach details</p>	

**Attachments Checklist (all attachments must be legible to permit them to be assessed)**

Copy of statement of attainment from a Registered Training Organisation, showing the nominate Food Safety Supervisor has completed the competencies required by Qld Health.

If, under section 99 of the *Food Act 2006*, the applicant must have an accredited food safety program for the food business, the proposed food safety program must accompany this application. This is also to be accompanied by Notice of Written Advice from an approved auditor in accordance with sections 56 and 103 of *Food Act 2006* or payment of the relevant fee for accreditation of this program, if not submitted with written advice. Please note that submission of a Food Safety Program with this application is deemed to be submission for accreditation (even if not required under section 99).

Menu

**FAILURE TO PROVIDE ALL NECESSARY ATTACHMENTS WILL RESULT IN AN EXTENDED ASSESSMENT PERIOD.**

**Customer Signature**

I/we hereby make application for Food Business Licence, and declare the 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 application, this application may be considered not properly made, and returned without assessment.

Print Name:	Signature:	Date	/	/
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Payment on this application is considered an invoice; ABN: 91 232 587 651. NO GST is applicable on Licence Fees.

**Office Use Only**

Assessment number:		EH No.:	
Amount paid:	\$	Date paid:	/ /



## Application Checklist

Review the Attachment checklist, and ensure all attachments are supplied; failure to supply a complete application, with all supporting documents will directly impact on the assessment time frame.

If you are unsure you have all the correct information for the application, contact an Environmental Health Officer for advice.

- Have you indicated the appropriate Food Licence you are applying for?
- Have you completed the Applicants details? Ensure you correctly nominate the individual or entity to hold, be responsible for this Licence.
- Have you accurately provided the proposed, premises details and its street location? This information is important and needs to be accurate as it will be placed on any granted licences.
- Have you indicated the premises type, commercial, temporary or domestic? This is important and will relate back to the assessment of the submitted floor plans, to ascertain if the proposed food handling activities can be safely produced within the proposed premises.
- Have you indicated all your proposed food handling activities? You can tick more than one.
- Have you attached a proposed or actual menu? This is important as the suitability of the premises, person and the proposed activities can be assessed. Depending on the types of activities proposed and the state of the food premises, restricted or conditional Food Licences may be issued.
- Have you accurately indicated the hours of operation? This will assist with food safety inspections and suitability of the premises.
- Have you indicated the Food Safety Supervisor along with providing the supporting certificate of completion? If you do not have one yet, or are awaiting the training, please indicate within the application of your intention. You are allowed an additional 30 days, after a Food Business Licence has been issued to provide this information.
- Have you indicated the applicant's skills and knowledge and experiences in food handling and food safety?
- Have you accurately completed these legislative questions?
- Have you attached details of the make, model and registration details of all vehicles proposed to be used?
- Have you included the details for the number of functions per year over 200 people?

## Council Contact Details

### Chinchilla Customer Service Centre

80-86 Heeney Street, Chinchilla Qld 4413  
Monday to Friday 8am - 5pm

### Dalby Customer Service Centre

30 Marble Street, Dalby Qld 4405  
Monday to Friday 8am - 5pm

### Jandowae Customer Service Centre

22 George Street, Jandowae Qld 4410  
Monday to Friday 9am - 5pm

### Miles Customer Service Centre

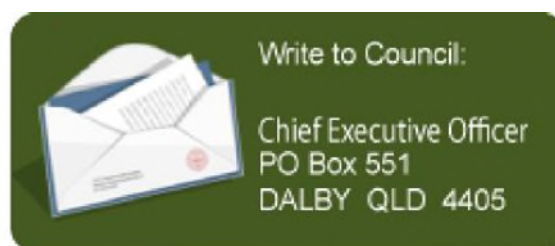
29 Dawson Street, Miles Qld 4415  
Monday to Friday 8am - 5pm

### Tara Customer Service Centre

19 Fry Street, Tara Qld 4421  
Monday to Friday 8am - 5pm

### Wandoan Customer Service Centre

6 Henderson Road, Wandoan Qld 4419  
Monday to Friday



Postal address: Western Downs Regional Council, PO Box 551, DALBY QLD 4405

