

# Application for Food Business Licence

## 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 for:	Licence Type	Fee
<input type="checkbox"/>	Fixed High Risk Premises <sup>1</sup> (up to 30 day assessment)	\$824.00
<input type="checkbox"/>	Fixed Medium Risk Premises (up to 30 day assessment)	\$385.00
<input type="checkbox"/>	Mobile Medium Risk Premises (up to 30 day assessment)	\$385.00
<input type="checkbox"/>	Temporary Premises <sup>2</sup> - Other than 3 day temporary premises (up to 30 day assessment)	\$1028.00
<input type="checkbox"/>	Urgent Food Licence Application <sup>3</sup> - Medium Risk Premises (up to 10 day assessment)	\$1531.00
<input type="checkbox"/>	Urgent Food Licence Application <sup>2&amp;3</sup> - Temporary Premises (other than 3 day)	\$1858.00
<input type="checkbox"/>	Urgent Food Licence Application <sup>3</sup> - Temporary Premises (maximum 3 days permit) (Date: / / to / / )	\$1415.00

<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> Workers Accommodation Camp Kitchens must be licensed as Temporary Premises (other than 3 day temporary 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:			



### Relevant Approvals

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

Development Approval:		Plumbing & Drainage Approval	
Building Approval		Other: footpath dining etc.	

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



### Premises Details (for fixed, Domestic or temporary premises)

Property Name:		Lot on Plan:	
Address:			
Suburb:		Postcode:	
Site Contact:		Phone (m):	
Premise Type:	<input type="checkbox"/> Commercial	<input type="checkbox"/> Domestic	<input type="checkbox"/> 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 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 Activities:	<input type="checkbox"/> * On-site Catering Number of functions/year over 200 people ____	<input type="checkbox"/> * Off-site catering (attach details of the make, model and registration of all vehicles proposed to be used)

\* 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: (hot-box, burgers, salads, quiche, roasts)	_____	
	_____	
Hours of Operation:	<input type="checkbox"/> Monday: _____	<input type="checkbox"/> Friday: _____
	<input type="checkbox"/> Tuesday: _____	<input type="checkbox"/> Saturday: _____
	<input type="checkbox"/> Wednesday: _____	<input type="checkbox"/> Sunday: _____
	<input type="checkbox"/> 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 <input type="checkbox"/> 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> <input type="checkbox"/> No <input type="checkbox"/> Yes, please attach details	
<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> <input type="checkbox"/> No <input type="checkbox"/> Yes, please attach details	
<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> <input type="checkbox"/> No <input type="checkbox"/> Yes, please attach details	



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

- Two (2) copies 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.
- Two (2) copies 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 (see back page for an EXAMPLE FLOOR PLAN). 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)
- Two (2) copies 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.
- Certification (Form 16) 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 & air-conditioning in buildings - Fire & smoke control in multi-compartment buildings & AS/NZS 1668.2:2012 The use of ventilation and air-conditioning in buildings - mechanical ventilation in buildings.
- 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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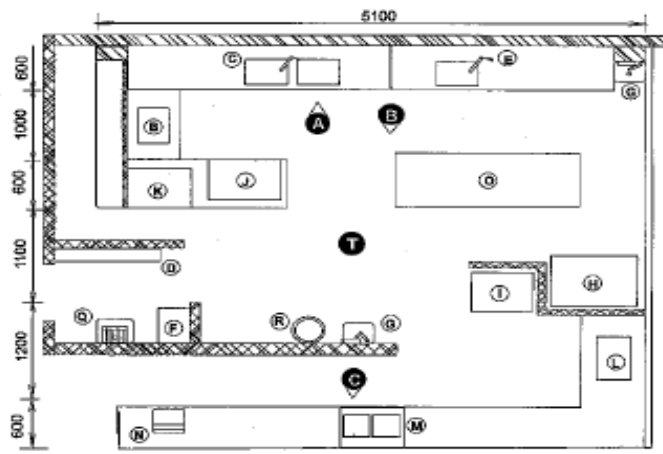
Payment on this application is considered an invoice; ABN: 91 232 587 651. NO GST is applicable on Licence Fees.



### Office Use Only

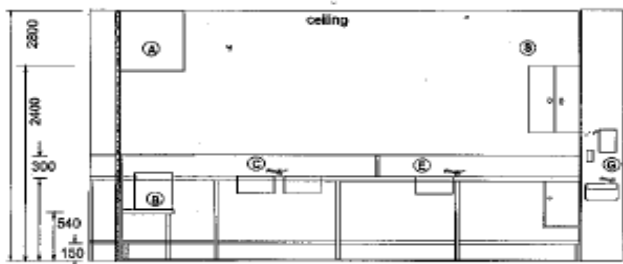
Assessment number:		EH No.:	
Amount paid:	\$	Date paid:	/ /
Receipt number:		Initials:	

# Fixed Premises Example Plan



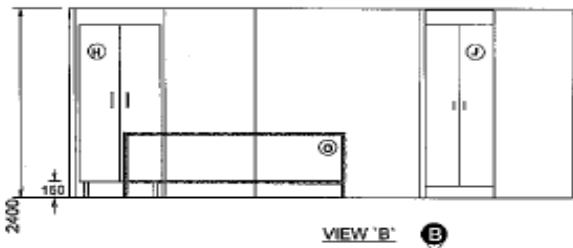
**FLOOR PLAN**

- A** Mechanical exhaust
- B** Fryer
- C** Stainless steel
- D** Staff personal effects storage
- E** Stainless food preparation sink
- F** Chemical storage unit
- G** Stainless steel hand wash basin 400mm by 500mm
- H** Upright scope commercial refrigeration unit
- I** Scope upright drinks fridge
- J** Dry goods pantry
- K** Commercial pie warmer
- L** Coffee
- M** Refrigerated display cabinet
- N** Cash register
- O** Stainless steel food preparation bench
- P** General waste bin
- Q** Cleaners sink
- R** Waste bin
- S** Storage cupboard
- T** Floor waste drain



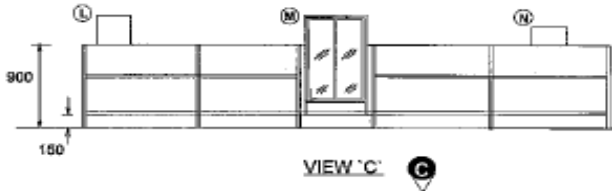
**VIEW 'A'**

- FLOOR** Ceramic tiles and coving to all walls.
- WALLS** Timber framing.
- WALL LINING** 10mm plasterboard gloss enamel finish.
- BENCHES** Stainless steel bench and frame.
- FRONT COUNTER** Laminex bench top.
- CEILING** Sealed plasterboard tiles gloss enamel finish.



**VIEW 'B'**

- PLUMBING** ss basin, knee operated mixer tepid & cold water ss sinks, lever mixer tap, hot and cold water.
- BACKFLOW PREVENTION** Air gap to all tapware. Dual check valve to coffee machine.



**VIEW 'C'**

Fit-out Guide Fixed Food Premises, Toolbox Council Knowledge Network



## 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.
- Provided relevant approvals and permit numbers? It is the applicant's responsibility to source all the other relevant approvals and permits.  
Whilst you may be compliant with *Food Act 2006*, by having sufficient sinks in you premises but you may be breaching the *Plumbing and Drainage Act 2002* if you installed without plumbing Approval.
- 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 place 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 produces 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 indicates 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 applicants skills and knowledge and experiences in food handling and food safety?
- Have you accurately completed these legislative questions?

## 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