

APPLICATION FOR A FOOD BUSINESS LICENCE

Food Act 2006



All required sections must be fully completed and required documentation submitted with this application. An incomplete application will not be accepted and will delay assessment.

1. What are you applying for?

New Food Licence	<input type="checkbox"/>	Amendment of Food Licence	<input type="checkbox"/>
Restoration of Food Licence	<input type="checkbox"/>	(complete entire form including Section 8)	
Renewal of Food Licence	<input type="checkbox"/>	Temporary Food Stall	<input type="checkbox"/>

2. Have you contacted Council's Governance and Operations Department on (07) 40404500 to ensure you have Town Planning approval to lawfully operate from the premises?

<input type="checkbox"/> Yes – Please provide Development Approval Number or advice received.
<input type="checkbox"/> No – Contact Council before proceeding further.
<input type="checkbox"/> NA – Already operating from a lawful and legal use.

3. Are you operating from an existing food premises?

<input type="checkbox"/> Yes	Do you intend to make any alterations to the existing fit out of the premises? <input type="checkbox"/> Yes - Complete Application of Suitability of Premises Assessment form <input type="checkbox"/> No - Continue to question 4
<input type="checkbox"/> No	Complete Application for Suitability of Premises Assessment form to attach with this application

4. Applicants Details

Is the applicant a Not-for Profit Organisation?	Yes <input type="checkbox"/> Please attach supporting documents from ATO	No <input type="checkbox"/>
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Full name (Individual, Trust, Company or Incorporated Association name in full):

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Telephone.....Mobile.....

Email.....

Registered Address.....

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ABN.....

Is the applicant a Corporation or Incorporated Association?	Yes <input type="checkbox"/> Please attach a complete list of all directors or members of the management committee	No <input type="checkbox"/>
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5. Food Business Licence Details

Business Trading Name

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Business Address (or proposed location of Temporary Food Stall)

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Lot and Plan of Business Address: LotPlan.....

Please Tick which category/s below best describes your food business	
<input type="checkbox"/> Aged care / Child Care Centre <i>(Have you attached an accredited Food Safety Program? Please Tick Yes <input type="checkbox"/> / No <input type="checkbox"/>)</i>	
<input type="checkbox"/> On-site caterer <input type="checkbox"/> Off-site caterer	
<input type="checkbox"/> Caterer <i>(Have you attached an accredited Food Safety Program? Please Tick Yes <input type="checkbox"/> / No <input type="checkbox"/>)</i>	
<input type="checkbox"/> Non-profit organisation serving meals more than 11 times per year	
<input type="checkbox"/> Bed & Breakfast	<input type="checkbox"/> Food Shop / Store
<input type="checkbox"/> Home Kitchen	<input type="checkbox"/> Take Away Shop
<input type="checkbox"/> Manufacturer / Packer	<input type="checkbox"/> Bakery
<input type="checkbox"/> Temporary Food Stall or Mobile Food Business	<input type="checkbox"/> Café / Restaurant
Types of food to be prepared or sold (attach menu if available)	
What are your proposed days and hours of operation (e.g. 10 am – 10pm Monday – Friday)	For off-site catering or mobile food businesses provide the make, model and registration details of the food transport vehicle:

6. Suitability of applicant to hold a food business licence

Do you have the appropriate qualifications to sell safe and suitable food under the licence? Yes <input type="checkbox"/> / No <input type="checkbox"/> Please provide copies of certificates or details of courses or relevant experience
Have any of the applicants been convicted for a breach of any food legislation? Yes <input type="checkbox"/> / No <input type="checkbox"/> <i>If the applicant is a corporation or an incorporated association, this includes an executive officer of the corporation or a member of the association’s management committee.</i>

<p>Have any of the applicants previously held a licence under the <i>Food Act 2006</i>, or a corresponding law that was suspended or cancelled? Yes <input type="checkbox"/> / No <input type="checkbox"/></p>
<p>Have any of the applicants been refused a licence under the <i>Food Act 2006</i>, or a corresponding law? Yes <input type="checkbox"/> / No <input type="checkbox"/></p>

7. Nomination of Food Safety Supervisor

<p>All licenced food businesses must have a Food Safety Supervisor. You are required to provide Council with the details of your food safety supervisor(s) within thirty (30) days of your licence being issued.</p>	
Name	
Contact Number	
<p><i>Please attach a Certified Copy of your nominated Food Safety Supervisor’s Statement of Attainment for specified units of competency. Note: If you have more than one food safety supervisor, please attach details and relevant contact information.</i></p>	

8. Amendment to Licence (complete only if required)

Applicant Name	
Food Licence Number	
<p>Details of Amendment:</p> <p><i>Note: for Food Safety Program amendment you may need to provide a Notice of Written Advice from an approved auditor)</i></p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

9. Applicant Declaration

<p>If the application is made by a corporation or incorporated association, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association.</p> <p>I declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.</p> <p>I am aware that it is an offence to knowingly provide false or misleading information. I am also aware that it is an offence to commence operating a food business without an approved food business licence.</p>	
Name of Individual / Organisation	
Name of Signatory <i>If applicant is an organisation</i>	

Position <i>Proprietor, Director, Manager etc.</i>	
Signature	
Date	

10. Fee Schedule

Council will invoice the required fee after receipt of application.

Note for both New Food Business Licence and Annual Food Business Licence Renewal applications, a Food Licence Inspection will also be required and is charged as an additional fee.

New Food Business Licence Application (includes new Mobile Food Business Licences if operating 12 or more times a year)	\$415.00
Annual Food Business Licence Renewal (includes Licence Restoration or Amendments)	\$415.00
Temporary Food Stall – annual fee	\$125.00
Temporary Food Stall – per event	\$65.00
Food Licence Inspection	\$100.00

11. Application Submission and Enquiries

Application enquiries can be made to Council's Governance and Operations Department via phone on (07) 4040 4500 or email to comments@kowanyama.qld.gov.au

Completed applications are to be addressed to **Kowanyama Aboriginal Shire Council, Governance and Operations Department** and submitted via email to comments@kowanyama.qld.gov.au or posted to the following address:

PO Box 769
Bungalow QLD 4870

Definitions

mobile premises, for a food business, means —

- (a) premises that are a vehicle from which a person sells unpackaged food by retail; or
- (b) premises that are a food vending machine

NOTE: If the food business is to be carried on from a mobile premises, a licence is required from only one of the local governments in which the business intends to operate. Queensland Health maintains a publicly available register of licenced mobile food premises available at www.health.qld.gov.au

temporary premises, for a food business, means —

premises other than fixed premises or mobile premises, and includes, for example, a stall or a tent.

NOTE: A temporary food business must not be carried out more than 11 times per year. If carried out 12 or more times per year, then it not classed as a temporary food business.