

## ENVIRONMENTAL HEALTH SERVICES Food Licence Application – Fixed or Mobile Premises

Food Act 2006  
 Section 52

Council is collecting your personal information (e.g. name, address, phone number etc), for the purposes as outlined on this form. Council is required to collect this information under the *Food Act 2006*. This information will only be accessed by authorised Council officers and will be handled in accordance with Council's Privacy Statement governed by the *Information Privacy Act 2009*. Visit <https://www.bundaberg.qld.gov.au/privacy> for further information.

**Applications that are incomplete will not be accepted.**

### PART A Premise Type

#### 1 Type of Premise

<input type="checkbox"/>	Fixed
<input type="checkbox"/>	Mobile

Is your water supply connected to Council's reticulated water supply? (Please circle)

Yes No

Are you required to submit a Food Safety Program? (Please circle)

Yes No

If yes, two copies of the program must be submitted with this application, together with a 'notice of written advice' by a Queensland Health approved auditor. Please note that your application will **not** be further processed without receipt of this information.

#### Food Safety Program

Under the *Food Act 2006*, certain licensable businesses in Queensland must have an accredited Food Safety Program. These include food businesses that involve off-site catering, the primary activity in onsite catering at the premise or part of the premises stated in the licence is a private hospital under the *Private Health Facilities Act 1999*, or involves vulnerable population eg. childcare centre, aged care, nursing home or hospice.

### PART B Premise Address

#### 1 Premises Address Use official address of premises location

Unit No.	Street No.	Street	Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 2 Real Property Description

Lot	Plan	Lot	Plan
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### PART C Relevant Approvals

#### 1 Relevant Approvals

Please provide details of current approval reference numbers for

Building Approval	Plumbing & Drainage Approval	Development Approval	Trade Waste Approval
<input type="text"/>	<input type="text"/>	<input type="text"/>	25.

#### 2 Other Approvals

Please provide details of any other relevant approvals? *E.g. Footpath Dining Permit*

<input type="text"/>
<input type="text"/>

## PART D Applicant

### 1 Applicant

Individual's full name *Person/s applying to be the new licensee*

Title	Surname/Family Name	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OR

Organisation's full name *Organisation applying to be the new licensee e.g. New Business Pty Ltd*

### 2 ABN or ACN

### 3 Postal address

### 4 Business/Trading Name

### 5 Business Details

Business phone number	Business fax number	Business mobile No.
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email

Website

### 6 Preferred Contact Person's Details

Name

Business phone number	Business fax number	Business mobile No.
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email

### 7 Manager's Details

Name

Business phone number	Business fax number	Business mobile No.
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email

**PART E Licence Specific**

**1 Categories of Food Premises/Food Businesses**

<input type="checkbox"/> Café/Restaurant – less than 20 Seats	<input type="text" value="Number of Seats:"/>
<input type="checkbox"/> Café/Restaurant – greater than 20 Seats	<input type="text" value="Number of Seats:"/>
<input type="checkbox"/> Delicatessen	<input type="checkbox"/> Fruit/Vegetable Processing Only
<input type="checkbox"/> Takeaway Food Premises	<input type="checkbox"/> Accommodation Meals (Breakfast Only)
<input type="checkbox"/> Bakery/Patisserie	<input type="checkbox"/> Beverage Manufacturer/Bottler
<input type="checkbox"/> Caterer – Onsite / Offsite	<input type="checkbox"/> Food Manufacturer or Packer
<input type="checkbox"/> Hospital Meals / Aged Care	<input type="checkbox"/> Child Care Centre Meals (Fruit & Veg)
<input type="checkbox"/> Retail store ONLY	<input type="checkbox"/> Child Care Centre Meals
<input type="checkbox"/> Market Stall	<input type="checkbox"/> Convenience Store
<input type="checkbox"/> Supermarket	<input type="checkbox"/> Mobile Food Premises
<input type="checkbox"/> Water Carrier	<input type="checkbox"/> Other (describe) <input type="text"/>

**2 Food Premises Menu**

Please provide a copy of your current or proposed food menu

**3 Hours of Operation**

Day	Time	Day	Time
<input type="checkbox"/> Monday	<input type="text"/>	<input type="checkbox"/> Tuesday	<input type="text"/>
<input type="checkbox"/> Wednesday	<input type="text"/>	<input type="checkbox"/> Thursday	<input type="text"/>
<input type="checkbox"/> Friday	<input type="text"/>	<input type="checkbox"/> Saturday	<input type="text"/>
<input type="checkbox"/> Sunday	<input type="text"/>		

Is the premise open on public holidays?  Yes  No

**4 Nominated Food Safety Supervisor**

**Ensure a certified copy of the statement of attainment for Food Safety Supervisor qualifications is provided to Council.**

Food Safety Supervisor Name One (1)

Business phone number	Business fax number	Business mobile No.
<input type="text"/>	<input type="text"/>	<input type="text"/>

Food Safety Supervisor Name Two (2)

Business phone number	Business fax number	Business mobile No.
<input type="text"/>	<input type="text"/>	<input type="text"/>

**5 Food transport**

Do you deliver food in a vehicle? Yes  No

Do you handle or prepare food in the vehicle? Yes  No

Vehicle details

Registration number	Make	Model	Colour
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Registration number	Make	Model	Colour
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of Registered Vehicle Owner

**PART F Skills and Knowledge**

1 Please provide details of the skills and knowledge the applicant(s) has to sell safe and suitable food. Alternatively, provide details for the person providing this service to the applicant e.g. Manager.


**PART G Checklist**

1 **Completion Checklist** *Required with this application*

	Applicant	Health
1. Completed and signed application form with prescribed fee	<input type="checkbox"/>	<input type="checkbox"/>
2. Food Safety Supervisor's Statement of Attainment	<input type="checkbox"/>	<input type="checkbox"/>
3. Food menu	<input type="checkbox"/>	<input type="checkbox"/>
4. Two (2) copies of each of the following plans Plans must be to scale and comply with Food Safety Standards 3.2.3		
Site Plan	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plan	<input type="checkbox"/>	<input type="checkbox"/>
Sectional Elevation Plan	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Exhaust Plan	<input type="checkbox"/>	<input type="checkbox"/>
Transport Vehicle	<input type="checkbox"/>	<input type="checkbox"/>
Premise Layout	<input type="checkbox"/>	<input type="checkbox"/>
The following details must be included in the plan		
▪ Details, position and size of all plumbing fixtures		
▪ Details, position and size of food preparation benches		
▪ Details, position and size of exhaust canopies		
▪ Details of all surface finished		
▪ Details of all joining methods		
▪ Details of materials and finishes on walls and ceilings		
5. Questionnaire – Skills & Knowledge (if required)	<input type="checkbox"/>	<input type="checkbox"/>

## PART H Declaration & Signature

**1 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.*

No  Yes → Please attach details

**2 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, cancelled or refused?**

*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.*

No  Yes → Please attach details

**3 Have any of the applicants been refused a licence under the *Food Act 2006*, the *Food Act 1981* or a corresponding law?**

*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.*

No  Yes → Please attach details

I hereby apply for a Food Business Licence as details in this application.

Applicant One (1) Name

Position

Signature and date

 / / 20

Applicant Two (2) Name

Position

Signature and date

 / / 20

## APPLICATION LODGEMENT:

Applications may be lodged as follows:

- By Email: [ceo@bundaberg.qld.gov.au](mailto:ceo@bundaberg.qld.gov.au) – scanned copy with signatures only  
 By Post: Mail to Bundaberg Regional Council, PO Box 3130, Bundaberg QLD 4670  
 By Fax: 07 4150 5410 – with signatures only  
 In person: At your local Customer Service Centre between 8:15 am and 4:45 pm Monday to Friday
- Bundaberg Administration Centre, 190 Bourbong Street, Bundaberg
  - Bargara Service Centre, Shop 3, 15 See Street, Bargara
  - Childers Service Centre, 45 Churchill Street, Childers
  - Gin Gin Service Centre, 4 Dear Street, Gin Gin

OFFICE USE ONLY			
Licence Number		Total Amount Payable	
Receipt Type	221	GL	10331.3201.1450
CUSTOMER SERVICE			
Receipt Number		Date Paid	
ENVIRONMENTAL HEALTH SERVICES			
Entered by C & E Admin			

## How to Apply

You can obtain this licence by completing a “Food Licence Application – Fixed or Mobile Premises” form, - and submit it to the Chief Executive Officer, Bundaberg Regional Council, PO Box 3130, Bundaberg Queensland 4670.

In addition to the completed application form, you must submit plans drawn to scale and comply with Food Safety Standards 3.2.3. The plans must be an accurate representation of the layout of the food premises. One (1) copy of the plans will be kept by Bundaberg Regional Council on file and the other copy will be returned to you if your application is approved.

Types of plans you must include:

- Site Plan
- Floor Plan
- Sectional Elevation Plan
- Mechanical Exhaust Plan
- Transport Vehicle
- Premise Layout

Mobile food premises are only required to hold 1 licence, issued by a local government in which you intend to operate. This licence then allows the business to sell food from the mobile premises anywhere in Queensland.

## Can Licence Be Transferred?

You cannot transfer this licence.

## Additional Information

Currently, only off-site caterers, on-site caterers, private hospitals and child care centers will be required to develop and implement food safety programs.

You can obtain the following booklets, as well as additional fact sheets, from Queensland Health or downloaded from <http://www.health.qld.gov.au>

- “Label Buster Guide: A guide to the Food Standards Code labeling requirements for Food business”
- “Know Your Food Business: A self-assessment guide to the Food Safety Standards”

All food businesses must ensure that they have a food safety supervisor for the food business under the licence. The licensee may be the food safety supervisor and may have more than one food safety supervisor for the food business. The licensee must ensure that the food safety supervisor is reasonably available to be contacted by Local Government while the food business is open.

Useful Websites:

All Queensland Acts and Regulations can be viewed or printed from the Queensland Government Legislation website [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au)

Food Standards Code: [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

Food Safety Standards: [www.Foodstandards.gov.au](http://www.Foodstandards.gov.au)

Label Buster Guide: [www.health.qld.gov.au](http://www.health.qld.gov.au) [Type label buster in Search area]

Safe Food Queensland: [www.safefood.qld.gov.au](http://www.safefood.qld.gov.au)

Queensland Health: [www.health.qld.gov.au](http://www.health.qld.gov.au)

## Notes in relation to specific fields on the application

*For all fields, if the space is insufficient, please provide the required information in a clearly marked attachment.*

## **PART A**

### **Premise Type**

#### **Fixed Food Premise**

A food business means a building or other structure, or part of a building or other structure that has a permanent address.

#### **Mobile Food Premise**

A food business means premises that are a vehicle from which a person sells unpackaged food by retail.

## **PART B**

### **Premise Address Details**

#### **1 Premises address**

You must use the official address of the location where the activity will be carried out, and include any unit number if applicable. If you are unsure of the official (rateable) address, please confirm by contacting the landowner or alternatively phone Council on 1300 883 699. If you are proposing a Mobile Food Business, you must give us the address where the vehicle is garaged, or your residential address. This address **cannot** be a post office box.

#### **2 Real Property Description (RPD)**

If you are unsure of the RPD, please confirm by contacting the landowner or alternatively phone Council on 1300 883 699.

## **PART C**

### **Approvals**

#### **1 Relevant Approvals**

##### **Development Approval**

*This question is not applicable for mobile activity.*

If your proposal involves a change of the use of the site or construction or alteration of buildings, you may require a Development Permit under the Town Plan, or other approvals. **You are responsible** for investigating if your proposal requires any other approvals. To determine if you need a Development Permit please phone Council on 1300 883 699 and ask to speak to the Town Planning Department. You must either have a Development Permit, or know that you do not need a Development Permit for your activity. If you answer NO or you do not know the answer to this question, **DO NOT LODGE THE APPLICATION AT THIS TIME.** You must first determine the suitability of the site for your proposed use.

##### **Building Approval**

Required unless no alterations being undertaken.

##### **Plumbing and Drainage Approval**

Required for any alterations to existing approved fittings, or installation of new fittings.

##### **Trade Waste Approval**

Required for all Food Premises under Council's Trade Waste Policy.

#### **2 Other Approval**

Any other relevant approvals e.g. Footpath Dining.

## **PART D**

### **Applicant Details**

#### **1 Applicant**

The primary applicant must be the person who will hold the licence and be legally responsible for the operation.

- Where the applicant is an individual, provide the full name, e.g. *Mr John Peter Smith*
- Where the applicant is a partnership of individual, provide full name of all individuals  
E.g. *Mr John Peter Smith, Mr David Geoffrey Smith and Miss Mary Jane Smith.*
- Where the applicant is a corporation, provide the full name of the corporation as registered,  
E.g. *Queensland Best Pty Ltd* or *My Company Ltd.* Note that a business name is not a legal entity and **cannot** be a licensee.

#### **2 ABN OR CAN**

Australian Business Number or Australian Company Number. If you don't have an ANC, you are required to supply a Statutory Declaration stating below turnover per annum that requires an ABN

#### **3 Postal Address**

Postal address that all correspondence should be sent to e.g. PO Box 1 Bundaberg QLD 4670

#### **4 Business/Trading Name**

The business/trading name of the food premise e.g. We Sell Food



## 5 Business Details

Give contact details of the business.

## 6 Preferred Contact Person's Details

You may wish to nominate a contact person for the application. An organisation **must** nominate a contact person.

## 7 Manager Details

The manager of the food business and the contact details of the manager during business hours. If there is no manager do not complete.

# PART E

## Licence specific details

### 1 Categories of Food Premises/Food Businesses

Select all the categories of the activity.

For example: *where a food shop includes several sections, also select other relevant activities such as bakery, delicatessen or fruit and vegetable processing.*

For each area/activity (except mobile food vehicle), give the floor area in square metres. The total floor areas for any food preparation and storage includes kitchens, sculleries, store rooms, preparation areas, cold stores, pantries and other areas used in the handling and storing of food. **Do not include** areas used solely for dining or car parking.

### 2 Food Premise Menu

A copy of the food business menu, including beverages must be included with the application

### 3 Hours of Operation

The days of the week and hours of the day which the food premises/food business is open, operating and selling product.

### 4 Food Safety Supervisor

*Food Act 2006* requires that every licensed premise has a Food Safety Supervisor. They are required to complete certain competencies from nationally accredited training packages. Food Industry Fact Sheets are available from Queensland Health's website which provides further information.

### 5 Food Transport

If applying for a mobile food premises or a fixed food premises that transport food as a business product you must include the registration of the vehicle, make of the vehicle, model of the vehicle and colour of the vehicle. The registered owner, the person or organisation that the vehicle is currently registered with the Queensland Transport, must also be stated on the application.

# PART F

## Skills and Knowledge

*Food Act 2006* requires that the applicant of a food licence provide details of the skills and knowledge that they or a manager or employee has to sell safe and suitable food. This can include qualifications from a training organisation or experience in another food premise.

# PART G

## Completion checklist

The checklist is used both by the applicant to make sure that the application is complete and by Council officers to quickly assess if all vital elements of the application have been included. Please note that where you are required to attach additional information and plans, these need to conform to the requirements as listed in this guideline or in Council's "Guidelines for Construction and Alteration of a Food Premise".

# PART H

## Applicant declaration and signature

All questions must be answered true and to the best of the applicant's knowledge, failure to provide correct information may result in legal action being taken against the applicant. If the application is made by an organisation, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the organisation.