

## IMPORTANT INFORMATION!

Have you checked the following? Please include a completed checklist with your application when submitting to Council.

### **THIS APPLICATION**

Your food licence may not be approved if all necessary sections are not completed.

#### COMPLETED IN FULL

Please ensure that the application is completed in its entirety. Your food licence may be delayed and or not be approved if all necessary areas are not completed.

#### ADDITIONAL INFORMATION

All the necessary accompanying information is to be provided (e.g site plan detailing location of premises, floorplan to scale including materials, dimensions of all equipment, fixtures and fittings, details relating to surfaces, materials, cooking and ventilation equipment or vehicle registration etc).

#### FOOD SAFETY SUPERVISOR

You are required to provide the necessary Food Safety Supervisor nomination, training and qualification information along with any Food Safety Program (FSP) information (where required) and Notice of Written Advice if submitting a FSP.

### **MANUFACTURES ONLY**

#### LABELLING REQUIREMENTS

Labelling, date marking, nutritional, allergy etc requirements under the *Food Act 2006* are administered by:

Queensland Health  
13HEALTH (13 43 25 84)  
[www.health.qld.gov.au/foodsafety](http://www.health.qld.gov.au/foodsafety)

### **OTHER COUNCIL APPROVALS**

Your food licence may not be approved if all other approvals are not obtained.

#### PLANNING

You will need to find out what your land use approvals are and if you require additional approval. Contact Council to find out what is required.

#### BUILDING

You will require approvals for new buildings or changes to existing structures, tenancy fit outs, installation of cool or freezer rooms, installation of mechanical exhaust ventilation and a Certificate of Classification for the buildings/structures, etc. Contact Council or a private certifier to find out what is required.

#### PLUMBING & TRADE WASTE

You will need to gain approval for any plumbing installations required for the food business. Contact Council to find out what is required.

You will need to obtain approval to release trade waste to the sewer and may have to install a grease interceptor trap or similar which will require ongoing servicing. Contact Urban Utilities 132 657 to find out what is required.

#### LOCAL LAW APPROVALS

Other activities may require further approval from Council including trading on public land (for mobile food vehicles or footpath dining), accommodation facilities, entertainment events, advertising, camping grounds and caravan parks. Contact Council to find out what is required

# Food Approval Application

Food Act 2006

## PART 1 - APPLICANT DETAILS

<b>LICENSEE / APPLICANT DETAILS</b> Please note, a licensee name <b>must</b> be a legal entity ie. Individual's name/s, a corporation name (Pty Ltd) or a incorporation name (Inc).	
<b>Applicant Name</b> <i>(full name, Pty Ltd or Inc)</i>	
<b>Residential Address</b>	
<b>Postal Address</b>	
<b>Telephone</b>	(business) (mobile)
<b>Email</b>	
<b>Preferred method of correspondence</b>	<input type="checkbox"/> Post <input type="checkbox"/> Email
<b>CORPORATION OR INCORPORATED ASSOCIATION DETAILS</b> Provide additional details if you are applying as a corporation or a incorporated association.	
<b>Corporation or Incorporated Association Name</b>	
<b>Director/s or Management Committee Name/s</b>	
<b>Nominated Address</b>	<i>(under Corporations Act or Associations Incorporation Act 1981)</i>
<b>Telephone</b>	(business) (mobile)
<b>Email</b>	
<b>APPLICANT SUITABILITY TO HOLD AN APPROVAL</b>	
<b>Do you (the applicant*) have a conviction for a relevant offence, other than a spent conviction under the Food Act 2006, Food Act 1981 or corresponding law in other states or territories?</b>	
<input type="checkbox"/> Yes (attach details of offence and circumstances) <input type="checkbox"/> No	
<b>Have you (the applicant*) held a licence under the Food Act 2006, Food Act 1981 or a corresponding law in other states or territories that was refused, suspended or cancelled?</b>	
<input type="checkbox"/> Yes (attach details) <input type="checkbox"/> No	
<b>Have you (the applicant*) completed any formal food safety training or qualification/s?</b>	
<input type="checkbox"/> Yes (attach a copy of certification) <input type="checkbox"/> No	
<i>*(the applicant or, 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).</i>	

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## PART 2 - BUSINESS TYPE

**NOTE: Payment must be made with the submission of the application**

### BUSINESS DESCRIPTION (tick one only)

Council's Food Licence period expires 30 September each year. An annual renewal for your business will be issued to you at least 60 days prior to this date.

CATEGORY	BUSINESS TYPE	DEFINITION	FEE AMOUNT
<b>Fixed</b> <b>High Risk</b> <b>Category 1</b> <input type="checkbox"/>	Manufacturer (>250m2)	Manufactures foods by either combining ingredients, significantly changing the nature of a food, and/or bottling, canning or packaging a food – but does not include preparing food at a place of sale	\$1386.00
	Supermarket	Primary activity is the sale of pre-packaged goods, although it may also include a deli/fresh food section	
<b>Fixed</b> <b>High Risk</b> <b>Category 2</b> <input type="checkbox"/>	Aged Care Facility	A business that provides accredited services for the aged, and offers food as part of their service.	\$1007.00
	Bakery	Sells baked products most often made on site such as bread, biscuits, cakes, pastries or other flour products	
	Café/Restaurant	Premises used for the preparation and on-selling of food. Furnished with tables, counters, chairs or the like designed and adapted for use in the service or consumption of food	
	Childcare Centre	A business that provides accredited care for children, and offers food as part of their service.	
	Onsite Catering	A business that's primary activity involves functions, or pre-arranged events at the place of business	
	Offsite Catering	A business defined as an off-site caterer under the <i>Food Act 2006</i>	
	Takeaway	Premises used for the preparation of food in a state ready for immediate consumption, with limited seating available.	
<b>Fixed</b> <b>Low Risk</b> <input type="checkbox"/>	Bed & Breakfast, Home Stay / Accommodation Guests (meals only)	Provide meals cooked on site to over-night guests only	\$693.00
	Manufacturer (home based)	Manufactures low-risk products (jams, chutneys, snack foods etc) from home and employees no more than 2 people.	
	Produce	Sells mostly fruit and vegetables, and does not handle high risk foods	
	Refreshments Only	Only low risk foods are handled and minimal risk is involved.	
<b>Mobile</b> <input type="checkbox"/>	Mobile Food	A vehicle fitted out to prepare, handle and/or serve food	\$829.00
	Mobile Water	A tank is used to transport water for domestic purposes	\$575.00
<b>Temporary</b> <input type="checkbox"/>	Stalls	A non-fixed structure, usually used for the sale or preparation of food at a market or fete	\$426.00

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## PART 2 Cont - BUSINESS DETAILS

<b>BUSINESS DETAILS</b> Please note a trading name is not a legal entity.	
Trading Name	
ABN / ACN Number	
Not For Profit Organisation	<input type="checkbox"/> No <input type="checkbox"/> Yes (provide a completed not for profit application form)
Postal address	
Details of all food to be manufactured or sold	..... .....
Business Type - Brief description of the food business proposed to be carried on under the licence (ie takeaway, café, catering etc)	..... ..... .....
Proposed Term of Licence	Commencement Date <span style="float:right">Completion Date or Ongoing</span>
<b>FIXED &amp; TEMPORARY STALLS BUSINESS DETAILS</b> (if applicable)	
Premises Address or Proposed Location	
Legal Description	Lot <span style="float:right">Plan</span>
Water Source	<input type="checkbox"/> Town/Reticulated <input type="checkbox"/> Tank <input type="checkbox"/> Bore
Water Treatment Details	
<b>MOBILE BUSINESS DETAILS</b> (if applicable) To hold a Mobile Licence with Scenic Rim Regional Council (SRRC), a business <u>must</u> operate within our region. A Mobile Food Business Licence is only an approval under the <i>Food Act 2006</i> for the preparation and selling of food. It is not an approval for the trading at any particular place or location. Contact Council for further information.	
Vehicle Description	
Vehicle Make	
Vehicle Model	
Vehicle Registration No.	
Food Vending Machine Serial or Unique Identifying Number	if applicable
Address vehicle is housed	
Address of Inspection Location*	
*Unless otherwise organised by an officer, all inspections (including annual inspections) will be undertaken at a Council Facility.	

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## PART 2 Cont - BUSINESS DETAILS

MOBILE WATER BUSINESS DETAILS (additional to above if applicable)	
Tank Capacity (Litres)	
Tank Construction Material	<input type="checkbox"/> Stainless Steel <input type="checkbox"/> Mild Steel <input type="checkbox"/> Other <input type="checkbox"/> Polyethylene <input type="checkbox"/> Fibreglass
Pump capable only drawing from tanker	<input type="checkbox"/> Yes <input type="checkbox"/> No
Compliant Backflow Device Installed	<input type="checkbox"/> Yes <input type="checkbox"/> No

## PART 3 - FOOD SAFETY SUPERVISOR (FSS) NOMINATION

A food business licensee must advise Council of the name and contact details of each Food Safety Supervisor for the business.

Council requires the nomination of a Food Safety Supervisor before issuing the licence. Operation without a licence is an offense under the *Food Act 2006*.

FOOD SAFETY SUPERVISOR (FSS)		
FSS Name		
Postal Address <i>(If not the business address)</i>		
Telephone	(business)	(mobile)
Email		
FSS Signature		Date

Please submit a copy of a statement of attainment or certificate issued by a Registered Training Organisation that demonstrates the Food Safety Supervisor has the required competencies.  
Council will **NOT** accept a nomination for the food safety supervisor without a copy of their qualification.

Information relating to the role of a Food Safety Supervisor, proof of competencies and required training is available on the Toolbox Website

[http://www.health.qld.gov.au/ph/documents/ehu/fs\\_guideline.pdf](http://www.health.qld.gov.au/ph/documents/ehu/fs_guideline.pdf)

**Keep up to date with Food Recalls!!** Food Safety Australia New Zealand (FSANZ) offers a free subscription service for food recall alerts through its [www.foodstandards.gov.au](http://www.foodstandards.gov.au) website. Sign up now to receive information about food recalls which may affect your business

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## PART 4 - FOOD SAFETY PROGRAM (FSP)

The *Food Act 2006* requires certain food business activities to hold an accredited Food Safety Program (FSP) as part of their licensing requirements. If you believe you may be operating one of the following business types, please refer to the Queensland Health website [www.health.qld.gov.au](http://www.health.qld.gov.au) or alternatively contact Council for further information

- On-site Caterers (eg wedding venues, function halls)
- Off-site Caterers (eg where food is prepared at a kitchen, transported and served at another property)
- Aged Care Facility, Childcare Centres (eg where food is served to vulnerable populations)
- Private Hospitals

## PART 5 - SUBMISSION DETAILS

<b>Payment Required?</b>	Yes <input type="checkbox"/> (complete Credit Card Authorisation form if not paying in person)	No <input type="checkbox"/> (attach proof of not for profit or other evidence)		
<b>Supporting Documentation</b>	Have you obtained and included all necessary supporting documentation to be submitted with this application? Refer <b>Important Information</b> cover sheet			
<b>Privacy Statement</b> Scenic Rim Regional Council is collecting your personal information in accordance with the <i>Food Act 2006</i> in order to assess and issue the application for approval. The information will only be accessed by Scenic Rim Regional Council for Council business related activities. Some of this information may be given to State or Commonwealth Government agencies if requested for the purposes of investigating any alleged offences under State or Commonwealth Legislation. Your personal information will not be given to any other person or agency unless you have given us permission or we are required to do so by law. Your personal information is also handled in accordance with the <i>Privacy Act 2009</i> .				
<b>Declaration</b> I hereby am duly authorised to apply for an approval to undertake the above mentioned prescribed activity. I certify that I have provided all third party consent and documentation which is true, correct and subject to compliance in accordance with the <i>Food Act 2006</i> and Policies of the Scenic Rim Regional Council.				
<b>Applicant Name</b> (please print)				
<b>Signature</b>		<b>Date</b>		
<b>Council use only - PLUS Creation</b>				
<b>Amount \$</b>	<b>Receipt #</b>	<b>Date</b>	<b>Cashier</b>	<b>Application #</b>
<b>Submitting to Council - ABN 45 596 234 931</b>				
	Scenic Rim Regional Council, PO Box 25, BEAUDESERT QLD 4285			
	Beaudesert Customer Service Centre Boonah Customer Service Centre Tamborine Mountain Library & Customer Service	82 Brisbane Street, Beaudesert 70 High Street, Boonah Cnr Main St & Yuulong Rd, Tamborine Mountain		
	(07) 5540 5111		(07) 5540 5103	 <a href="mailto:mail@scenicrim.qld.gov.au">mail@scenicrim.qld.gov.au</a>

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## Appendix 1

### FUTURE FOOD APPLICATION AND PREMISES ADVICE FORM

Submission of this document will not provide you with an approval to commence a food business operation under the *Food Act 2006*. This form can be submitted initially and may provide Council further information relating to a future approval. Council will provide a written response within 14 days of receipt.

APPLICANT DETAILS	
Contact Name	
Postal Address	
Telephone	(business) _____ (mobile) _____
Email	
Preferred method of correspondence via	<input type="checkbox"/> Post <input type="checkbox"/> Email
Not For Profit Organisation	<input type="checkbox"/> No <input type="checkbox"/> Yes (provide a completed non for profit application form)
PLANS	
If you already have plans of the food business lay-out, you may wish to submit them to Council with this form. The plans will still need to be submitted with the Food Business Licence application form and will not be approved as part of this process.	
PROPOSED FOOD BUSINESS DETAILS	
Proposed Activity Type	<input type="checkbox"/> Fixed <input type="checkbox"/> Mobile <input type="checkbox"/> Temporary Stall
Premises Address or Proposed Location	
Water Source	<input type="checkbox"/> Town/Reticulated <input type="checkbox"/> Tank <input type="checkbox"/> Bore
Details of all food to be manufactured or sold	..... ..... .....
Business Type - Brief description of the food business proposed to be carried on under the licence (ie takeaway, café, catering etc)	..... ..... ..... ..... .....

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## Are you building a new kitchen/food premises?

If yes and work has commenced, please provide any building and/or plumbing application details already submitted to Council.

Building Application # ..... Plumbing Application # .....

If work has not commenced and you would like further information on fitting out your business, please visit [www.lgtoolbox.qld.gov.au](http://www.lgtoolbox.qld.gov.au) for fit-out guides and other food related information and fact sheets.

## Are you taking over an existing or previously licensed food premises?

If yes, please complete the table below. A food licence is transferable and if the current owner of the business is contactable, you may be able to apply for an amendment of the licence.

EXISTING PREMISES	
Please provide a copy of the Certificate of Classification for the building/structure.	Applies to Fixed Food Premises Only
Will any structural changes be made to the premises If 'yes', please provide details regarding the nature of the work to be conducted.	<input type="checkbox"/> No <input type="checkbox"/> Yes ..... ..... .....
Will any plumbing work being conducted on the premises If 'yes', please provide details regarding the nature of the work to be conducted.	<input type="checkbox"/> No <input type="checkbox"/> Yes ..... ..... .....
Will the business be operating in the same manner and intensity as the previous business (if known) If 'no', please provide any significant details	<input type="checkbox"/> No <input type="checkbox"/> Yes ..... ..... .....