

APPROVAL APPLICATION

Food Act 2006

APPLICANT DETAILS			
Applicant name <i>(full name or Pty Ltd)</i>			
Trading as			
Contact name			
Postal address			
Telephone	(primary)	(mobile)	
Fax			
Email			
Non profit organisation	<input type="checkbox"/> No <input type="checkbox"/> Yes (please provide non for profit evidence)		
FOOD BUSINESS TYPE (please tick)			
Fixed	High Risk Category 1	Manufacturer (>250m ²) Supermarket	<input type="checkbox"/> <input type="checkbox"/>
	High Risk Category 2	Aged Care Facility Bakery Café/Restaurant Onsite/Offsite Catering Takeaway	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Medium Risk	Bulk Water Supply Childcare Centres Manufacturer (0-250m ²)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Low Risk	Bed & Breakfast Home Stay/Accommodation Manufacturer (home based) Produce	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Mobile	Food	<input type="checkbox"/>	
	Water	<input type="checkbox"/>	
Temporary	Temporary (once off)	<input type="checkbox"/>	
	Temporary (annual 0-12 events/yr)	<input type="checkbox"/>	
	Temporary (stalls)	<input type="checkbox"/>	

FIXED FOOD BUSINESS DETAILS (if applicable)		
Premises name		
Property address		
Legal description	Lot	Plan
Type of food sold		
MOBILE BUSINESS DETAILS (mobile food & water - if applicable)		
Make of vehicle		
Type of vehicle		
Vehicle registration no		
Address for inspection <i>(must provide)</i>		
Type of food sold		
MOBILE WATER BUSINESS DETAILS (only - 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	
Tank lining		
Pump cable only drawing from tanker	<input type="checkbox"/> Yes <input type="checkbox"/> No	
TEMPORARY FOOD BUSINESS DETAILS (once off only - if applicable)		
Community event <i>(if applicable)</i>		
Date of event		
Location of event		
Type of food sold		
FOOD SAFETY SUPERVISOR (FSS)		
Food safety supervisor <i>(full name)</i>		
Postal address		
Telephone	(primary)	(mobile)
Fax		
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 met the required competencies.		

FOOD BUSINESS PLANS

If the proposed premise is yet to be constructed or you intend to refurbish an existing premise, you must submit a copy of the following types of plans for the food premises. **Plans should be professionally drawn and include as much detail as possible** (your Architect, Draftsperson or Shop fitter should be able to assist you with providing these).

- **Site Plan** - (Scale 1:500). A site plan should show car parks, waste areas, adjacent land uses and sanitary facilities (not needed for mobile food vehicles).
- **Floor Plan** - (Scale 1:100). A floor plan should show where all equipment, fixtures and sinks are to be located. The floor plan should also include what materials will be used for floors, walls, ceilings, benches and equipment. Examples of a floor plan can be found at www.lgtoolbox.qld.gov.au
- **Sectional Elevations** - (Scale 1:50). A sectional elevation should show the heights and floor clearances of benches, equipment and fixtures. Examples of a sectional elevation plan can be found at www.lgtoolbox.qld.gov.au
- **Mechanical Exhaust Ventilation Plans** (if required) - (Scale 1:50). If mechanical exhaust systems are to be installed you will need to lodge the plans for the proposed ventilation equipment. Guidance on what ventilation equipment you may require can be found in *Australian Standard 1668.2 – 1991*. An example of a mechanical exhaust ventilation system can be found at www.lgtoolbox.qld.gov.au
- **Temporary Food Licenses Plans** (eg stalls and sausage sizzles) Scaled hand drawn layout plans are acceptable.

Exemption from Submission of Plans - Plans are not required for existing premises that have previously been licensed and for which refurbishments are not proposed.

SUITABILITY OF PERSON TO HOLD AN APPROVAL

What skills and knowledge in food safety and hygiene matters does the applicant possess?

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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.*

Yes (please attach) No

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 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.*

Yes (please attach) No

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.*

Yes (please attach) No

Is payment required?	No <input type="checkbox"/> (attach non profit or other evidence)	Yes <input type="checkbox"/> (Please complete Credit Card Authorisation if not paying in person)
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Refer to approval checklist for applications (*Food Act 2006*) - listing documentation and/or materials that need to be submitted in conjunction with this application and prescribed fee.

Keep up to Date with Food Recalls!!

FSANZ offers a free subscription service for food recall alerts through its www.foodstandards.gov.au website. Sign up now to receive information about food recalls which may affect your business

IMPORTANT NOTICE - Privacy Statement

Scenic Rim Regional Council is collecting your personal information in accordance with the *Food Act 2006* 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 by law. Your personal information is also handled in accordance with the *Privacy Act 2009*.

Declaration

I hereby apply for an approval to undertake the above mentioned prescribed activity. I certify that information I have provided is true, correct and subject to compliance by the applicant to the *Food Act 2006* and Policy of the Scenic Rim Regional Council.

Applicant name
(please print)

Signature

Date

Council use only - PLUS Creation

Amount \$	Receipt #	Doc set	Cashier
Date	Application #	Date Recd	Resp area

Submitting to Council - ABN 45 596 234 931

	Scenic Rim Regional Council, PO Box 25, BEAUDESERT QLD 4285		
	Beaudesert Customer Service Centre	82 Brisbane Street, Beaudesert	
	Boonah Customer Service Centre	70 High Street, Boonah	
	Tamborine Mountain Library & Customer Service	Cnr Main St & Yuulong Rd, Tamborine Mountain	
	(07) 5540 5111		(07) 5540 5103
			mail@scenicrim.qld.gov.au