

SCENIC RIM REGIONAL COUNCIL APPROVAL CHECKLIST FOR APPLICATIONS (*Food Act 2006*)

HAVE YOU...

- Filled out the application form correctly
- Provided plans/drawings where appropriate
- Provided all necessary information required for applying for the approval
- Contacted other Council departments where you may require further approvals to undertake the prescribed activity. It is advised you contact the following areas within Council prior to applying for an approval with Council's Health Building & Environment Department. Operation without the appropriate approvals may result in the approval being withheld or Council commencing enforcement action.

Department	Contact Number
Development Assessment	07 5540 5111
Building & Plumbing	07 5540 5111

Please ensure that you complete application details correctly, as they may be needed to contact you in the future.

Please note that where it asks for an applicant or licensee name, this **must** be a legal entity ie an individual's name(s) or company name such as Pty Ltd or Inc (a trading name is not a legal entity).

Should you have any questions in relation to completing an application form, please contact Council's Health, Building & Environment form on 07 5540 5111.

Payment is to be made upon submission of the application.

Should the above requirements not be met Council may refuse your application.

For further information relating to food business requirements including information and fact sheets, visit the following toolbox website www.lgtoolbox.qld.gov.au

Food Safety Supervisor

Every licensable Food business is required to nominate a qualified food safety supervisor within 30 days of the approval being issued (further information can be found at the toolbox site above).

Category Definitions

Scenic Rim Regional Council currently licenses food businesses on their respective activity. Please find below a list of categories and their definitions. If you are unsure of which category relates best to the food business you may be applying for, please contact an Environmental Health Officer at the Scenic Rim Regional Council on 07 5540 5111.

TYPE	CATEGORY	BUSINESS TYPE	DEFINITION
Fixed	High Risk Category 1	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
		Supermarket	Primary activity is the sale of pre-packaged goods, although it may also include a deli/fresh food section
	High Risk Category 2	Aged Care Facility	A business that provides accredited services for the aged, and offers food as part of their service.
		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
		Onsite/Offsite Catering	A business that's primary activity involves functions, or pre-arranged events at the place of business or A business defined as an off-site caterer under the Food Act 2006
		Takeaway	Premises used for the preparation of food in a state ready for immediate consumption, with limited seating available.
	Medium Risk	Bulk Water Supply	Provides water for commercial or domestic cartage, or for bottling on site for sale or wholesale.
		Childcare Centres	A business that provides accredited care for children, and offers food as part of their service.
		Manufacturer (0-250m2)	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
	Low Risk	Bed & Breakfast	Provide meals cooked on site to over-night guests only
		Home Stay / Accommodation Guests (meals only)	
		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

Mobile	Mobile Food	A vehicle fitted out to prepare, handle and/or serve food
	Mobile Water	A tank is used to transport water for domestic purposes
Temporary	Temporary - Once Off	A temporary activity for a single event, which may last up to 4 days. Only 4 per applicant per licensing period.
	Temporary - Annual	For businesses (of any other category) operating 12 times a year or less. (the 12 times must be within the licensing year)
	Temporary - Stalls	A non fixed structure, usually used for the sale or preparation of food at a market or fete