

FOOD BUSINESS TEMPORARY ONCE OFF APPLICATION

Food Act 2006

APPLICATION TYPE

This form can be used for multiple application types in relation to temporary once off food businesses. Please allow 30 days (subject to requests for information) for Council to decide an application.

☐ New licence complete parts A, B and C

PART A - APPLICANT / LICENSEE DETAILS

Entity type (a trading name or trustee cannot hold a licence)	<input type="checkbox"/> Corporation		
	<input type="checkbox"/> Incorporated association		
	<input type="checkbox"/> Sole trader (continue below)		
Corporation / Association name			
Registered office / Nominated address		Postcode	
ACN / ABN			

Note: The *Food Act 2006* requires a Corporation to provide its name and the names of the directors and the address of its registered office under the *Corporations Act* or if an Incorporated Association to provide its name and the names of the members of its management committee and the nominated address under the *Associations Incorporations Act 1981*. Attach a complete listing of all directors or members of the management committee and registered office details for the organisation.

Title		Surname		Given names	
Residential address				Postcode	
Postal address (if different to above)				Postcode	
Email address					
Contact number (m)					

PART B - BUSINESS DETAILS

Trading name			
Description of foods manufactured or sold			
Intended trade start date			
Contact person (for business if not the applicant or if applicant is a corporation or association)		Contact number (m)	
Email address (for contact person if not the applicant or if the applicant is a corporation or association)			

PART B - BUSINESS DETAILS (CONTINUED)

Fixed premises (temporary food premise located within existing building)

Premises address				Postcode	
Legal description	Lot		Plan		

Mobile premises

Vehicle make			Vehicle model		
Vehicle registration			Vehicle colour		
Address where vehicle housed/stored					
Legal description	Lot		Plan		

Temporary stall (market)

Event name			
Event start date		Event finish date	
Event start time		Event finish time	
Proposed Location/s			

Refer also Appendix 1 for temporary premises checklist and Appendix 2 for example site plan

PART C - SUITABILITY OF PERSON / PREMISES

Suitability of person

- ☐ Has the applicant¹ been convicted for a relevant offence, other than a spent conviction under the *Food Act 2006*, *Food Act 1981* or corresponding law² in other states or territories?
- ☐ Has the applicant¹ been refused a licence under the *Food Act 2006*, *Food Act 1981* or a corresponding law in other states or territories?
- ☐ Has the applicant¹ held a licence under the *Food Act 2006*, *Food Act 1981* or a corresponding law² in other states or territories that was suspended or cancelled?

¹ includes a corporation's director or an incorporated association's management committee member

² a 'corresponding law' is an Australian or Foreign law that provided, or provided, for the same matters as the *Food Act 2006*.

Note: If any of the above boxes are selected, please attach a full explanation to the application upon submission

Food Safety Supervisor (FSS)

IMPORTANT INFORMATION

- In accordance with section 57 of the *Food Act 2006*, the applicant should have appropriate skills and knowledge to sell safe and suitable food under the licence or has/can obtain other persons with appropriate skills and knowledge to sell safe and suitable food under the licence.
- In accordance with section 86 of the *Food Act 2006*, a licensee must have and continue to have a Food Safety Supervisor within 30 days after the food business licence is issued.
- All licensable food businesses must have at least one nominated Food Safety Supervisor, however additional Food Safety Supervisors may be nominated which is recommended.
- In accordance with section 87 of the *Food Act 2006*, the licensee must ensure the Food Safety Supervisor for the food business is reasonably available to be contacted by Council and persons who handle food in the food business while the food business is being carried on.

Please advise Council of the name and contact details of each FSS for the food business. If more than two (2) Food Safety Supervisors being nominated, copy this section of the form.

PART C - SUITABILITY OF PERSON / PREMISES (CONTINUED)

Food Safety Supervisor (FSS) continued

Do all Food Safety Supervisors (FSS) hold the required competencies? refer Queensland Health website [food safety supervisors / training and certification](#) for training competencies required for specific food sectors.

- ☐ Yes - Attach copies of the Statement of Attainment issued by an accredited training provider within the last 5 years.
- ☐ No - Council will NOT accept a nomination for the FSS without a copy of their competency.

Refer Queensland Health website [food safety supervisors / training and certification](#) for training competencies required for specific food sectors. Council's free online 'I'm Alert' training portal does NOT constitute a FSS qualification.

Food Safety Supervisor (FSS) nomination

	FSS 1	FSS 2
Full name		
Position		
Residential address		
Postal address		
Contact number (m)		
Email address		
FSS signature		
Date		

All Food Safety Supervisors (FSS) nominated above:

- ☐ Have the ability to supervise food handling in the food business.
- ☐ Have the authority to supervise food handlers.
- ☐ Have the skills and knowledge relating to food safety and identification of food safety hazards.
- ☐ Will make themselves reasonably available at all times while the food business is being carried on.

Keep up to date with Food Recalls

Food Standards Australia New Zealand (FSANZ) offers a free subscription service for food recalls and alerts, refer to the Food Standards website www.foodstandards.gov.au and sign up to receive information about food recalls which may affect your business.

Suitability of premises

Businesses providing *food services* need to ensure their premises comply with the Food Standards Code, Standard 3.2.3 Food premises and equipment, refer to the Food Standards website for the [food standards code](#).

If the food business is not attached to town/reticulated water you will be required to prove compliance with the Australian Drinking Water Guidelines. This may include providing water testing results and evidence of appropriate treatment methods such as filtration (including ultraviolet treatment), refer Queensland Health website [Drinking water | Queensland Health](#).

Water supply	<input type="checkbox"/> Town/Reticulated	<input type="checkbox"/> Tank	<input type="checkbox"/> Bore
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Plan assessment/design requirements

Plans are required for any food premises.

- One copy of all plans drawn to scale, not larger than A3 and clearly legible;
- Floor plan showing layout of all equipment eg location of cooking, preparation equipment, utensil and hand washing facilities, food storage equipment refer Appendix 2 for example site plan;
- Technical reports and other information such as brochures or photos can be attached as necessary to accompany the plans eg bench surface material and finishes of walls, floors and ceilings.

PART C - SUITABILITY OF PERSON / PREMISES (CONTINUED)

Other approvals

It is your responsibility to ensure all relevant approvals are obtained. A licence under the *Food Act 2006* does NOT constitute approval of other aspects of your operation. Other activities may require further approval from Council including trading on public land (Council's Local Laws for example, temporary entertainment events or footpath dining). Contact Council's Health Services team for further information.

PAYMENT

Is payment required?

- ☐ Yes Refer to Council's website for the [Register of Fees and Charges](#) and [Credit Card Authorisation Form](#) if not paying in person.
- ☐ No Non-profit organisation only, refer to Council's website for the [Register of Fees and Charges](#) (Appendix One Fee Concessions) and attach bona fide charitable or community organisation evidence.

CHECKLIST - REQUIRED WITH APPLICATION

Failure to submit completed / required documentation will mean your application may not be assessed

- ☐ Completed and signed application form.
Ensure that the application is completed in its entirety. Your food licence may be delayed and not approved if all necessary areas are not completed.
- ☐ Attached documentation relating to suitability of person/premises statements.
All the necessary accompanying information is to be provided (eg site plan detailing location of premises, floor plan to scale including materials, dimensions of all equipment, fixtures and fittings, details relating to surfaces, materials, cooking and ventilation equipment or vehicle registration etc).
- ☐ Attached copies of Food Safety Supervisor (FSS) competency.
You are required to provide the necessary Food Safety Supervisor nomination, training and competency information.
- ☐ Attached site plans.
- ☐ Correct fee/s paid or enclosed.

CUSTOMER ACKNOWLEDGEMENT AND DECLARATION

I hereby apply for an approval to undertake the above mentioned food business 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.

Submitted by			
Signature		Date	

PRIVACY STATEMENT - IMPORTANT NOTICE

Scenic Rim Regional Council is collecting your personal information in order to process your request. The information will only be accessed by Scenic Rim Regional Council for Council business related activities. Your information is handled in accordance with the *Information Privacy Act 2009* and will not be given to any other person or agency unless you have given permission or we are required by law.

TO SUBMIT YOUR FORM TO COUNCIL

By Mail	Scenic Rim Regional Council PO Box 25, BEAUDESERT QLD 4285
By Email	mail@scenicrim.qld.gov.au
In Person	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

OFFICE USE ONLY - PLUS CREATION

Legal Description		Property ID	Land ID
Date	Amount paid \$	Receipt #	Cashier
Application #		<input type="checkbox"/>	All required information attached

L&C Admin

Appendix 1 - Temporary Premises Checklist

Use the following checklist as a guide when preparing to operate a temporary food business. Should you have any question, please contact Council's Health Services team on 07 5540 5111.

EQUIPMENT ITEM DESCRIPTION	EQUIPMENT REQUIRED	COMMENTS / ACTION
Tent (3 walls, roof and tent pegs if necessary)	<input type="checkbox"/>	
Floor covering	<input type="checkbox"/>	
Tables for preparation <ul style="list-style-type: none"> Preparation Hand washing Utensil washing 	<input type="checkbox"/>	
Tablecloths	<input type="checkbox"/>	
Esky or mobile cool room	<input type="checkbox"/>	
Waste bin with lid	<input type="checkbox"/>	
Waste bin liners	<input type="checkbox"/>	
Potable water (hand washing)	<input type="checkbox"/>	
20 Litre water container (hand washing)	<input type="checkbox"/>	
Waste water bucket (hand washing)	<input type="checkbox"/>	
Potable water (utensil washing)	<input type="checkbox"/>	
20 Litre water container (utensil washing)	<input type="checkbox"/>	
Waste water bucket (utensil washing)	<input type="checkbox"/>	
Hot and cold display unit	<input type="checkbox"/>	
Appropriate sneeze barriers (unpacked food)	<input type="checkbox"/>	
Liquid soap	<input type="checkbox"/>	
Sanitiser	<input type="checkbox"/>	
Heavy duty cleanser and sponge/cloth	<input type="checkbox"/>	
Paper towels	<input type="checkbox"/>	
Serviettes	<input type="checkbox"/>	
Disposable gloves	<input type="checkbox"/>	
Utensils (tongs, spoons, spatula etc)	<input type="checkbox"/>	
Cutlery container	<input type="checkbox"/>	
Straws dispenser	<input type="checkbox"/>	
Disposable items (straws, cups, plates, cutlery etc)	<input type="checkbox"/>	
Sauce squeeze bottle/s	<input type="checkbox"/>	
Individually sealed condiment packs	<input type="checkbox"/>	

Appendix 2 - Example Site Plan

Guide for the design and operation of a temporary food premises (stall)



(image provided courtesy of City of Gold Coast)

Hand washing facilities and utensil and food washing facilities

1. Container of sufficient size (e.g. 20 litres) with tap and potable water (warm running water is required unless written approval from enforcement agency).
2. Liquid soap and paper towels.
3. Container for waste water. The waste water is to be disposed of appropriately (e.g. to sewer or without risk of entering stormwater/waterways).
4. Provide separate washing and rinsing containers for food and for utensils as needed.
5. Hot water and/or food grade chemical sanitiser for sanitising if needed.



Food handlers

- Ensure food, utensils and food contact surfaces are not contaminated by hands, hair, jewellery, wounds, coughs, etc.
- Clean person, attire and habits.
- No smoking in stall.
- Money and food handled separately.
- Must have skills and knowledge in food safety and food hygiene matters.
- Exposed wounds covered with waterproof covering.
- Avoid unnecessary contact with food by using utensils or gloves.
- Hands must be washed whenever they are likely to contaminate food.



Food display, single use items and condiments

- Protect displayed food from contamination (e.g. using lids, cling wrap or sneeze barriers).
- Provide separate serving utensils for each self-serve food.
- Protect single serve utensils from contamination (e.g. store handle up) and do not reuse.
- Clean the outside and top of dispenser bottles and do not top-up bottles.



Temperature control of potentially hazardous food

- Check food temperature with thermometer (accurate to +/- 1°C)
- Cold food - ensure 5°C or below
- Hot food - ensure 60°C or above

Note: Please seek advice from your local enforcement agency if planning to use an alternative method of temperature control for the storage and display of potentially hazardous food.



(image provided courtesy of City of Gold Coast)