

# FOOD BUSINESS APPLICATION OR AMENDMENT



## Food Act 2006

### APPLICATION TYPE

This form can be used for multiple application types in relation to Food Businesses. You must determine the purpose of your application, which also determines the fee payable for the application. Please allow 30 days (subject to requests for information) for Council to decide an application.

- **New licence** where premises have not previously been approved or where a previous licence has lapsed.
- **Amendment to licence** if you already hold the licence and intend on making alterations to the operation, eg changing processes, services, layout or structure/s.

<input type="checkbox"/>	New licence (new premises) complete parts A, B and C	
<input type="checkbox"/>	Amendment to licence complete parts A, B, C and D	Existing licence number

### PART A - APPLICANT / LICENSEE DETAILS

<b>Entity type</b> (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)	
<b>Corporation / Association name</b>		
<b>Registered office / Nominated address</b>	<b>Postcode</b>	
<b>ACN / ABN</b>		

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.

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

## PART B - BUSINESS DETAILS

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

## Categories of food businesses

Select the nature of the food business (one only).

CATEGORY	BUSINESS TYPE	DEFINITION
<b>Fixed High risk category 1</b>	<input type="checkbox"/> Manufacturer (>250m <sup>2</sup> )	Manufactures foods by either combining ingredients, significantly changing the nature of a food, and/or bottling, canning or packaging food - but does not include preparing food at a place for sale.
	<input type="checkbox"/> Supermarket	Primary activity is the sale of pre-packaged goods, although it may also include deli/fresh food section.
<b>Fixed High risk 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.
	<input type="checkbox"/> Bakery	Sells baked products most often made on site such as bread, biscuits, cakes, pastries or other flour products.
	<input type="checkbox"/> Café/restaurant	Premises used for the preparation and on-selling of food. Furnished with tables, counters, chairs or the like designed and adapted for the use in the service or consumption of food.
	<input type="checkbox"/> Childcare centre	A business that provides accredited care for children, and offers food as part of their service.
	<input type="checkbox"/> Manufacturer (<250m <sup>2</sup> )	Manufactures foods by either combining ingredients, significantly changing the nature of a food, and/or bottling, canning or packaging food - but does not include preparing food at a place for sale.
	<input type="checkbox"/> Onsite catering	A business that's primary activity involves functions, or pre-arranged events at the place of business.
	<input type="checkbox"/> Offsite catering	A business defined as off-site caterer un the <i>Food Act 2006</i> .
	<input type="checkbox"/> Takeaway	Premises used for the preparation of food in a state ready for immediate consumption, with limited seating available.
<b>Fixed Low risk</b>	<input type="checkbox"/> Bed and breakfast, home stay / accommodation guests (meals only)	Provide meals cooked on site to over-night guests only.
	<input type="checkbox"/> Manufacturer (home based)	Manufacturers low-risk products (jams, chutneys, snack food etc) from home and employees no more than 2 people.
	<input type="checkbox"/> Produce	Sells mostly fruit and vegetables, and does not handle high risk foods.
	<input type="checkbox"/> 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.
	<input type="checkbox"/> Mobile water	A tank is used to transport water for domestic purposes.
<b>Temporary</b>	<input type="checkbox"/> Stalls (market)	A non-fixed structure, usually used for the sale or preparation of food at a market or fete.

## PART B - BUSINESS DETAILS (CONTINUED)

### Fixed premises

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	
Address for inspection	Unless otherwise organised by an officer, all inspections (including annual inspections) will be undertaken at a Council facility within the Scenic Rim region.			
Vending machine serial number or unique identifying number (if applicable)				

### Mobile water (in addition to mobile premises above)

Tank capacity (Litres)				
Tank construction	<input type="checkbox"/> Fibreglass	<input type="checkbox"/> Polyethylene	<input type="checkbox"/> Other	
	<input type="checkbox"/> Mild steel	<input type="checkbox"/> Stainless Steel		
Pump capable only drawing from tanker	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Compliant backflow prevention device / air gap installed	<input type="checkbox"/> Yes (provide certificate)	<input type="checkbox"/> No (you may not be able to proceed with application)		

### Temporary stall (market)

Proposed Location/s	

## PART C - SUITABILITY OF PERSON / PREMISES

### Suitability of person

- Applicant<sup>1</sup> has been convicted for a relevant offence, other than a spent conviction under the *Food Act 2006*, *Food Act 1981* or corresponding law<sup>2</sup> in other states or territories?
- Applicant<sup>1</sup> has been refused a licence under the *Food Act 2006*, *Food Act 1981* or a corresponding law in other states or territories?
- Applicant<sup>1</sup> has held a licence under the *Food Act 2006*, *Food Act 1981* or a corresponding law<sup>2</sup> 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**

## PART C - SUITABILITY OF PERSON / PREMISES (CONTINUED)

### 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.
- In accordance with section 88 of the *Food Act 2006*, the licensee must within 14 days advise Council if a nominated Food Safety Supervisor stops being a Food Safety Supervisor or of any change to the nominated Food Safety Supervisor including contact details.

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.

**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 a Registered Training Organisation 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
<b>Full name</b>		
<b>Position</b>		
<b>Residential address</b>		
<b>Postal address</b>		
<b>Contact number (m)</b>		
<b>Email address</b>		
<b>FSS signature</b>		
<b>Date</b>		

#### 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.

## PART C - SUITABILITY OF PERSON / PREMISES (CONTINUED)

### Food Safety Program (FSP)

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

- Aged care facility or childcare centre (where food is served to vulnerable populations);
- On-site caterer (wedding venues, function halls);
- Off-site caterer (where food is prepared at a kitchen, transported and served at another property); or
- Private hospital.

### 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
Sewerage and waste water disposal	<input type="checkbox"/> Town	<input type="checkbox"/> Onsite sewerage facility	

### Plan assessment/design requirements

Plans are required for any new premises where the activity has not been previously approved or where alterations are proposed.

- One copy of all plans drawn to scale 1:100 or 1:200, with elevations and details no smaller than 1:50;
- All plans not larger than A3 and clearly legible to a draftsperson quality;
- Floor plan showing all fittings, fixtures and equipment eg location of hand basin;
- Site plan showing location of site relation to surrounding land uses;
- 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.

### Other approvals

Where your proposal involves new or altered structures etc, you may require planning, building and/or plumbing approval. 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.

Have you considered the following:

- Planning** you will need to find out what your land use approvals are and if you require additional approval. Contact Council's Development Assessment and Engineering team 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's Building Services team or a private certifier to find out what is required.
- Plumbing** you will need to gain approval for any plumbing installations required for the food business. Contact Council's Plumbing Services team or a local plumber to find out what is required.
- Local law** other activities may require further approval from Council including trading on public land (for mobile food vehicles or footpath dining), accommodation facilities, caravan or camping grounds. Contact Council's Health Services team to find out what is required.
- Trade waste** you will need to obtain approval to release trade waste to the sewer and may have to install a great interceptor trap or similar which will require ongoing servicing. Contact Urban Utilities 13 26 57 or visit website [www.urbanutilities.com.au](http://www.urbanutilities.com.au) to find out what is required.
- Manufactures only** labelling, date marketing, nutritional, allergy etc requirements under the *Food Act 2006* are administered by Queensland Health. Contact Queensland Health 13 43 25 84 or visit website [www.health.qld.gov.au](http://www.health.qld.gov.au) to find out what is required.

## PART D - AMENDMENT OF FOOD BUSINESS ACTIVITY

Licensee details     Activities undertaken     Relocation / Refit out     Food Safety Program

*Note: If amendment is for a Food Safety Supervisor (FSS), please refer to the Food Safety Supervisor (FSS) Nomination form.*

Provide a brief description of the nature of the food business activity and/or amendment/s to be undertaken. Application must be accompanied by the current Food Business Certificate to facilitate the issue of the amended approval.

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Title	Surname	Given names
Title	Surname	Given names
<b>Trading name</b>		
<b>Contact number (m)</b>		
<b>Email address</b>		
<b>Transferor (current licence holder) Declaration</b> , I hereby consent to transfer this licence to the proposed transferee (applicant)		
Transferor signature		Date
Transferor signature		Date

## 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 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 FSS nomination, training and competency information.

Attached copies of Food Safety Program (FSP). You are required to provide the necessary Food Safety Program (FSP) information (where required) and notice of written advice if submitting a FSP.

Attached site plans (one set to scale).

Correct fee/s paid or enclosed.

## CUSTOMER ACKNOWLEDGEMENT AND DECLARATION

I hereby apply for an approval to undertake the above mentioned activity. I certify that information I have provided is true, correct and subject to compliance by the applicant with 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

<b>By Mail</b>	Scenic Rim Regional Council PO Box 25, BEAUDESERT QLD 4285
<b>By Email</b>	mail@scenicrim.qld.gov.au
<b>In Person</b>	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 #
Application #	<input type="checkbox"/> All required information attached	

L&C Admin