Banana Shire Council
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Banana SHIRE

Food Act 2006

Food Business Licence Application

Contact Council if you have any specific enquiries regarding fees or how to complete this form. Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

Minor – selling only cut fruit or vegetables, unpackaged pies, sausage rolls etc
Multiple – eg deli and vege prep, bakery and café
Mobile – not including delivery vehicle associated with licensed premises
Amendment – making alterations or changing details of an existing premises/licence
Temporary –for a limited number of events per year - up to max. 11 events

Application for New/Amendment or Temporary Food License:

☐ New - Minor premises	Fees:	$195.00 Application + $200.00 Annual
☐ New - Standard Premises	Fees:	$195.00 Application + $295.00 Annual
☐ New - Multiple Preparation Areas	Fees:	$195.00 Application + $410.00 Annual
☐ New - Mobile Vehicle	Fees:	$195.00 Application + $295.00 Annual
☐ New - Water Carrier	Fees:	$195.00 Application + $295.00 Annual
☐ Amendment to Existing Licence	Fees:	$195.00 Application
☐ Temporary Food License	Fees:	$25.00 per Event or Free to non-profit organisations

Applicant/s details

If applicant is a company, insert company name and ACN / ARBN

To be completed for all applications

To change the license holder details a new license application will be required

Company name ACN / ARBN

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss Other (specify) ☐☐☐☐☐☐☐☐☐☐

Family name

Given names

Position

I declare the information provided in this application to be true and correct.

Signature Date ☐☐ / ☐☐ / ☐☐☐☐

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss Other (specify) ☐☐☐☐☐☐☐☐☐☐

Family name

Given names

Position

I declare the information provided in this application to be true and correct.

Signature Date ☐☐ / ☐☐ / ☐☐☐☐

Contact details

Select as applicable.

☐ Business ☐ Private

Contact person

To be completed for all applications

Postal address

Locality / Suburb State ☐☐☐ Postcode ☐☐☐☐

Contact ph. ☐☐ ☐☐☐☐ ☐☐☐☐ Mobile ☐☐☐☐☐☐☐☐☐☐

Contact fax ☐☐ ☐☐☐☐ ☐☐☐☐ Email

For Temporary Food Licence: provide details of dates of operation

Activity Duration: From: ..... To: .....

Or On the Following Dates: .....

PRIVACY COLLECTION NOTICE: THE PERSONAL INFORMATION GATHERED BY COUNCIL ON THIS FORM IS FOR THE PURPOSE OF MAINTAINING COUNCIL'S LICENCE REGISTER AND WILL NOT BE USED FOR ANOTHER PURPOSE OR GIVEN TO ANY OTHER PARTY UNLESS YOU HAVE CONSENTED OR COUNCIL IS REQUIRED OR AUTHORISED BY LAW TO DO SO.

Business details

Business name must be registered with the Office of Fair Trading.

If a temporary license – advise exact location of event

Enter postal address if different from street address.

Real property description – refer to Rates Notice.

Off site catering - means serving potentially hazardous food at a place other than the licensee's principal place of business

Business name BN

Street address

Locality / Suburb State Postcode

Postal address

Locality / Suburb State Postcode

Contact person

Contact ph. Mobile

Contact fax Email

Lot no.	Reg. plan no.	Parish

Description of food business: *(eg. café, restaurant, cannery, etc)*

Does your business involve any off-site catering? ☐ Yes ☐ No

Vehicle details

Do you deliver food in a vehicle? ☐ Yes ☐ No

Do you handle or prepare food in the vehicle? ☐ Yes ☐ No

If yes, how many vehicles do you use? ☐ 1 - 4 ☐ 5 +

If there are additional vehicles, please attach additional vehicle information to this form.

Vehicle details

Type	Reg no.
Type	Reg no.
Type	Reg no.
Type	Reg no.

Current approval details

Please insert your approval number for each approval type issued by Local Government.

Approval Type	Approval No.	Office Use Only
Building approval		
Plumbing and drainage approval		
Development approval		
Trade waste approval		
Other – please specify		

Suitability of person to hold a licence

Provide details of any qualifications or experience relevant to the application

Skills & knowledge of applicants to sell safe and suitable food:

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.*

☐ No ☐ Yes If Yes, please attach details

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.*

☐ No ☐ Yes If Yes, please attach details

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.*

☐ No ☐ Yes If Yes, please attach details

The food safety supervisor must be reasonably available to be contacted by the local government and by persons who handle food at the food business, while the business is being carried on.

You may nominate more than one food safety supervisor.

Nomination of food safety supervisor

Note: If you do not know the details of your food safety supervisor(s) at this time, do not complete this section. This will not affect the decision made on your application. However, you are required to provide the local government details of your food safety supervisor(s) **and copies of their certificates** within thirty (30) days of receiving your licence.

Food safety supervisor details
Name
Address
Business hours contact no

This section must be completed by the current license holder, if the there is a change of license holder

Authorisation of Change of License Holder:

Note: As the existing food business license holder you are required to authorise the change to license details that the new business operator/owner/s wish to make.

I/We, the current food business license holder/s, authorise the change of the license as detailed above.

Former Business Trading Name (if different to this application):
Name:
Signature:

Please attach relevant plans when -

- **applying for a new licence**
- **altering an existing premises**
- **changing the location of the food premises**
- **adding a food vehicle to the license**

Attachments

For fixed premises -

1. Two (2) copies of a Site Plan, drawn to scale not less than 1:100, showing the food premises location, waste storage, car parking, staff and public toilet facilities and adjacent land uses.
2. Two (2) copies of a Floor Plan, drawn to scale not less than 1:50, showing details of the layout of all equipment, fixtures and fittings in a bird's eye view (looking down on the premises).

   Sink details should be provided, including the type of sink (single bow, double bowl, triple bowl, was hand basin, or cleaner's sink), and the dimensions (or the size and depth of the sink). The floor plan should also indicate the type of materials and finished used on equipment, fixtures, fittings, floors, walls and ceilings (such as stainless steel or laminated work benches, walls and ceilings finished in a high gloss paint and ceramic tiled floor with epoxy grouting).
3. Two (2) copies of Sectional Elevation, drawn to scale not less than 1:50, showing a side-on view of the walls of the premises and should indicate the height of structures, benches, including fixtures, fittings and equipment within cool rooms / freezer rooms (if applicable).
4. Two (2) copies of Hydraulic plan (plumbing and drainage plan), drawn to scale of not less than 1:50, showing the location of water and sewerage pipes and connection types, tundishes and grease traps.
5. Two (2) copies of a Mechanical Exhaust Ventilation Plan, drawn to scale of not less than 1:50, if mechanical exhaust systems are to be installed.
6. For alterations to an existing premises, please also attach an explanation of the nature of the alterations.

For mobile premises (excluding domestic water carriers) -

7. Two (2) copies of a Transport Vehicle Plan, drawn to scale of not less than 1:50, showing details of the layout (plan and elevation where relevant) of all the equipment, fixtures and fittings and the types of materials used.

For temporary premises -

8. One (1) copy of a plan showing details of the layout of all equipment, washing facilities and details of any enclosures and flooring, including the types of materials used.

For domestic water carriers -

9. Details of the material the tank is constructed from including –
   a. Details of the interior surface of the tank; or
   b. The type and manufacturer of any synthetic liner used in the tank.
10. Details on the water piping type and that they are suitable for the purpose.
11. The source and location from which the water will be obtained and to where it will be supplied.
12. A recognized plumber with qualifications in Backflow Endorsement Certificate must provide certification under AS3500.1-2003 that the tank/s and fittings have complying backflow prevention equipment.

For all applications -

13. Full explanation of selected box/es in the Suitability of person to hold a licence section (if applicable).

Please note: This application and fee MUST be lodged with your Council.

Office use only

Fee	Date / /
Scheduled category	File no.
Receipt no.	Access no.
Registration no.	Licence no.