

Starting a Fixed Food Business

This checklist provides a summary of approvals and licences you may require to operate a fixed food business. Please read through the list and review the supporting information available on the links provided. We strongly recommend reviewing all information prior to submitting any applications.

- Business planning, preparation and growth**
www.business.gov.au provides essential information on planning, starting and growing your business in any industry.
- Development Assessment**
Before setting up a fixed food business you should check if a development application must be lodged with Council. The application should seek all required approvals for your proposed business.

To determine how your application will be assessed, contact the development assessment area in Council.
- Building approval**
Construction and renovations of buildings, including internal fit outs, may require approval from a building certifier. You can obtain information about building certifiers in your area from the [Queensland Building and Construction Commission](#).
- Business registration**
Business name registration is governed through [Australian Securities and Investment Commission](#) (ASIC). Registering for an Australian Business Number (ABN) is completed via the [Australian Business Register](#).
- Food business design**
Food preparation areas are required to comply with the *Food Act 2006*. The [Food premises: Design, construction and fit-out guide](#) provides details of the minimum specifications to comply with legislation, as well as necessary supporting documentation (such as plans) needed at the time of lodgement of a food business licence.

NB. If you plan to use a property with an existing kitchen and don't intend to make changes, the site may already have an approved design. Please call Council to check.
- Food business licence**
Businesses that sell food require a licence*. The [Local government assessment of applications for a licence under the Food Act 2006](#) provides advice on licensing for businesses, charities and community organisations that operate food premises, mobile food vehicles, mobile food carts and catering businesses. For a copy of the food business licence application form, please contact your relevant Council.
*Some exemptions apply- please see guide for detail.
- Food safety program**
The food safety program assists in understanding food safety, hazards and controls. This food safety program [factsheet](#) gives advice on which food businesses must complete a program and how to contact an accredited program provider. After your program is complete, you need to notify Council.
- Food safety supervisor**
A food safety supervisor adds an onsite level of protection for day-to-day food safety. A [guideline](#) has been created to help you understand why you need a supervisor and who is acceptable as one. You need to notify your Council of the food safety supervisor/s.
- Plumbing and drainage approval**
Making changes to or installing plumbing and drainage related infrastructure generally requires Council approval. All work should be conducted by a licensed plumber. More information is available through your Council.

For more information, contact your local Council

- Trade waste permit**
Premises which trade waste will be discharged into sewerage system must apply for and hold a trade waste approval. If you are a new business or amending a permit you will need to submit an application to your trade waste authority.

*NB. A trade waste permit is different from a plumbing and drainage approval, though they are complementary to each other.
- Advertising signs licence**
Some Councils have rules about the type and location of any advertising signs for businesses. Depending on the type of advertising sign, you may need to obtain a licence. Please contact Council for more information.
- Footpath dining permit**
A food business that provides tables and chairs on public land or public property located along a road (footpath) for outdoor dining may require approval from Council. Please contact Council for more information.
- Liquor licence**
If you intend to sell or serve alcohol on the premises you will need to apply for a liquor licence. Please visit the Queensland Government [Business and Industry Portal](#) for information on liquor licences.

The checklist is designed to provide you with a broad overview of the types of approvals needed for a food business. It is a summary only and is subject to change.