

Gladstone Regional Council

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GLADSTONE
REGIONAL COUNCIL

**Food Act 2006
S72**

Food Business Licence Amendment

The Gladstone Regional Council is collecting your personal information in accordance with the Food Act 2006 to process your Food Business Licence Amendment Application. The information will only be accessed by authorised council employees. Some of this information may be given to other Government Departments in case of an emergency. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

Application is for

Application Fee \$ _____ Current Food Business Licence No: _____

Applicant/s details

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

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 _____

Postal address _____

Locality / Suburb _____

State

Postcode

Contact ph.

Mobile

Contact fax

Email _____

Office Use Only

Entered by _____

Application no. _____

<p>If applicant is a company, insert company name and ACN / ARBN</p>	Current Licencee Details		
	Company name		ACN / ARBN
	Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss Other (specify) <input type="text"/>	
	Family name		
	Given names		
	Position		
	I declare the information provided in this application to be true and correct.		
	Signature	Date	
	Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss Other (specify) <input type="text"/>	
	Family name		
	Given names		
	Position		
I declare the information provided in this application to be true and correct.			
Signature	Date		
<p>Business name must be registered with the Office of Fair Trading.</p> <p>If a vehicle or stall – advise exact location??</p> <p>Enter postal address if different from street address.</p>	Business details		
	Business name		BN <input type="text"/>
	Street address		
	Locality / Suburb		State <input type="text"/> Postcode <input type="text"/>
	Postal address		
	Locality / Suburb		State <input type="text"/> Postcode <input type="text"/>
	Contact person		
	Contact ph.	<input type="text"/>	Mobile <input type="text"/>
	Contact fax	<input type="text"/>	Email <input type="text"/>
	Lot no.	Reg. plan no.	Parish
	Description of food business: (eg. café, restaurant, cannery, etc)		
	Does your business involve any off-site catering? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>Real property description – refer to Rates Notice.</p> <p>If there are additional vehicles, please attach additional vehicle information to this form.</p>	Vehicle details		
	Do you deliver food in a vehicle?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you handle or prepare food in the vehicle?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, how many vehicles do you use?		<input type="checkbox"/> 1 - 5 <input type="checkbox"/> 6 - 10 <input type="checkbox"/> 11+
	Vehicle details		
	Type	Reg no.	
Type	Reg no.		
Type	Reg no.		

Details are NOT required for Application for Renewal of Food Business License where there have been NO structural alterations

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

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

A food safety supervisor must have the appropriate qualifications approved by a Recognised Training Organisation.

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) within thirty (30) days of receiving your licence.

Food safety supervisor details
Name
Address
Business hours contact no

Amendments

Provide details of proposed amendments

Attachments

The attachments detailed below are required and necessary documentation (including plans) MUST be submitted with ALL applications.

The only exception is if the application relates to an existing, currently operating food premises where there have been NO structural alterations (in this instance plans *may not* be required). *i.e. – Amendment of Licensee details*

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