

I / We hereby make an application for a food business (please tick):

- Design assessment - New premises
- Amendment of existing licensed food business design - Existing food business licence no: [REDACTED]

NOTE: This is not an application for a food business licence. For an application for a food business licence please complete the separate application for a food business licence. An application for a food business licence should not be submitted to Council more than 30 days before operating.

Please note separate applications are required for:

- Outdoor dining conducted on a public place (other than a council/community facility)
- Mobile food vendors conducting itinerant vending activities.

These approvals require a separate application form and fee.

Please use **BLOCK LETTERS**

Section 1 – Applicant(s) Details

Applicant name(s): [REDACTED]

Business trading as: [REDACTED]

(i.e. Business trading name. e.g. Bob's Burger's)

Site address: (where will the premises be located?) [REDACTED]

Postal address of applicant: [REDACTED]

Contact person name: (the best person to talk to about this application) [REDACTED]

Business ph: [REDACTED]

Mobile ph: [REDACTED]

Email: [REDACTED]

*Logan City Council is collecting your name, the name and location of your business in accordance with the Food Act 2006 in order to assess your application. This information will only be accessed by employees and/or Councillors of Logan City Council for Council business related activities only. Some of this information may be given to Queensland Health for the purpose of maintaining the register of mobile food vendors and requisite local government reporting to Queensland Health. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

Council use only

LOGAN CITY COUNCIL
PO BOX 3226
LOGAN CENTRAL DC QLD 4114
AB & GST NUMBER
26-627-796 435
WWW.LOGAN.QLD.GOV.AU

ENVIRONMENT & SUSTAINABILITY
ENQUIRIES: ENVIRONMENTAL HEALTH
OFFICER
TEL: (07) 3412 4609
FAX: (07) 3412 3444
EMAIL: COUNCIL@LOGAN.QLD.GOV.AU
DOC# 8986968 / FILE # 878465-1

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BUSINESSES AND PRIDE



APPLICATION NO: PH/

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Section 2 – Food Business Details

Type of food premises or vehicle *(please tick)*

- | | |
|---|---|
| <input type="checkbox"/> Aged care facility (food safety program required) | <input type="checkbox"/> Private hospital (food safety program required) |
| <input type="checkbox"/> Bed & breakfast | <input type="checkbox"/> Takeaway food bar |
| <input type="checkbox"/> Caterer (on site /off site catering – food safety program required) | <input type="checkbox"/> Food vending machine |
| <input type="checkbox"/> Food manufacturer/packer | <input type="checkbox"/> Limited food business (green grocer) |
| <input type="checkbox"/> Mobile food vehicle (including water carriers) | <input type="checkbox"/> Home based food business (other than caterer) |
| <input type="checkbox"/> Supermarket | <input type="checkbox"/> Food stall (annual only) |
| <input type="checkbox"/> Non-profit organisation that sell meals equal to or more than 12 times per calendar year | <input type="checkbox"/> Café/restaurant |
| <input type="checkbox"/> Bakery/pastry cook | <input type="checkbox"/> Child care centre (food safety program required) |
| <input type="checkbox"/> Food shop | |

Mobile Food Vehicle / Mobile Premises Details

Vehicle registration no: [REDACTED] Make and model: [REDACTED]

Vending machine serial number, unique ID number or mark: [REDACTED]

Section 3 – Plans and Amendments

New / Amendment to Existing Premises - Plan requirements *(please tick)*:

An application for new design approval of a food business must be accompanied by the following information if relevant:

- | | |
|---|-------------|
| <input type="checkbox"/> Floor plan and elevations | 1:50 scale |
| <input type="checkbox"/> Site plan | 1:100 scale |
| <input type="checkbox"/> Hydraulic plans | 1:50 scale |
| <input type="checkbox"/> Mechanical ventilation plans | 1:50 scale |

What is the intended date of commencing trade? [REDACTED]

If your plans are over A3 size, please also attach 1 (one) A3 sized copy of each plan, (electronic version preferred).
Electronic copies of plans can be emailed to environmentalhealth@logan.qld.gov.au.

Please refer to the 'Food premises: Design, construction & fit-out guide' to ensure compliance with relevant legislation.

Existing Premises – Amendments to fit-out:

If this is an amendment application, please specify nature of change.

[REDACTED]

[REDACTED]

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Section 4 – Certification *(please tick)*

As the applicant, I apply for a food business design approval / amendment to existing food business design in accordance with the information provided. I am aware that it is an offence to knowingly provide false and misleading information and declare:

- That I am authorised to sign on behalf of the person (meaning a corporation or individual/s) and commit this person (meaning a corporation or individual/s) in all respects.
- That the information supplied is correct to the best of my knowledge or that I could reasonably obtain.
- I **have not** been convicted of an offence or had a licence refused, cancelled or suspended under the *Food Act 2006, Food Act 1981, Food Hygiene Regulation 1989* or any grounds of other related legislation within Australia.

Applicant signature(s):

Date:

Name(s) in full:

Position:

Note: If you are unable to tick box 3 above, please attach further details to support this application.

Section 5 – Food Business Design Assessment Fees

Food business type	Food business design assessment fee
Aged care facility	\$603.00
Bakery / pastry cook	
Bed & breakfast	
Café / restaurant	
Caterer	
Takeaway food bar	
Child care centre	
Food shop	
Food manufacturer	
Private hospital	
Food Stall	
Domestic water distribution	
Food vehicle	\$471.00
Supermarket	\$1525.00
Home based small food manufacturing business / Limited food business (processing only cut fruit and vegetables or has only one line of unpackaged foods)	\$302.00
Application to amend an existing licence	\$ 573.00
Additional inspection fee	\$ 285.00 + \$142.00 p/hr if over 2 hrs

NOTE: The fees quoted above are for food business design assessment only. Further fees will be incurred for an application for a food business licence.

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Registered charitable organisations, churches & not for profit organisations may receive 50% off the prescribed fee subject to production of appropriate verification of such unless otherwise prescribed in the respective fee description.

PAYMENT OPTIONS



Paying by Mail:

Make your cheque or money order payable to **LOGAN CITY COUNCIL**.
Complete the application form and return it to Council.



Paying by Phone:

Call Logan City Council on (07) 3412 5318 to pay with Mastercard or Visa.
Please ensure you also return the signed application form to Council.



Paying in Person:

Cash, cheque, money order, EFTPOS, Mastercard or Visa.
Complete the details on this application form and present to:

Council's Administration Centre

150 Wembley Road, Logan Central, 8am to 5pm weekdays (except public holidays), or

Council's Customer Service Centres

18-22 Honora Street, Jimboomba, 8am to 4.45pm weekdays (except public holidays), or
58-60 Manila Street, Beenleigh, 8.am to 4.45pm weekdays (except public holidays).

Credit Card Details

From 1st October 2014 a Merchant Service Fee of 0.5% will be charged on credit card payments

Mastercard

Visa

Card number

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Expiry date

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Cardholders name _____ Amount \$ _____

I acknowledge that from 1st October 2014 a Merchant Service Fee of 0.5% will be charged and added to this credit card payment

Signature _____

Contact phone number _____

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