

Food business licence application – Fixed premises



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Fees listed are applicable 1 July 2011 – 30 June 2012

ABN: 92 967 232 136

Application is for:

New food business licence

Complete Sections A to I inclusive

(Attention Development Services)

Existing licence – Structural changes to the premises

Complete sections A, B, H and I

(Attention Development Services)

Existing food business licence number:

Briefly describe the proposed changes:

Existing licence – minor administrative change (e.g. change of ownership)

Complete sections A, B, C, D, E & I

(Attention Health & Environment)

Existing food business licence number:

Previous shop trading name:

Section A – Applicant details

NOTE: Only the proposed licensee's details should be listed below. If the applicant is a corporation go to A2. If the applicant is an agent or consultant lodging plans on behalf of a licensee go to A3.

A1

Complete this section only if the applicant is an individual - attach a list if more names apply

Name:

Residential address:

Postal address:

Daytime contact number:

Email address:

A2

Complete this section if the applicant is a company:

Name of corporation/incorporated association:

Name of director/s or members of management committee:
(The names of **all** directors or members of management committee **must** be listed – attach a list if more names apply)

Street address of registered office:

Postal address:

Daytime contact number:

Email address:

A3

Complete this section only if you are an agent or consultant for the licensee:

Name of business:

Contact person:

Postal address:

Daytime contact number:

Email address:

Section B – Details and location food business

Food business trading name:

ABN/ACN:

Street address where the food business will be located:

Shop number and shopping centre name (if applicable):

Real property description:

Lot: Plan:

What is the expected commencement date to start trading?

Section C – Description of the food business activities

(Attach a copy of the menu or a list of proposed foods):

Identify each of the following categories that apply to this application:

- | | |
|--|---|
| <input type="checkbox"/> Accommodation Meals | <input type="checkbox"/> Dry Bakery Patisserie |
| <input type="checkbox"/> Beverage Manufacturer | <input type="checkbox"/> Café/restaurant |
| <input type="checkbox"/> Care facility meals | <input type="checkbox"/> Caterer - Off site |
| <input type="checkbox"/> Caterer - On site | <input type="checkbox"/> Child Care Centre Meals |
| <input type="checkbox"/> Delicatessen | <input type="checkbox"/> Food Manufacturer/Packer |
| <input type="checkbox"/> Food Shop | <input type="checkbox"/> Fruit & Veg Processing |
| <input type="checkbox"/> Hospital Meals | <input type="checkbox"/> Mobile Food Business |
| <input type="checkbox"/> Takeaway | <input type="checkbox"/> Other - please specify below |

Section D – Suitability of person to hold a licence

What skills and knowledge regarding the sale of safe and suitable food does the applicant possess? (attach copy of certificates or other supporting documentation)

Have any of the applicants been convicted for a breach of any food legislation?

- No Yes – If yes, please attach details.

Have any of the applicants previously held a licence under the Food Act 2006, Food Act 1981 or a corresponding law that was suspended or cancelled?

- No Yes – If yes, please attach details.

Have any of the applicants previously been refused a licence under the Food Act 2006, the Food Act 1981 or a corresponding law?

- No Yes – If yes, please attach details.

The following applies to the 3 dot points above - If the applicant is a corporation or an incorporated association, this also applies to an executive officer of the corporation or a member of the association's management committee.

Section E – Nomination of Food Safety Supervisor

The food act requires all food businesses to have a suitably qualified food safety supervisor. Council will require evidence of the qualifications for your nominated food safety supervisor. Complete the section below and attach details of qualifications that correlate with those approved by Queensland Health for Food Safety Supervisors.

Full name:

Postal address:

Daytime contact number:

Email address:

Have qualifications been attained?

- Yes – please attach a copy of the certificate of attainment.
 No – A copy of the certificate of attainment must be forwarded to council when available.

Section F – Other requirements

Does a valid Development Permit under the planning scheme exist for this activity?

- Yes – Provide permit number below

- Not required (the activity is self assessable in this zone)

- No/Don't know – Do not submit this application. You will need to determine the suitability of this site with regard to zoning of the land.

This application is processed under the *Food Act 2006* however the proposed development may have obligations under other legislation that directly impact on this application. List other current approvals or applications applicable for this development:

| Approval type | Permit number |
|------------------------|---------------|
| Building | |
| Plumbing | |
| Trade waste | |
| Other – Please specify | |

Section G – Food safety programs

It is the applicant's responsibility to identify whether the activity is required to have an accredited Food Safety Program as per the *Food Act 2006*. If a food safety program is required this application for a Food Business Licence can not be processed unless it is accompanied by an Application for Accreditation of a Food Safety Program.

Application for accreditation of a food safety program attached:

- Yes
 Not required
 No – Do not submit application until one is available

Section H – Application checklist

Complete the following checklist and ensure required documentation is attached. Failure to provide required information will result in delays to the processing of the application.

Site plan showing the location of the food premises, waste storage, car parking, staff and public toilet facilities and adjacent land uses

Floor plan (not less than 1:100) showing, but not limited to, the following –

- Location of all equipment, fixtures and fittings
- Hand wash basins
- Food preparation sink
- Double bowl sink
- Cleaners sink
- Hot water system
- Dry food storage areas
- Refrigeration and freezer units
- Mechanical ventilation above cooking appliances
- Office area for administration work
- Storage area for cleaning products
- Storage area for staff personal items
- Internal refuse storage
- Toilets

Sectional elevations (not less than 1:50) indicating windows, doorways, items identified on the site plan and details of plinths, castors or legs of all benches

Hydraulic plan (not less than 1:50) showing location of water and sewerage pipes, tundishes, sinks and grease trap

Specifications of materials and finishes (including colours where appropriate) for ceilings, walls, floors, coving, doors, lighting, shelving, cupboards, benches, screens, air curtains and insect control devices

Section I – Customer summary

I hereby certify that I have completed all required sections of the application form, attached all supporting information, two copies of plans and elevations and have paid the applicable fee as nominated below.

\$330 - New food business licence

\$330 - Existing licence - making structural changes to the premises

\$110 - Existing licence - minor application for food business licence (e.g. change of ownership)

Disclaimer: Should approval be given to this application such approval will not extend to approving any other statutory or Local Government requirements relating to this premises.

Advice should be sought from a building certifier and/or plumber for any building or plumbing works.

Signature:

Date:

Privacy statement

Moreton Bay Regional Council is collecting your personal information for the purpose of assessing your application for a food business licence. The collection of this information is authorised under the Food Act 2006. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

Office use only

New food business licence

Existing licence - structural changes

Existing licence - minor administrative changes e.g. change of ownership.

CSO: _____

Licence number: _____

Receipt number: _____

Amount: _____

Date: _____

Payment options:

In person

Present this form at any of the Moreton Bay Regional Council Customer Service Centres:

Caboolture: 2 Hasking Street, Caboolture
Strathpine: 220 Gympie Road, Strathpine
Redcliffe: Irene Street, Redcliffe

By mail

Please make all cheques/money orders payable to Moreton Bay Regional Council or complete your credit card details below and return the form with payment to council.

Credit card type: MasterCard Visa

| | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---------------------|--|--|--|--|
| Card number: | | | | | | | | | | | | | | | | | | Expiry date: | | | | |
|---------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---------------------|--|--|--|--|

Cardholder name:

Signature:

Amount payable: \$ Date:

Receipt address: