

# Richmond Shire Council

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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.

### Application is for

- Application Fee \$ \_\_\_\_\_  
 Renewal Fee \$ \_\_\_\_\_  
 Amendment Fee \$ \_\_\_\_\_

### 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  /  /

Current Food Business  
Licence No.

Licence no. Expiry 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.

<b>Business details</b>	
Business name must be registered with the Office of Fair Trading.	Business name <span style="float: right;">BN <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></span>
	Street address
If a vehicle or stall – advise exact location??	Locality / Suburb <span style="float: right;">State <input type="text"/><input type="text"/><input type="text"/> Postcode <input type="text"/><input type="text"/><input type="text"/><input type="text"/></span>
	Postal address
Enter postal address if different from street address.	Locality / Suburb <span style="float: right;">State <input type="text"/><input type="text"/><input type="text"/> Postcode <input type="text"/><input type="text"/><input type="text"/><input type="text"/></span>
	Contact person
	Contact ph. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Mobile <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Contact fax <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Email <input type="text"/>
Real property description – refer to Rates Notice.	Lot no. <input type="text"/> Reg. plan no. <input type="text"/> Parish <input type="text"/>
	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

<b>Vehicle details</b>		
If there are additional vehicles, please attach additional vehicle information to this form.	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 <input type="text"/>	Reg no. <input type="text"/>
Type <input type="text"/>	Reg no. <input type="text"/>	
Type <input type="text"/>	Reg no. <input type="text"/>	
Type <input type="text"/>	Reg no. <input type="text"/>	
Type <input type="text"/>	Reg no. <input type="text"/>	

<b>Current approval details</b>		
<i>Please insert your approval number for each approval type issued by Local Government.</i>		
Approval Type	Approval No.	Office Use Only
Building approval	<input type="text"/>	<input type="text"/>
Plumbing and drainage approval	<input type="text"/>	<input type="text"/>
Development approval	<input type="text"/>	<input type="text"/>
Trade waste approval	<input type="text"/>	<input type="text"/>
Other – please specify	<input type="text"/>	<input type="text"/>

<b>Suitability of person to hold a licence</b>	
Skills & knowledge of applicants to sell safe and suitable food:	
<input type="text"/>	
<input type="text"/>	
Have any of the applicants been convicted for a breach of any food legislation? <i>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.</i>	
<input type="checkbox"/> No <input type="checkbox"/> Yes <i>If Yes, please attach details</i>	
Have any of the applicants previously held a licence under the <i>Food Act 2006</i> , the <i>Food Act 1981</i> or a corresponding law that was suspended or cancelled? <i>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.</i>	
<input type="checkbox"/> No <input type="checkbox"/> Yes <i>If Yes, please attach details</i>	

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

### 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

Complete only if applying for an amendment

### Amendments

Provide details of proposed amendments

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Please attach.

**NOTE:**  
Applications for Renewal of Licence do not require attachments to be resubmitted.

### Attachments

- 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.
- 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 bowl, double bowl, triple bowl, wash 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 finishes used on equipment, fixtures, fittings, floors, walls and ceiling (such as stainless steel or laminated work benches, walls and ceilings finished in a high gloss paint and ceramic tiled floor with epoxy grouting).
- Two (2) copies of a 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, equipment and fixtures, including fixtures, fittings and equipment within cool rooms / freezer rooms (if applicable).-
- Two (2) copies of a Hydraulic plan (plumbing and drainage plan), drawn to scale not less than 1:50, showing the location of water and sewage pipes and connection types, tundishes and grease traps
- 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.
- 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.
- 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.