

# Application for New & Existing Business

Application Form

TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL  
TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL  
TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL

New Food Business  Existing Food Business  Existing Food Business with Alterations

(Please tick what type of food business you are applying for)

## Section 1 A Licensee details for Individual

New Licensee Name.....

Postal Address.....

Business Phone.....Mobile.....Home Phone.....

ABN #..... Date of commencement.....

## Section 1 B Licensee details for Company / Incorporated Association

Full Name of Company/Incorporated Association.....

Registered Address for Company or Association.....

Business Phone.....Mobile.....Home Phone.....

ABN #..... Date of commencement.....

A licensee must not carry on a licensable food business unless the person holds a licence to carry on the business.

Company Directors / Incorporated Association Management Committee Members			
Title	Surname	First Name	Middle Name

## Section 2 Fixed Premises Details

Business Name.....Complex Name.....

Shop No.....Street No.....Street.....

Suburb.....Postcode.....Postal Address.....

Business Ph.....Home Ph.....Mobile.....Fax.....

Email.....Contact Name.....

**Section 3 Mobile Food Premise**

Does your food business involve a vehicle? **Please circle**

**No (go to part 4)** Yes, I deliver food in a vehicle Yes, I handle, prepare and/or sell food from the vehicle

If yes please provide the following details of each vehicle:

Registration No.	Make	Model	Colour

NB: If Mobile Food Premise is licensed with a Local Government Authority a certified current copy of the license is required

**Section 4 Suitability of Applicant to Hold a Licence**

**Please provide details of your food safety skills & knowledge that you have acquired to facilitate the preparation and sale of safe food from your food business. (Please attach certified copies of formal qualifications, eg. Hospitality Cert, or Attainment)**


Please provide documentation of Food Safety Supervisor Qualifications for the nominated person

**Please provide name and contact details of your nominated Food Safety Supervisor/s**


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.

YES  NO

<b>Please provide details and attach any relevant documentation</b>

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.

YES  NO

<b>Please provide details and attach any relevant documentation</b>

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.

YES  NO

<b>Please provide details and attach any relevant documentation</b>

## Section 5 Categories of Food Businesses – Please tick

Baker or Pastry Cook  Café or Restaurant  Cannery  Food Shop   
Cordial or Drink Factory  Food Manufacturer or Packer  Takeaway Food Bar/Mobile Premise

## Section 6 Amendments to Current Licence

Provide Details of Proposed Amendments ( <b>Does not include changing the licensee</b> )

## Section 7 Applicants Signature

I hereby certify that all information on this form is true and correct and I am aware that any false or misleading information could result in the refusal of my application. I am aware that it is an offence to knowingly provide false or misleading information.

I understand that the information provided and in accordance with this application may be disclosed publicly under the *Freedom of Information Act 1992* and the *Evidence Act 1977*.

**I have also enclosed the appropriate fees, two copies of plans, extracts of ABN/ACN and any relevant documentation of a food safety program.**

Applicant's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Section 8 Food Business Plan & Design Assessment

To enable Council to assess the suitability of your premises, you are required to submit the following plans with your application, provided it is a **new** business or **undertaking alterations**:

**Please note: plans are to be a maximum of A3 size and drawn to scale.**

Food licence applications and the appropriate fees can be lodged with Toowoomba Regional Council

- In person at Council's Environmental Health Services Branch located at 153 Herries Street, Toowoomba
- By post addressed to Council's Environmental Health Services Branch, PO Box 3021, Toowoomba Village Fair Qld 4350

In order to assess the suitability of the premise Environmental Health Services requires the following documentation.

- (1) Two (2) copies of a site plan, drawn to scale not less than 1:100, showing:
  - (a) The food premises location;
  - (b) Waste storage;
  - (c) Car parking;
  - (d) Staff and public toilet facilities; and
  - (e) Adjacent land uses.
- (2) Two (2) copies of a floor plan, drawn to scale not less than 1:50, showing
  - (a) Details of the layout of all equipment, fixtures and fittings in a bird's eye view (looking down on the premises).
  - (b) Sink details should be provided including the type of sink (single bowl, double bowl etc) and the dimensions (or the size and depth of the sink).
  - (c) The type of materials and finishes used on equipment, fixtures, fittings, floors, walls and ceiling.
  - (d) Details of food flow through the premises
- (3) Two (2) copies of sectional elevations, drawn to scale not less than 1:50, showing
  - (a) A side-on view of the walls of the premises
  - (b) The height of structures, benches, equipment and fixtures, including fixtures, fittings and equipment within cool rooms/freezer rooms (if applicable).
- (4) Two (2) copies of a hydraulic plan (plumbing and drainage plan), drawn to scale not less than 1:50, showing:
  - (a) The location of water and sewage pipes;
  - (b) Connection types;
  - (c) Tundishes;
  - (d) Grease traps; and
  - (e) Bucket traps
- (5) Two (2) copies of a mechanical ventilation plan, drawn to scale not less than 1:50, if mechanical exhaust systems are installed.

**Alternative documentation may be accepted if it provides Environmental Health Services with an equivalent level of information as the requested documentation above.**

It is advised that building work does not commence until your application has been assessed and you have received notification of the decision.

- (6) Food Safety Supervisor documentation of qualifications
- (7) Food Safety Program:

***The following documents must be attached to this application should a Food Safety Program be required.***

- (a) Two (2) copies of the Food Safety Program
- (b) Written advice from an approved food safety auditor stating that the food safety program complies with the criteria in section 104 of the *Food Act 2006*.

**Fees – New Licence - Please contact Toowoomba Regional Council Service Centres regarding the 2010/2011 fees and charges**

Application type	Category	Licence Fee
New Licence – New Food Business	<b>(Level 3)</b> <b>Premises with multiple descriptions of food business at one site with a gross floor are exceeding 1000m2.</b> Fees after 1 <sup>st</sup> April	
New Licence – New Food Business	<b>(Level 2)</b> <b>Premises with multiple service areas, multiple descriptions of food business and/or a gross floor area exceeding 250m2</b> Fees after 1 <sup>st</sup> April	
New Licence – New Food Business	<b>(Level 1)</b> <b>High Risk Premise Example:</b> <b>Premises manufacturing food for sale and premises operating out of mobile food vehicle</b> Fees after 1 <sup>st</sup> April	
New Licence – New Food Business	<b>(Low)</b> <b>Premises judged low risk food preparation or simple procedures generally involving low risk foods and premises operating a bed and breakfast or farm homestay business.</b> Fees after 1 <sup>st</sup> April	

**Fees – Existing Food Licence - Please contact Toowoomba Regional Council Service Centres regarding the 2010/2011 fees and charges**

New Licence – Existing Food Business	<b>(Level 3)</b> <b>Premises with multiple descriptions of food business at one site with a gross floor are exceeding 1000m2.</b> Fees after 1 <sup>st</sup> April	
New Licence – Existing Food Business	<b>(Level 2)</b> <b>Premises with multiple service areas, multiple descriptions of food business and/or a gross floor area exceeding 250m2</b> Fees after 1 <sup>st</sup> April	
New Licence – Existing Food Business	<b>(Level 1)</b> <b>High Risk Premise Example:</b> <b>Premises manufacturing food for sale and premises operating out of mobile food vehicle</b> Fees after 1 <sup>st</sup> April	
New Licence – Existing Food Business	<b>(Low)</b> <b>Premises judged low risk food preparation or simple procedures generally involving low risk foods and premises operating a bed and breakfast or farm home-stay business.</b> Fees after 1 <sup>st</sup> April	

**Amendment Fees - Please contact Toowoomba Regional Council Service Centres regarding the 2010/2011 fees and charges**

Type of Amendment	Fee
Amendment to the food premises design/operation ie renovations or alterations to the building and layout	
Amendment to Licence details: ie. Change of mailing address, change of company directors, change of registered office. <b>Change of licensee / business operator requires a new application</b>	
Amendment to Licence Conditions	

**Service Centre Locations:**

**Crows Nest**

135 Emu Creek Road  
Crows Nest Q 4355  
Tel: (07) 4698 1155  
Fax: (07) 4698 1717

**Goombungee**

89 Mocatta St  
Goombungee Q 4354  
Tel: (07) 4696 7900  
Fax: (07) 4696 7940

**Greenmount**

54 Hodgson St  
Greenmount Q 4359  
Tel: (07) 4697 0200  
Fax: (07) 4697 0290

**Clifton**

95 King St  
Clifton Q 4361  
Tel: (07) 4697 4200  
Fax: (07) 4630 8814

**Millmerran**

2-16 Campbell St  
Millmerran Q 4357  
Tel: (07) 4695 1399

**Oakey**

64 Campbell St  
Oakey Q 4401  
Tel: (07) 4691 1388

**Pittsworth**

85 Yandilla St  
Pittsworth Q 4356  
Tel: (07) 4619 8000

**Toowoomba**

153 Herries St  
Toowoomba Q 4350  
Tel: (07) 4688 6824