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Which other departments should I contact?

- Prior to submitting your application you should ensure the site has relevant Development Approval to prevent the application being delayed.
- You will also need to acquire approvals from Development Assessment for building approvals; a plumbing and drainage approval and a trade waste approval.

Where do I go to speak to these departments?

You need to go to the nearest Customer Service Centre including 4 Little Street, Toowoomba or phone 131 872 for information or requirements from the Development Assessment Branch.

Trade waste services?

You need to go to the Trade Waste Office located on the second floor of the James Cook Centre at the cnr of Herries Street and Ruthven Street (access via Herries St) or phone them on (07) 4688 6712 for information on their requirements.

I have some specific queries about my food application when will an EHO contact me or when can I contact an EHO?

An Environmental Health Officer is available by appointment on Tuesday's and Thursday's between 2.00pm and 4.30pm at the Customer Service Branch, 4 Little Street, Toowoomba or phone 131 872 for information on their requirements

An Environmental Health Officer will endeavour to contact you within two (2) working days from the date of your enquiry.

How do I apply for new licence?

1. Obtain and complete the following form:

[Application Form - Application for New & Existing Business \(APP001\)](#).

2. Lodge the signed and completed application form accompanied by the associated information and plans listed. Documentation is to be lodged at your local district service centre or by post to Toowoomba Regional Council, PO Box 3021, Toowoomba Village Fair Qld 4350. (Note: Plans are to be a maximum of A3 and drawn to scale).
3. Pay the Application Fee – A fee is payable in accordance with Council's current Fees & Charge Schedule. For further information on what constitutes a "well-made" application please refer to [Information Sheet INF003 – Well Made Environmental Health Applications](#).