

Food Act 2006

Application for a Food Business Licence

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.

Conditions may be imposed on the licence as considered appropriate by Council.

Minor – selling only cut fruit or vegetables, unpackaged pies, sausage rolls etc
Multiple – eg deli and vege prep, bakery and café
Mobile – not including delivery vehicle associated with licensed premises
Amendment – making alterations to an existing premises

- | | | |
|---|------|--|
| <input type="checkbox"/> New – Minor Premises | Fee: | \$200.00 Application + \$200.00 Annual |
| <input type="checkbox"/> New – Standard Premises | Fee: | \$200.00 Application + \$310.00 Annual |
| <input type="checkbox"/> New – Multiple Preparation Areas | Fee: | \$200.00 Application + \$420.00 Annual |
| <input type="checkbox"/> New – Mobile Vehicle | Fee: | \$200.00 Application + \$310.00 Annual |
| <input type="checkbox"/> New – Water Carrier | Fee: | \$200.00 Application + \$310.00 Annual |
| <input type="checkbox"/> New – Home-Based Business | Fee: | \$200.00 Application + \$105.00 Annual |
| <input type="checkbox"/> Structural amendments | Fee: | \$200.00 Application |

Licencee / Applicant details

If applicant is a corporation, insert corporation name and ACN.

APPLICANT 1

Corporation name:

ACN:

Name:

Position:

OR

If applicant is an individual/s insert details here

Mr Mrs Ms Miss Other (specify)

Family name

Given names

To be completed for all applications.

APPLICANT 2

Mr Mrs Ms Miss Other (specify)

Family name

Given names

Postal address for delivery of correspondence associated with this licence.

Postal address

Locality / Suburb

State

Postcode

Phone Number

Mobile Number

Fax Number

Email

Business name must be registered with the Office of Fair Trading.

Business / Trading Details

Real Property Description – refer to Rates Notice.

Trading name

ABN

Lot no.

Reg. plan no.

Parish

Street address of business

Phone Number

Mobile Number

Fax Number

Email

Off-site catering – means serving potentially hazardous food at a place other than the licencee's principal place of business.

Description of food business (e.g. café, restaurant, cannery, etc)

Does your business involve any off-site catering

Yes

No

<p>Select as applicable.</p> <p>To be completed for all applications.</p> <p>Postal address to be completed if different to postal address provided on Page 1.</p>	Contact Details		
	<input type="checkbox"/> Business <input type="checkbox"/> Private		
	Contact person		
	Postal address		
	Locality / Suburb	State	Postcode
	Phone Number	Mobile Number	
Fax Number	Email		

Vehicle Details		
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 - 4	<input type="checkbox"/> 5+
Type	Reg no.	
Type	Reg no.	
Type	Reg no.	
Type	Reg no.	

Current Approval Details		
<i>Please insert your approval number for each approval type issued by Local Government.</i>		
Approval Type	Approval No.	Office Use Only
Building approval		
Plumbing and Drainage		
Development approval		
Trade Waste approval		
Other – please specify		

<p>Provide details of any qualifications or experience relevant to the applicant.</p>	Suitability of person to hold a licence	
	Skills & knowledge of applicants to sell safe and suitable food:	
	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 (If Yes, please attach details)	
	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 (If Yes, please attach details)	
Have any of the applicants been refused a licence under the <i>Food Act 2006</i> , the <i>Food Act 1981</i> or a corresponding law? <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 (If Yes, please attach details)		

<p>The Food Safety Supervisor must be reasonably available to be contacted by the Local Government and by persons who handle food at the food business, while the business is being carried on.</p> <p>You may nominate more than one Food Safety Supervisor.</p>	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) and copies of their certificates within thirty (30) days of receiving your licence.	
	Food Safety Supervisor details	
	Name	Address
Business hours contact no		

<p>Please attach relevant plans when -</p>	<h3 style="text-align: center;">Attachments</h3> <p>For all applications – (required)</p> <p><input type="checkbox"/> Full explanation of selected box/es in the Suitability of person to hold a licence section (if applicable).</p> <p><input type="checkbox"/> Completed Credit Application Form (CCS-RE-02)</p> <p>For fixed premises -</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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, was 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 finished used on equipment, fixtures, fittings, floors, walls and ceilings (such as stainless steel or laminated work benches, walls and ceilings finished in a high gloss paint and ceramic tiled floor with epoxy grouting).</p> <p><input type="checkbox"/> Two (2) copies of 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, including fixtures, fittings and equipment within cool rooms / freezer rooms (if applicable).</p> <p><input type="checkbox"/> Two (2) copies of Hydraulic plan (plumbing and drainage plan), drawn to scale of not less than 1:50, showing the location of water and sewerage pipes and connection types, tundishes and grease traps.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> For alterations to an existing premise, please also attach an explanation of the nature of the alterations.</p> <p>For mobile premises (excluding domestic water carriers) -</p> <p><input type="checkbox"/> Two (2) copies of a Transport Vehicle Plan, drawn to scale of not less than 1:50, showing details of the layout (plan and elevation where relevant) of all the equipment, fixtures and fittings and the types of materials used.</p> <p>For domestic water carriers -</p> <p><input type="checkbox"/> Details of the material the tank is constructed from including – a. Details of the interior surface of the tank; or b. The type and manufacturer of any synthetic liner used in the tank.</p> <p><input type="checkbox"/> Details on the water piping type and that they are suitable for the purpose.</p> <p><input type="checkbox"/> The source and location from which the water will be obtained and to where it will be supplied.</p> <p><input type="checkbox"/> A recognized plumber with qualifications in Backflow Endorsement Certificate must provide certification under AS3500.1-2003 that the tank/s and fittings have complying backflow prevention equipment.</p>								
<p>Applicant One</p>	<h3 style="text-align: center;">Declaration</h3> <p><i>I declare the information provided in this application to be true and correct.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Signature</td> <td style="width: 40%;">Date / /</td> </tr> </table>	Signature	Date / /						
Signature	Date / /								
<p>Applicant Two</p>	<p><i>I declare the information provided in this application to be true and correct.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Signature</td> <td style="width: 40%;">Date / /</td> </tr> </table>	Signature	Date / /						
Signature	Date / /								
<p>Please note: This application and fee MUST be lodged with your Council</p>									
<p>Office use only</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Date Received:</td> <td style="width: 50%;">Application Checked: YES NO</td> </tr> <tr> <td>Fee (\$):</td> <td>Taken By:</td> </tr> <tr> <td>Receipt No:</td> <td>Other:</td> </tr> <tr> <td colspan="2">Subject: FID2666</td> </tr> </table>	Date Received:	Application Checked: YES NO	Fee (\$):	Taken By:	Receipt No:	Other:	Subject: FID2666	
Date Received:	Application Checked: YES NO								
Fee (\$):	Taken By:								
Receipt No:	Other:								
Subject: FID2666									
<p><small>PRIVACY COLLECTION NOTICE: THE PERSONAL INFORMATION GATHERED BY COUNCIL ON THIS FORM IS FOR THE PURPOSE OF MAINTAINING COUNCIL'S LICENCE REGISTER AND WILL NOT BE USED FOR ANOTHER PURPOSE OR GIVEN TO ANY OTHER PARTY UNLESS YOU HAVE CONSENTED OR COUNCIL IS REQUIRED OR AUTHORISED BY LAW TO DO SO.</small></p>									



Improve your business.
Access free on-line food safety training
Visit : www.banana.imalert.com.au