Banana Shire Council
PO Box 412 Biloela QLD 4715 • 62 Valentine Plains Road, Biloela
Ph **07 4992 9500** • Fax 07 4992 3493
Email enquiries@banana.qld.gov.au Web: www.banana.qld.gov.au

APPLICATION FOR A FOOD BUSINESS LICENCE AMENDMENT

Food Act 2006

This application is for changing existing licence details or making structural changes. Change of licence holder will require a new 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.

☐ Change of Licence Details (Complete Part A, applicable sections of Part B & E)	Amendment Fee
☐ Minor Structural Change (Complete Part A, applicable sections of Part C, D & E)	25% of Application fee
☐ Major Structural Change (Complete Part A, applicable sections of Part C, D & E)	75% of Application fee

Fees and charges are available on Council website at www.banana.qld.gov.au or by contacting Council's Customer Service Team on (07) 4992 9500.

DATE CHANGE TO TAKE AFFECT — **Date from which you wish this change to take effect**

PART A

EXISTING LICENCE DETAILS

Licensee Details	
Corporation or Association name	
ACN or ABN	
OR Individual name/s	
Business trading name	
Current food business licence number	
Business address	
Locality / Suburb	
State	Postcode
Contact phone	
Email	

PART B

CHANGE TO FOOD BUSINESS DETAILS – Complete only sections that require amendments

POSTAL ADDRESS

Address for delivery of correspondence associated with this licence.

Our preference is to deliver correspondence via email unless you advise otherwise

Postal address	
Locality / Suburb	
State	Postcode
Email	
☐ I would prefer correspondence be delivered to my postal address ONLY	

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BUSINESS DETAILS **Real Property Description** – refer to Rates Notice. **Off-site catering** – means serving potentially hazardous food at a place other than the licensee's principal place of business.	Trading name		
	Description of food business		
	☐ Takeaway	☐ Water carrier	
	☐ Café/Restaurant	☐ Workers camp	
	☐ Bakery	☐ Canteen	
	☐ Supermarket or Food shop	☐ Food manufacture	
	☐ Aged Care or Childcare	☐ Caterer	
	☐ B&B / meals for accommodation guests	☐ Fruit and Veg cutting only	
	☐ Home based baking or confectionary	☐ Home based jams or preserves	
	☐ Other		
	Does your business involve any on-site catering	☐ Yes	☐ No
	Does your business involve any off-site catering	☐ Yes	☐ No
PREFERRED CONTACT PERSON Select as applicable. To be completed for all applications.	Contact person name		
	Position		
	Phone number	Mobile number	
	Email		
MOBILE PREMISES DETAILS – INCLUDING WATER CARRIERS For applicants for mobile licences only	Local inspection address		
	Locality / Suburb		
	State	Postcode	
	Vehicle type		
	☐ Van	☐ Truck	
	☐ Trailer / Caravan	☐ Moveable / Demountable Building	
	☐ Other		
	Number of tanks (for Water Carriers)		
	☐ 1	☐ 2-4	☐ 5+
	Vehicle details		
	Make	Model	Reg no.
	Make	Model	Reg no.
	Make	Model	Reg no.
	Make	Model	Reg no.

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TEMPORARY PREMISES DETAILS For applicants for Temporary Licences only	**Premises type** ☐ Marquee / Tent ☐ Stall ☐ Other
	Activity location/s
	Activity frequency
	Activity dates From To
	Times of trade
	Will any food be prepared off site ☐ Yes ☐ No
	If yes, please provide details
NOMINATION OF FOOD SAFETY SUPERVISOR You may nominate more than one Food Safety Supervisor.	**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.** **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 name
	Business hours contact number
	Food Safety Supervisor name
	Business hours contact number
PART C	
DESCRIPTION OF STRUCTURAL CHANGES	

PART D

ATTACHMENTS

Please attach relevant plans when –

- altering an existing premises
- adding a food vehicle to the licence.

For fixed premises -

- ☐ 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.
- ☐ 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 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).
- ☐ 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).
- ☐ 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.
- ☐ Mechanical Exhaust Ventilation Plan, drawn to scale of not less than 1:50, if mechanical exhaust systems are to be installed.
- ☐ For alterations to an existing premise, please also attach an explanation of the nature of the alterations.

For mobile premises (excluding domestic water carriers) -

- ☐ 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.

For domestic water carriers -

- ☐ 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.
- ☐ Details on the water piping type and that they are suitable for the purpose.
- ☐ The source and location from which the water will be obtained and to where it will be supplied.
- ☐ 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.

PART E

DECLARATION

Applicant One

I declare the information provided in this application to be true and correct.

Signature Date / /

Applicant Two *(if applicable)*

I declare the information provided in this application to be true and correct.

Signature Date / /

Please note: This application form must be completed and signed and lodged with Council along with the prescribed fee

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

OFFICE USE ONLY

Date Received	Application Checked YES NO
Fee ($)	Taken By
Receipt No	Other
Subject: FID2666	

Banana Shire Council is collecting your personal information to process your application. The information will not be disclosed to any other person or agency external to Council without your consent, unless required by or authorised by law. Personal information will be handled in accordance with the *Information Privacy Act 2009*



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