



# Food Business Licence Application

**Licensing Term:**  
**1 October 2018 until**  
**30 September 2019.**

**Application is for:**

- |                          |                         |                 |                          |   |                 |
|--------------------------|-------------------------|-----------------|--------------------------|---|-----------------|
| <input type="checkbox"/> | Application for Licence | <b>\$745.00</b> | <input type="checkbox"/> | Application for new licensee of existing business | <b>\$437.50</b> |
| <input type="checkbox"/> | Amendment               | <b>\$191.00</b> | <input type="checkbox"/> | Renewal of Category A Licence                     | <b>\$447.00</b> |
|                          |                         |                 | <input type="checkbox"/> | Renewal of Category B Licence                     | <b>\$357.00</b> |
|                          |                         |                 | <input type="checkbox"/> | Renewal of Category C Licence                     | <b>\$179.00</b> |

Postal payments may be made by cheque or money order to PO Box 155, Gympie QLD 4570. Payments made in person (cash, card, credit, EFT, cheque, money order) must be lodged with council's Planning and Development Directorate at 29 Channon Street, Gympie or Corporate and Community Services Directorate at the Gympie Town Hall, 2 Caledonian Hill, Gympie (near the Five-ways Roundabout) or at Kilkivan Branch Office - 26 Bligh Street, Kilkivan.  
 Cheques and money orders should be made payable to "Gympie Regional Council".

**Section 1 – Applicant/s details**

**(Mandatory information for all applications)**

PRIVACY STATEMENT: Gympie Regional Council collects personal information where it is directly related to a function or activity of Council and where the collection of such information may be reasonably considered as necessary for that purpose. It will only use personal information for that purpose, and will not disclose it, except as permitted under the Information Privacy Act 2009.

ABN  or ACN

Applicant

Name/s of Directors (if Private Company) / Management Committee (if Incorporated Association) / Applicants (all others):

Title	Surname	Given Names
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

For Corporation / Incorporated Association – address of registered office:

Address

Suburb  State  Postcode

**Section 2 - Business details**

**(Mandatory information for all applications)**

Trading name

Address of Food Business

Postal address

Phone  Mobile

Email address

Description of food business (eg. Café, Restaurant, Bakery, etc.)			
Does your business involve catering?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does your business involve food service to vulnerable persons (i.e. childcare centre, aged care facility)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>NOTE:</b> The Food Act 2006 requires that certain catering activities and food service to vulnerable persons submit a Food Safety Program to Council for accreditation with an (initial) application for Food Business Licence. Further information regarding Food Safety Programs can be obtained from Queensland Health ( <a href="https://www.health.qld.gov.au/public-health/industry-environment/food-safety/programs/default.asp">https://www.health.qld.gov.au/public-health/industry-environment/food-safety/programs/default.asp</a> ) or Council's Environmental Health Officers.			
What is the intended commencement date to start trade? (new applications for licences only)	/ /		

<b>Section 3 – Vehicle details</b>	Do you deliver or transport food in a vehicle?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(If no, proceed to Section 4)
	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?			
	Vehicle details:			
<b>If there are additional vehicles, please attach additional vehicle information to this form.</b>	Type		Rego no.	
	Type		Rego no.	
<b>NOTE:</b> Information pertaining to mobile food premises will be accessible by State Government Departments, Councils and members of the public via a Queensland Government maintained public register of mobile food premises (Food Act 2006, Section 266).				

<b>Section 4 – Suitability of person to hold a licence</b>	What skills and knowledge regarding the sale of safe and suitable food does the applicant possess? (attach copy of certificates or other supporting documentation)
	<b>Please note the following</b> – if the applicant is a corporation or an incorporated association, then below also applies to an executive officer of the corporation or a member of the association's management committee.
	Have any of the applicants been convicted for an offence under the <i>Food Act 1981</i> , <i>Food Act 2006</i> or corresponding law in other States and Territories?
	<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 1981</i> , <i>Food Act 2006</i> or corresponding law in other States and Territories that was suspended or cancelled?
	<input type="checkbox"/> No <input type="checkbox"/> Yes – if yes, please attach details.
	Have any of the applicants previously been refused a licence under the <i>Food Act 1981</i> , <i>Food Act 2006</i> or corresponding law?
	<input type="checkbox"/> No <input type="checkbox"/> Yes – if yes, please attach details.

<b>Section 5 - Nomination of food safety supervisor</b>	<b>NOTE:</b> 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 with details of your food safety supervisor/s within thirty (30) days of receiving your licence.			
	Name			
	Residential address			
<b>Attach copy of Certificate/s of Attainment for approved food safety supervisor courses.</b>	Suburb		State	
			Postcode	
	Business hours contact telephone number			
	Qualification			

**Section 6 - Amendments**

**Please insert the signature/s of the current licensee (vendor) of the food business below:**

I / We being the holder/s of the Certificate of Food Business Licence, the particulars of which are set out in this document, hereby make application to surrender the Certificate of Food Business Licence held in our name/s.

**Application by new owner of an existing licensed food business to fill this section**

Signature 1  Date:

Signature 2  Date:

Should you be unable to obtain the signature of the current licensee, please provide a letter from your solicitor verifying the sale/lease of the food business, or complete a statutory declaration to this effect.

**Or**  
**Change in the address of the premises and/or addition of mobile food vehicle to fill in this section**

**Please detail the change of address (below) if the food business has/or is proposing to move the food business to a new premises.**

You will also be required to submit plans of the new premises, as detailed in Section 6 and undergo a site assessment by an Environmental Health Officers prior to the commencement of food business operation at the premises.

Street Address

Suburb  State  Postcode

**Section 7**

**Information required to be submitted with new licence application**

**Applications for licence only**

- Written proposal of the proposed food business (including the types of food activities you are conducting).
- Site Plan showing the food premises location, waste storage, and staff and public toilet facilities.
- Floor Plan detailing the layout of all the equipment, fixtures and fittings in a bird's eye view drawn to a scale of not less than 1:50 (1cm on the plan = 0.5m).
- Sectional Elevations - side-on view of the walls and indication of the height of structures, benches, equipment and fixtures, including fixtures, fittings and equipment within cool rooms/freezer rooms (if applicable).
- Mechanical Exhaust Ventilation Plans showing that the system is adequate to remove all fumes, vapours, steam or smoke, and is installed in accordance with the Australian Standard AS 1668 Part 2.
- Transport Vehicle Plan (for mobile premises). Plan must contain the details of the layout of all the equipment, fixtures and fittings and the types of material used.
- Documented Food Recall System (for **wholesalers, suppliers, manufacturers or importers of food**). The 'Food Industry Recall Protocol: A guide to writing a food recall plan and conducting a food recall', available at [www.foodstandards.gov.au](http://www.foodstandards.gov.au) may assist you in preparing a food recall plan.
- Food Safety Program (for **caterers, private hospitals & businesses supplying food to vulnerable persons**). A Food Safety Program is required to be submitted to Council for accreditation with the relevant application form (HEF213) and fee if required in accordance with the *Food Act 2006* or *Food Safety Standard 3.3.1 Food Service to Vulnerable Persons* detailed in the *Australia New Zealand Food Standards Code*.
- Certificate of Attainment of an Accredited Food Safety Supervisor Competency. You must nominate a Food Safety Supervisor and provide a copy of the Certificate of Attainment within thirty (30) days of receiving your licence.

**Applications for licence & new licensee**

**Section 8**

**Declaration**

If you have not told the truth in this application you may be liable for prosecution under the *Food Act 2006*.

- I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge.
- I understand that Gympie Regional Council collects personal information where it is directly related to a function or activity of Council and where the collection of such information may be reasonably considered as necessary for that purpose. It will only use personal information for that purpose, and will not disclose it, except as permitted under the *Information Privacy Act 2009*.
- I understand that public availability of information supplied on or with this application can be restricted only after the confidentiality of information has been tested by application through the *Right to Information Act 2009*, and that the information supplied on or with this application may be used in accordance with the *Evidence Act 1977*.

**This section must be completed for all applications**

**SIGN & DATE HERE**

Applicant/s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Total Fees Paid	\$ <input type="text"/>	Date	<input type="text"/> / <input type="text"/> / 20.....
Ledger No.	FBL - 1620301.1100.08 (T-33)	Receipt No.	<input type="text"/>
	FSP - 1620301.1101.08		

## **EXAMPLES OF A CATEGORY A FOOD BUSINESS**

- Aged care facility
- Private hospital
- Supermarket (premises with a total floor area of greater than 800m<sup>2</sup>)

## **EXAMPLES OF A CATEGORY B FOOD BUSINESS**

- café/restaurant – a food business which provides tables and chairs
- takeaway food bar – chairs and tables are not generally provided for patrons by the food business. It is expected that food will be "taken away" for consumption soon thereafter. (for example, fast food, kiosk, canteen, business in a food court).
- bakery – includes bakery/cafe and bakery/takeaway food style premises.
- mobile food vehicle – food business conducted from a vehicle, van, caravan or boat from which a person sells unpackaged food by retail. All food preparation is contained within the vehicle. Not required if currently licensed as mobile food vehicle with another Council in Queensland. When operated in conjunction with a fixed food premises the renewal fee for that fixed premises includes, renewal for the mobile food vehicle.
- annual temporary food stall – premises other than a fixed premises or mobile premises which includes a regular market stall or tent. When operated in conjunction with a fixed food premises the renewal fee for that fixed premises includes renewal for the annual temporary food stall.
- child care centre – includes long day care, occasional day care and employer sponsored day care (does not include family day care at private residences).
- off-site caterer – means serving potentially hazardous food at a place other than the principle place of business for the food business. Also note, this type of business also requires a food safety program.
- on-site caterer – means preparing and serving potentially hazardous food to all consumers of the food – at the premises from which the business is carried out, under an agreement where the food is:
  - of a predetermined type (this may be product specific or include a particular type of food)
  - for a predetermined number of persons (this includes a group of people attending a particular event)
  - served at a predetermined time (this may include a specific day or days and normally specify a time)
  - for a predetermined cost (the cost is agreed prior to the preparation and service of the food).Also note, this type of business may also require a food safety program.
- supermarket – premises with a total floor area of greater than 250m<sup>2</sup> but less than 800m<sup>2</sup>
- manufacturer – manufacturer of cakes, biscuits, pastries, confectionary, chutneys, preserves, cordials, syrups, fermented products, soft drinks, oils, pasta, coffee, tea.

## **EXAMPLES OF A CATEGORY C FOOD BUSINESS**

- water carriers – mobile food vehicles (generally tankers) used for transport of water for human consumption.
- accommodation premises – a food business that provides meals with accommodation, including a bed and breakfast and farm stay. If meals are provided to patrons other than guests of the accommodation or the premises conducts any of the activities described in Category B, the premises will be categorised as a Category B.
- fruit and vegetable shop – the cutting and slicing of whole fruits and vegetables only. The manufacture of coleslaw, fruit salad and the like would be categorised as a takeaway food bar.
- manufacturers – the repackaging of unpackaged non-hazardous foods only (such as grains, nuts, spices, coffee)
- ice manufacture.