



# Food Business Licence Application

**Licensing Term:**  
**1 October 2021 until**  
**30 September 2022.**

**Application is for:**

- Licence received between 1 July 2021 to 31 Dec 2022 **\$785.00**
- Licence received between 1 Jan 2022 to 31 March 2022 **\$590.00**
- Licence received between 1 April 2022 to 30 June 2022 **\$390.00**
- Amendment **\$200.00**
- Application for new licensee of existing business **\$470.00**

**Applications can be made either in person at 29 Channon Street, Gympie (8:30am – 4:30pm) or via email to [health@gympie.qld.gov.au](mailto:health@gympie.qld.gov.au). Invoices are issued to applicants upon receipt of the application and payment can be made online at: [payments.gympie.qld.gov.au](http://payments.gympie.qld.gov.au)**

**Section 1 –  
Applicant/s details**

*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 style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

Corporations address of registered office / Incorporated Associations nominated address:

Address

Suburb  State  Postcode

**Section 2 -  
Business details**

Trading name

Address of Food Business

Postal address

Phone  Mobile

Email address

Description of food business (eg. Café, Restaurant, Bakery, home based etc.)

Does your business involve catering?  Yes  No

Does your business involve food service to vulnerable persons (i.e. childcare centre, aged care facility)?  Yes  No

**NOTE:** 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 (<https://www.health.qld.gov.au/public-health/industry-environment/food-safety/programs/about>) or Council's Environmental Health Officers.

What is the intended commencement date to start trade? (new applications for licences only)

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### Section 3 – Vehicle details

Do you deliver or transport food in a vehicle?  Yes  No (If no, proceed to Section 4)

Do you handle or prepare food in the vehicle?  Yes  No

If yes, how many vehicles do you use?

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Vehicle details:

Type 

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 Rego no. 

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Type 

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 Rego no. 

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If there are additional vehicles, please attach additional vehicle information to this form.

**NOTE:** 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).

### Section 4 – Suitability of person to hold a licence

What skills and knowledge regarding the sale of safe and suitable food does the applicant possess? (attach copy of certificates or other supporting documentation)

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**Please note the following** – 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 Food Act 1981, Food Act 2006 or corresponding law in other States and Territories?

No  Yes – if yes, please attach details.

Have any of the applicants previously held a licence under the Food Act 1981, Food Act 2006 or corresponding law in other States and Territories that was suspended or cancelled?

No  Yes – if yes, please attach details.

Have any of the applicants previously been refused a licence under the Food Act 1981, Food Act 2006 or corresponding law?

No  Yes – if yes, please attach details.

### Section 5 - Nomination of food safety supervisor

Name 

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Business hours contact telephone number 

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Qualification 

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Attach copy of Certificate/s of Attainment for approved food safety supervisor courses.

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.

**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.

Print Name: \_\_\_\_\_

Current Licensee/s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Current Licensee/s signature: \_\_\_\_\_ 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.

**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**

**Applications for licence only**

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

- 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**

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

**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*.

Print Name: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

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

**SIGN & DATE**

**Office Use Only**

Total Fees Paid

\$

Date

/  / 20.....

Receipt No.