

Home-Based Food Premises Assessment Application

Food Act 2006

Assessment of premises, suitability of applicant, floor and elevation plans, scale of proposed food handling activities



Application fees are not refundable if application is withdrawn, cancelled or refused

1. Licence Category

Application \$625.00

Annual Licence and Inspection Fee is also required upon final inspection as per Fees and Charges

Licensable food handling in domestic kitchens is limited to:

- Manufacturing non-potentially hazardous food (e.g. chutneys, jams, biscuits, cakes [no fresh cream or custard], repackaging grains/nuts/spices/coffee).
- This does not include wholesale to retail businesses.

If the proposed licensable food handling activities exceed the above definitions, the use of a compliant commercial kitchen will be required.

2. Applicant Details:

(Complete For Individual Applicant Only)

Mr Mrs Ms Dr Other

Surname

Given name/s

Mr Mrs Ms Dr Other

Surname

Given name/s

Residential address

.....
.....
Postcode

Postal address (if different from above)

.....
.....
Postcode

Home phone no.

Mobile phone no.

E-mail

Complete For Registered Entity/Company Only:

ABN / ACN:

Company or incorporated association's Name

Director name/s or management committee names of incorporated association (attach additional sheet if more room required)

.....
.....
.....

Corporations address of registered office or Incorporated associations nominated address:

.....
.....
Postcode

Postal address (if different from above)

.....
.....
Postcode

Phone no.

Mobile phone no.

E-mail

3. Electronic Authorisation

Gympie Regional Council now offers the option of having your Food Business Licence correspondence and information sent to you via email. Do you authorise Council to send you information electronically?

No

Yes

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4. Contact Person:

On-site contact person name:

On-site phone no.

On-site mobile no.

E-mail

5. Business Details:

Business Name (trading name)

Business Address

.....
.....
Postcode

Business phone no.

Business mobile no.

Business E-mail

6. Relevant Approvals

Type	Approval Number
Building Approval	
Plumbing & Drainage Approval	
Development Approval	

7. Suitability of Person to Hold a Licence:

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?

Yes No

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?

Yes No

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

Yes No

8. Nomination of Food Safety Supervisor:

Name

Business Hours Contact Phone Number

Qualification

Attached 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.

9. Types of Food to be Handled:

Please list proposed food products below

.....
.....
.....
.....

10. Attachments:

Please tick to confirm you have provided the following attachments with this application.

Floor Plan - drawn to a scale of 1:100 providing details of layout for all benches, basins and equipment storage.

Cross-section and Elevation Plans - drawn to a scale of 1:50 to indicate details of finishes to walls, floors, and ceilings.

Supporting Information Checklist - New Home-Based Food Premises - please provide a completed copy of the attached checklist.

Food Safety Supervisor certification - please provide Food Safety Supervisor certification for all nominated Food Safety Supervisors.

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11. 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 Signature 1

Date

Print Name

Applicant Signature 2 (if applicable)

Date

Privacy Statement

Gympie Regional Council collects personal information in accordance with our Information Privacy Policy, a copy of which is available from the Council website. In providing your personal information eg. name and contact details, please note that due to aspects of electronic communications outside of Council's control, you are agreeing to the possible transfer of your information outside Australia under s33 of the Information Privacy Act 2009.

How to lodge this form with Council

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 Invoices are issued to applicants upon receipt of the application and payment can be made online at: payments.gympie.qld.gov.au

Please be advised assessment of your application does not occur until Council receives invoice payment.

Where to for further information

Should you require further information regarding Food Business Licence requirements, please do not hesitate in contacting Council's Environmental Health Services Section on telephone 1300 307 800, by email health@gympie.qld.gov.au, or visiting Council's website www.gympie.qld.gov.au.

Supporting Information Checklist - New Home-Based Food Premises

Description of Materials/Finishes

Please provide information on the type of materials and finishes of the proposed food premises.

Floors:

Walls:

Walls surface behind cooking equipment:

Splashback surfaces behind sinks:

Ceilings:

Lighting:

Recessed: Y N

Covers: Y N

Description of Lighting:

Benches Construction: (e.g. Laminex, stone)

Temperature Control Appliances

Do you have a fridge/freezer designated for food business purposes only? Y N

If No, do you have a designated shelf within your domestic fridge/freezer for food business purposes? Y N

Do the temperature control appliances have adequate lighting? Y N

Equipment List (include all)

Please list below all designated equipment used for food business purposes (e.g. oven, dishwasher, mixing bowl, pots).

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

Please note these items will be subject to inspection of wear and tear and replacement may be required if found to be in poor condition.

Food Storage

Food and items used in the operation of the business should be stored separately to those intended for domestic use.

Please describe how equipment and utensils will be stored protected from contamination?

Food Business Operations		
What is the scale of the proposed business? (e.g. how many cakes prepared in a week)		
Where do you intend on selling your food products? (e.g. markets, online sales)		
Cleaning Facilities		
Double bowl sink: <input type="checkbox"/> Y <input type="checkbox"/> N	Size of each sink: (litres)	Drainage area of each sink: (m ²)
Separate food preparation sink: <input type="checkbox"/> Y <input type="checkbox"/> N	Size: (litres)	Drainage area: (m ²)
Hand wash basin: <input type="checkbox"/> Y <input type="checkbox"/> N	Size: (litres)	Drainage area: (m ²)
Hand wash basin single spout: <input type="checkbox"/> Y <input type="checkbox"/> N		
Hand wash basin method of operation: (e.g. flick mixer / sensor hands free)		
Washing Facilities		
Dishwasher: <input type="checkbox"/> Y <input type="checkbox"/> N	Dishwasher highest temperature cycle: (°C)	
<i>Please note all plumbing work is required to comply with requirements of Council's Plumbing Department prior to commencement of use. Please contact Council's Plumbing Department on 1300 307 800 for further information.</i>		
Hot Water System		
Type:		
Pest Prevention		
Describe how pests such as cockroaches, flying insects and rodents will be excluded from the premises). <i>Please Note: Home-based food business should have measures in place to make sure pet animals are unable to access areas where food is handled.</i>		
Cleaning equipment storage		
Description (type & location)		
Office/paperwork storage		
Description (type & location)		
Garbage /waste storage facilities		
Description (type & location)		