

Annual Temporary Food Premises (Food Stall) Food Business Licence Application Food Act 2006



Application fees are not refundable if application is withdrawn, cancelled or refused

1. Licence Category

- **Application** **\$299.00**
Application assessed within 30 days from receipt
- **Urgent Application** **\$404.00**
Application assessed within 10 days from receipt

Annual Licence and Inspection Fee is also required upon final inspection (\$215.00)

Please note: Temporary food premises licensed with Gympie Regional Council are limited to operation within the Gympie Regional Council region only.

Applications for an Annual Temporary Food Premise Licence must be submitted at least ten (10) business days prior to the date of the activity or event. Applications received within ten (10) business days of the date of the activity or event will incur an urgent application processing fee.

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. 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

7. 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.

8. Types of Food to be Handled:

<input type="checkbox"/> Fish / Seafood Products	<input type="checkbox"/> Confectionary
<input type="checkbox"/> Fruit / Vegetables	<input type="checkbox"/> Raw Meats / Frozen Meats / Poultry
<input type="checkbox"/> Sandwiches	<input type="checkbox"/> Cooked Meats
<input type="checkbox"/> Eggs	<input type="checkbox"/> Chilled / Frozen Foods
<input type="checkbox"/> Hamburgers / Sausages	<input type="checkbox"/> Ice
<input type="checkbox"/> Milk / Ice cream / Yoghurt / Cheese	<input type="checkbox"/> Meat Pies
<input type="checkbox"/> Bakery Products	<input type="checkbox"/> Rice / Pasta

9. Fit Out of Proposed Food Premises

Roofing

Walls

How many walls?

Flooring

Benches / food contact surfaces

Description of hand washing facilities

Description of utensil washing facilities

10. Food Handling Activities:

How will potable water be heated for dishwashing and handwashing purposes?

How will you source the potable water supply?
(e.g. Council reticulated supply, rainwater tank)

How will wastewater be collected, stored, and appropriately disposed of?

How will equipment, utensils, and food products be protected from contamination?
(e.g. storage methods for utensils and food products)

How will rubbish generated from the operation of the temporary food premise be stored and appropriately disposed of?

How will potentially hazardous food be transported under appropriate temperature control to operating location?

Where do you intend on operating your temporary food premise? (e.g. weekend markets, events).

Is all food handling to occur in the proposed Temporary Food Premise?

Yes No

If No, please advise where food handling is proposed to occur in addition to the temporary food premise? (e.g. address of commercial kitchen)

.....

.....

Postcode

11. 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 of the food premises, including all fittings, equipment, washing facilities, hot and cold storage units, etc.
- Stall Checklist** – complete the attached checklist addressing food handling and structural requirements.
- Proposed Menu** – please provide a copy of the proposed menu.
- Food Safety Supervisor Certification** – Please provide a copy of Food Safety Supervisor Certification for all nominated Food Safety Supervisors.

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12. 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

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 e.g. 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