

Hired Commercial Premises Assessment Application

Food Act 2006

Use of approved fixed commercial kitchens within the Gympie Region.



Application fees are not refundable if application is withdrawn, cancelled or refused

☐ **Application**

\$268.00

Application assessed within 30 days from receipt

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

1. 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

2. 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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3. Contact Person:

On-site contact person name:

On-site phone no.

On-site mobile no.

E-mail

4. Business Details:

Business Name (trading name)

Hired Commercial Premises Address

.....

.....

Postcode

Business phone no.

Business mobile no.

Business E-mail

5. 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

6. 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.

7. Type of manufacturing activity:

- ☐ Potentially hazardous food manufacturer / packer
☐ Non-potentially hazardous food manufacturer / packer
☐ Beverage manufacturer / bottler
☐ Dry goods manufacturer / packer

8. Attachments:

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

☐ **Hired agreement of proposed commercial kitchen –** Please provide a signed copy of permission to utilise the commercial kitchen including frequency of hire;

☐ **Written proposal** – please provide a description of food handling processes, ingredients, packaging, and transportation to be used;

☐ **Food Safety Supervisor certification** – please provide Food Safety Supervisor certification for all nominated Food Safety Supervisors;

☐ **Food Safety Program (for caterers & businesses supplying food to vulnerable persons)**

A Food Safety Program is required to be submitted to Council for accreditation with the relevant application form (HEF243) 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*.

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9. 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.