Food Business Licence - Annual Temporary Food Premises

Food Act 2006

Limited to operation within the Gympie Regional Council region only

Application fees are not refundable if application is withdrawn, cancelled or refused

☐ **Application** **$321.00**
Application assessed within 30 days from receipt

☐ **Urgent Application** **$427.00**
Application assessed within 10 days from receipt

Annual Licence and Inspection Fee is also required upon final inspection ($240.00)

Applications must be submitted at least 10 business days prior to the date of the activity or event. Applications received within 10 business days of the date of the activity or event will incur an urgent application processing fee.

1. Applicant Details:

Person – Individual 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

Company, Corporation or Incorporated Association (Trust not accepted)

ABN / ACN

Name

Director name/s or management committee names of incorporated association

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Registered/nominated address (as per *Corporations Act or Associations Incorporation Act 1981*)

.....

.....
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 ☐

3. Contact Person:

On-site contact person name:

On-site phone no. **On-site mobile no.**

E-mail

(Printed copies are uncontrolled. It is the responsibility of each user to ensure that any copies of controlled documents are the current issue)

4. Business Details:

Business Name (trading name)

Business 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.

a) 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

b) 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

c) 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

Contact Phone Number

Availability:

☐ In Person

☐ By telephone only

☐ Other:

7. Types of Food to be Handled:

☐ Fish / Seafood Products	☐ Confectionary
☐ Fruit / Vegetables	☐ Raw Meats / Frozen Meats / Poultry
☐ Sandwiches	☐ Cooked Meats
☐ Eggs	☐ Chilled / Frozen Foods
☐ Hamburgers / Sausages	☐ Ice
☐ Milk / Ice cream / Yoghurt / Cheese	☐ Meat Pies
☐ Bakery Products	☐ Rice / Pasta

8. 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

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9. 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.

- ☐ **Food Safety Supervisor Certificate (obtained within 5 years of this application).** You must nominate a Food Safety Supervisor and provide a copy of the Certificate within thirty (30) days of receiving your licence
- ☐ **Food Handler training** – please provide DoFoodSafely Certificate/s of Completion for all food handlers (dofoodsafely.health.vic.gov.au)
- ☐ **Floor Plan** – high quality drawing of total kitchen area providing details of layout for all benches, equipment storage, hand and utensil 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
- ☐ **ASIC Search for Company, Corporation or Incorporated Association -** attach a current company extract (issued within the previous 30 days) from the Australian Securities & Investment Commission (ASIC)

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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*.**

Applicant 1 Signature

Print Name

Signature

Date

Applicant 2 Signature (if applicable)

Print Name

Signature

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 on telephone 1300 307 800, by email health@gympie.qld.gov.au, or visiting Council's website www.gympie.qld.gov.au