



Application for Food Business Licence

Food Safety Act 2006.

Privacy Notice: Mackay Regional Council is collecting this information in order to process your application. Council is authorised to do this under the above-mentioned legislation. If required, council may provide your details to a collection agency that has been employed by council for the recovery of unpaid fees. In all other circumstances this information will only be disclosed to a third party with your written authorisation or as required by law.

P: 1300 622 529 | **E:** council@mackay.qld.gov.au | **F:** 07 4944 2400 | PO Box 41 Mackay QLD 4740 | **ABN:** 56 240 712 069
CS Centres: Mon-Fri, 8:30am-4:30pm | Civic Precinct, Gordon St, Mackay | 65 Broad St, Sarina | 20 Victoria St, Mirani

For your application to be assessed you must:

- Complete all relevant sections;
- Provide all supporting information referred to on this form; and
- Submit with the relevant fee.

Contact council if you have any specific enquiries regarding fees or how to complete this form. Please type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply. Additional information is also available in the *Application for a Food Business Licence Information Sheet*.

Please note: incomplete applications may be refused or delayed.

SECTION A – APPLICATION TYPE

For an explanation of each application type, please see the Application for a Food Business Licence Information Sheet.

- NEW FOOD BUSINESS LICENCE
- EXISTING FOOD BUSINESS LICENCE
- AMENDMENT TO CURRENT FOOD BUSINESS LICENCE

Please provide your existing Food Business Licence number, if applicable.

Existing Food Business Licence number: FL-

SECTION B – TYPE OF FOOD BUSINESS

For an explanation of each food business type, please see the Application for a Food Business Licence Information Sheet.

- | | | |
|--|---|---|
| <input type="checkbox"/> Fixed food premises | <input type="checkbox"/> Home-based – Type 3 | <input type="checkbox"/> Temporary food business – Type 2 |
| <input type="checkbox"/> Home-based – Type 1 | <input type="checkbox"/> Mobile food vehicle or water carrier | <input type="checkbox"/> Temporary food business – Type 3 |
| <input type="checkbox"/> Home-based – Type 2 | <input type="checkbox"/> Temporary food business – Type 1 | <input type="checkbox"/> Honey food business |

SECTION C – APPLICANT DETAILS

This person will hold responsibility for compliance with the Food Act and Food Standards Code. An applicant other than an operator will be required to demonstrate their suitability to be an applicant under Section 52-59 of the Food Act 2006.

Title: Mr Mrs Ms Miss Other:

Family Name: _____ Given Name/s: _____

Postal Address: _____

Suburb: _____ Post Code: _____

Home Phone: _____ Mobile: _____

Email: _____

If there is more than one applicant, please fill in the details of the second applicant here.

Title: Mr Mrs Ms Miss Other:

Family Name: _____ Given Name/s: _____

Postal Address: _____

Suburb: _____ Post Code: _____

Home Phone: _____ Mobile: _____

Email: _____

SECTION D – BUSINESS DETAILS

Trading name must be registered with the Australian Securities & Investment Commission.

Trading Name:

ABN:

Trading Address:

Suburb:

Post Code:

Real Property Description (Lot/Plan):

Business Phone:

Business Fax:

Mobile:

Email:

Postal address where you can receive legal documents.

Postal Address:

Suburb:

Post Code:

Contact person for business if not the applicant and/or if the applicant is a company.

Contact Person:

Position:

Contact Phone:

Email:

SECTION E – CATEGORY OF FOOD BUSINESS

*For an explanation of each category, please see the Application for a Food Business Licence Information Sheet. **Tick all that apply.***

- | | | |
|---|--|---|
| <input type="checkbox"/> Accommodation meals | <input type="checkbox"/> Takeaway | <input type="checkbox"/> Food shop |
| <input type="checkbox"/> Bakery/patisserie | <input type="checkbox"/> Domestic water carrier | <input type="checkbox"/> Food manufacturer/packer |
| <input type="checkbox"/> Café/restaurant | <input type="checkbox"/> Service club | <input type="checkbox"/> Hospital |
| <input type="checkbox"/> Catering on-site | <input type="checkbox"/> Aged care facility/meals | <input type="checkbox"/> Food-vending vehicle |
| <input type="checkbox"/> Deli | <input type="checkbox"/> Beverage manufacturer/bottler | <input type="checkbox"/> Island resort |
| <input type="checkbox"/> Supermarket | <input type="checkbox"/> Catering off-site | <input type="checkbox"/> School canteen |
| <input type="checkbox"/> Fruit & vegetable processing | <input type="checkbox"/> Childcare centre | |

SECTION F – OPERATION DETAILS

Please attach a copy of your proposed menu with this application.

Further information regarding the nature of the food business:

Hours of operation:

SECTION G – VEHICLE DETAILS

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

Is this application for a mobile food vehicle or water carrier? Yes No

If yes, how many vehicles do you use?

Make & Model:

Registration Number:

Make & Model:

Registration Number:

SECTION H – SUITABILITY OF PERSON TO HOLD A FOOD BUSINESS LICENCE

You must complete this section. Please identify if you or your staff have had any experience / training with the handling of food.

Skills and knowledge of applicant/s to sell safe and suitable food:

If you answer yes to any of these questions, please attach details.

Have any of the applicants been convicted for a breach of any food legislation? Yes No

If the applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included.

Have any of the applicants previously held a licence under the *Food Act 2006*, the *Food Act 1981* or a corresponding law that was suspended or cancelled? Yes No

If the applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included.

Have any of the applicants been refused a licence under the *Food Act 2006*, the *Food Act 1981*, or a corresponding law? Yes No

If the applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included.

SECTION I – FOOD SAFETY SUPERVISOR

If you do not know the details of your Food Safety Supervisor/s, do not complete this section. This will not affect the decision made on your application. However, you are required to provide details of your Food Safety Supervisor/s within thirty (30) days of receiving your licence.

Title: Mr Mrs Ms Miss Other:

Family Name: Given Name/s:

Postal Address:

Suburb: Post Code: Contact Number:

SECTION J – COMMENCEMENT DATE

What is the intended date of commencing trade or completing alterations?

Date to start trade: ____ / ____ / ____ Date to complete alterations: ____ / ____ / ____

SECTION K – EXISTING PREMISES AMENDMENT

If this is an amendment application, please specify the nature of the change:

SECTION L – CURRENT APPROVAL DETAILS

Insert approval number for each approval type issued by local government. If any of these approvals are not required, you must provide documented evidence in support of this.

Approval Type	Approval Number	Office Use Only
Building		
Plumbing & Drainage		
Development		
Trade Waste		
Other – please specify		

SECTION M – ATTACHMENTS

Plans are required for any new premises where the activity has not been previously approved or where any significant alterations are proposed. Plans are not required for a licence amendment not involving structural alterations. Refer to Application for a Food Business Licence Information Sheet for detailed information about plan requirements.

Please provide:

1. Two (2) copies of the proposed plans (maximum A3 in size) showing:
 - a. Clearly marked scale (generally 1:100 or 1:200), with elevations and details not more than 1:50
 - b. Site plan with location of site in relation to surrounding land uses;
 - c. Floorplan with all equipment, fittings and fixtures with details on materials used;
 - d. Sectional elevations of all benches, equipment and fixtures; and
 - e. Mechanical exhaust ventilation plans.
2. Technical reports and other information such as brochures or photos can be attached as necessary to accompany plans;
3. Supporting information, e.g. menu and FSS Statement of Attainment.

SECTION N – APPLICANT CHECKLIST & DECLARATION

- Correct fee enclosed or paid
- Two copies of all plans attached
- Copy of menu attached
- Copy of Food Safety Supervisor Statement of Attainment attached
- I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge and I have provided all information as requested;
- I understand that information supplied on or with this application form may be disclosed publicly in accordance with the Right to Information Act 2009 and the Evidence Act 1977;
- I am aware that it is an offence to knowingly provide false or misleading information.

Applicant Name:

Signature:

Date:

PAYMENT OPTIONS

For a complete list of fees and charges, please refer to council's [Fees and Charges](#).

CREDIT CARD | We accept Visa or MasterCard. We do not accept American Express.

CHEQUE | Make your cheques payable to Mackay Regional Council.

CASH OR EFTPOS | You can pay at any of Council's Customer Service Centres.

OFFICE USE ONLY

Reference number: LC/H&RS/PP	Date:	Amount:
File number:	Receipt number:	Cashier:



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Contents

About this Guide	2
The Licensing Process for All Food Businesses, Fixed and Mobile.....	2
Section A – Application Type.....	2
Section B – Type of Food Business	2
Section C – Applicant Details	3
Section D – Business Details.....	3
Section E – Category of Food Business.....	3
Section F – Operation Details.....	3
Section G – Vehicle Details	3
Section H – Suitability of Person to Hold a Food Business Licence	4
Section I – Food Safety Supervisor	4
Section J – Commencement Date.....	4
Section K – Existing Premises Amendment	4
Section L – Current Approval Details	4
Section M – Attachments.....	4
Section N – Applicant Checklist & Declaration	4

About this Guide

The purpose of this information sheet is to assist applicants in completing the Application for a Food Business Licence form. To avoid any delays, ensure that all sections of the application form have been completed as per the guidance provided below.

The Licensing Process for All Food Businesses, Fixed and Mobile

When applying for a new licence from council there is a two-stage assessment process. Stage one is a design assessment/plan approval and stage two is the licence application assessment. If, after reading this information sheet, you are still unsure about what steps to take, please phone council on 1300 622 529 to make an appointment with an Environmental Health Officer.

When constructing a new food premises, it is important to make sure that the design meets the requirements of the Food Safety Standards. Please see Mackay Regional Council's Food Premises Design, Construction and Fit-Out Guide for further information. Council assesses your design against the Food Safety Standards and provides you with advice and additional design requirements (plan approval) for construction of the premises.

Once you have obtained a Plan Approval and completed construction, please contact council prior to commencing trade. Council will conduct an audit of the premises to ensure the construction is completed in accordance with the plan approval prior to issuing a licence.

It is important to remember that a Food Business Licence application does not include any building, plumbing, trade waste or development approvals. These approvals should be obtained prior to making any applications for a Food Business Licence.

Section A – Application Type

Please select the application type:

- [New Food Business Licence](#)

This is relevant for setting up a new food business at a location that has not had a food business trade or licence from this location within the last 30 days.

- [Existing Food Business Licence](#)

Food Business Licences are not transferable under the Food Act 2006. So, if you are taking over an existing food business and not making any alterations to the business, this is the relevant application type.

- [Amendment to Current Food Business Licence](#)

This is relevant for any planned structural alterations to the current food business. It is also relevant if you are taking over an existing food business and planning to do structural alterations.

Section B – Type of Food Business

Council has several Food Business Licence categories, all with relevant fees applicable. Please see council's current fees and charges for further information on fees. Please select the relevant Food Business Licence type.

- [Fixed Food Premises](#)

This is for commercial food businesses in a permanent location. Examples include café, restaurants, hotels, takeaway food, coffee shops etc.

- [Mobile Food Vehicle or Water Carrier](#)

A mobile food vehicle includes a vehicle, including a trailer or caravan, from which unpackaged food is retail sold. Water carrier includes the delivery of drinking water.

- [Home-based – Type 1](#)

The use of a home kitchen to produce cakes, snacks, jams, chutneys and non-potentially hazardous food.

- [Home-based – Type 2](#)

The use of a home kitchen to produce potentially hazardous foods, being food that must be kept at a particular temperature to minimise the growth of bacteria, that may be in food or to stop the formation of toxins in the food. Examples include beef, poultry, lamb, pork, dairy foods, eggs, rice & fish.

- [Home-based – Type 3](#)

A combination licence, please see descriptions of Home-based – Type 2 and Temporary Food – Type 3.

- [Temporary Food Business – Type 1](#)

An annual Temporary Food Licence which involves taste-testing of low-risk foods at markets, festivals, events and temporary situations. Examples include bread, oils, chillies etc.

- [Temporary Food Business – Type 2](#)

An annual Temporary Food Licence which involves the sale of unpackaged cakes, snacks and non-potentially hazardous food at markets, festivals, events and temporary situations.

- [Temporary Food Business – Type 3](#)

An annual Temporary Food Licence which involves the sale of unpackaged potentially hazardous foods (see definition above) at markets, festivals, events and temporary situations.

- Honey Food Business

The packaging of honey into retail packs/containers.

Section C – Applicant Details

- Provide your personal name, postal address, phone number and email address
- If the applicant is a corporation, include:
 - the name of your company;
 - the names of all its directors;
 - address and contact details of the registered office under the Corporations Act.
- If the applicant is an incorporated association, include:
 - the incorporated associations name;
 - the names of all the members of the management committee;
 - address and contact details of the registered office under the Associations Incorporation Act.

Section D – Business Details

Please provide the business name/trading name, phone number, email address and address of the food premises. If the contact person is different to details supplied in Section C, please supply contact person's name, address, email and phone details.

Section E – Category of Food Business

Please select the appropriate food business categories for your proposed food business.

- Accommodation meals – food prepared for guests of hotel, motel and B&B's;
- Aged care facility/meals – food prepared for aged care facility residents;
- Bakery/patisserie – baked goods such as bread and cakes;
- Beverage manufacturer/bottler;
- Café/restaurant;
- Catering off-site – serving potentially hazardous food at a place other than the principal place of business for the food business;
- Catering on-site – preparing and serving potentially hazardous food, to all consumers of the food at the premises from which the business is carried on, under an agreement under which the food is—
 - (a) of a predetermined type; and
 - (b) for a predetermined number of persons; and
 - (c) served at a predetermined time; and
 - (d) for a predetermined cost.
- Childcare centre – includes the preparation and serving of food at long day care, occasional day care and employer sponsored day care;
- Deli;
- Food shop – retail sale of unpackaged foods that require minimal food preparation, including convenience stores, service stations and ice cream only shops etc;
- Supermarket;
- Food manufacturer/packer – includes the combining of ingredients and then bottling or packaging the product, examples include jams and chutneys, canning fruit, packaging ground coffee and ice;
- Fruit & vegetable processing;
- Hospital;
- Takeaway;
- Food-vending vehicle;
- Domestic water carrier;
- Island resort;
- Service club – includes preparing and serving food at sports clubs or community clubs;
- School canteen.

Section F – Operation Details

Please provide any further information regarding the proposed food business, including a copy of the menu and hours of operation.

Section G – Vehicle Details

This section is only to be completed for an application for a Mobile Food Vehicle or Domestic Water Carrier. Please provide full vehicle details including make, model and registration numbers.

Section H – Suitability of Person to Hold a Food Business Licence

Council will assess the suitability of the premises and the applicant under the Food Act 2006 to determine if a licence should be issued. If you have been convicted of any breach of any food legislation in any other state or country, please provide further information. Also, if you have previously had a Food Business Licence cancelled or suspended or a licence application previously refused, please provide further information. Providing a false statement is an offence.

Information regarding any experience and qualifications you have in the food industry should also be provided so that an informed decision can be made for licensing.

Section I – Food Safety Supervisor

Please provide details of your nominated Food Safety Supervisors (FSS). A Food Business Licensee must provide council with the name and contact details of each FSS for the business. This information must be provided within 30 days after the licence is issued. For each FSS listed, please supply a copy of the certificate of attainment for the relevant training competencies completed.

Section J – Commencement Date

Please provide details of the intended date to commence trade or complete alterations. Please note the average time to process a Food Business Licence application, including Stage 1 and Stage 2, is approximately 30 days.

Section K – Existing Premises Amendment

This section is not relevant for New Food Business Licence applications. Please provide details of the nature of change at the food business, be it change of ownership or kitchen alterations or renovations.

Section L – Current Approval Details

It is important to remember that a Food Business Licence application does not include any building, plumbing, trade waste or development approvals. These approvals should be obtained prior to making any applications for a Food Business Licence. Please provide details of these approvals. A Food Business Licence may not be issued unless all other approvals have been obtained.

Section M – Attachments

Plans are required for any new premises where the activity has not been previously approved or where any significant alterations are proposed. Plans are not required for a licence amendment not involving structural alterations. Two copies of all plans must be provided, maximum A3 in size or provided electronically in PDF format.

- Site plan – drawn to scale not less than 1:100, showing the food premises location, waste storage, car parking, staff and public toilet facilities and adjacent land uses.
- Floor plan – drawn to scale not less than 1:50, showing details of the layout of all equipment, fixtures and fittings in a bird's eye view (looking down on the premises). Sink details should be provided, including the type of sink (single bowl, double bowl, triple bowl, hand wash basin, or cleaner's sink), and the dimensions (or the size and depth of the sink). The floor plan should also indicate the type of materials and finishes used on equipment, fixtures, fittings, floors, walls and ceilings (such as stainless steel or laminated work benches, walls and ceilings finished in a high gloss paint and ceramic tiled floor with epoxy grouting).
- Sectional elevation – drawn to scale not less than 1:50, showing a side-on view of the walls of the premises and should indicate the height of structures, benches, including fixtures, fittings and equipment within cool rooms / freezer rooms (if applicable).
- Hydraulic plan (plumbing and drainage plan) – drawn to scale of not less than 1:50, showing the location of water and sewerage pipes and connection types, tundishes and grease traps.
- Mechanical exhaust ventilation plan/mobile food vehicle – drawn to scale of not less than 1:50, if mechanical exhaust systems are to be installed.
- Transport vehicle plan/mobile food vehicle – drawn to scale of not less than 1:50, showing details of the layout of all the equipment, fixtures and fittings and the types of materials used.

For Temporary Food Business Type 1, 2 & 3 you are only required to provide two (2) copies of a floor plan, drawn to scale not less than 1:50, showing details of the layout of all equipment, fixtures and fittings in a bird's eye view (looking down on the premises) and two (2) copies of sectional elevation, drawn to scale not less than 1:50, showing a side-on view of the walls of the premises and should indicate the height of structures, benches, including fixtures, fittings and equipment within cool rooms / freezer rooms (if applicable).

Section N – Applicant Checklist & Declaration

Please review your application to ensure all information requested has been provided, then complete sign the declaration.