



Application for a Food Business Licence Information Sheet

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

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	3
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.

- [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, chilies 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.