Application for Food Business Licence (Fixed and Mobile Premises)

Food Act 2006

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.

Note: If the supporting information exceeds the message size, please send the information as a separate email or attach as a zip file.

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. Please allow 30 days for Mackay Regional Council to decide on the application once all required information is submitted.

SECTION A – APPLICATION TYPE

☐ **NEW FOOD BUSINESS LICENCE**

If you are 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.

☐ **AMENDMENT TO CURRENT FOOD BUSINESS LICENCE**

If you plan to undertake structural alterations to the current food business OR if you are taking over an existing food business and planning to do structural alterations.

Existing Licence Number (if applicable):

SECTION B – LICENSEE DETAIL

The person/s or organisation/company applying to be the licence holder. Provide the full names of all proposed licensees. If contact details differ for each licensee, provide these details as an attachment.

Licensee Name/s:	
Licensee Address:	
Suburb:	Post Code:
Postal Address:	
Suburb:	Post Code:
Home Phone:	Mobile:
Email:	

If you are applying as a corporation or incorporated association, provide additional details below. Director names are required if you are a corporation. Management committee names are required if you are an incorporated association.

Director / Management Committee Name/s:	
Registered Office Address or Nominated Address:	
Suburb:	Post Code:
Business Phone:	Mobile:
Email:	

SECTION C – BUSINESS DETAILS

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

Trading Name:	ABN:

Mobile Vehicle Storage Address:	For mobile premises
Fixed Premises Trading Address:	For fixed premises
Suburb:	Post Code:
Real Property Description (Lot/Plan):	
Business Phone:	
Mobile:	Email:
Contact person for business if different from the licensee and/or if the licensee is a company.	
Contact Name:	Position:
Address:	
Suburb:	Post Code:
Phone:	Email:

SECTION D – FOOD TYPE DETAILS

Provide details of the food type/s that will be sold or manufactured below OR attach a copy of your proposed menu with this application.

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

The *Food Act 2006* requires us to consider your suitability to hold a licence.

Have any of the licensees been convicted for a breach of any food legislation?
If yes, please provide details below OR provide these details as an attachment. ☐ Yes ☐ No

SECTION F – 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.

Full Name:		
Postal Address:		
Suburb:	Post Code:	Contact Number:

SECTION G – VEHICLE DETAILS

If there are any additional vehicles, please attach all 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 – COMMENCEMENT DATE

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

SECTION I – 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. Copy of the proposed plans (maximum A3 in size) showing/vehicle specification details:
   a. Clearly marked scale (generally 1:100 or 1:200), with elevations and details not more than 1:50
   b. Floorplan with all equipment, fittings and fixtures with details on materials used
   c. Sectional elevations of all benches, equipment and fixtures
   d. 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 J – APPLICANT CHECKLIST & DECLARATION

☐ Copy of proposed 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.

Licensee Name:

Signature: Date: ____/____/____

Additional applicant (if required)

Licensee 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.

Privacy Notice:
Mackay Regional Council is collecting this information in order to process your application. Please be advised that Council, under Legislation, may be required to provide your details to a relevant State Department/Agency when requested or 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.

OFFICE USE ONLY

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