Application for Food Business Licence (Temporary 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.

Temporary food stall- includes demountable stalls, stands and the like in the open, or any other structure used for the purpose of selling any article of food and any area adjacent thereto. A temporary food stall permit is required if you wish to prepare food for sale at events such as, but not necessarily limited to, open-air concerts, carnivals, fetes, festivals, field days, shows, fundraising events and sporting events. To obtain approval for the proposed stall, the requirements and standards set out in council's *Guideline for the Establishment of a Temporary Food Premises* must be complied with.

Contact council if you have any specific enquiries regarding fees or how to complete this form. Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

Please note incomplete applications may be refused or delayed. Please allow a minimum of 30 days prior to your event for Mackay Regional Council to decide on the application once all required information is submitted.

SECTION A – LICENSEE DETAILS

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:	ABN:
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 B – BUSINESS & EVENT DETAILS

Trading Name:	
Mobile:	Email:
Name of Event:	
Location of Event:	
Date of Event:	Operating Hours:
OVE Number (if for an event over 200 people):	

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 C – FOOD TYPE DETAILS

Attach a copy of your proposed menu with this application.

SECTION D – 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 E – DESCRIPTION OF MATERIALS AND FINISHES

Attach a copy of your detailed floor plan with this application.

SECTION F – FOOD SAFETY AND STORAGE FACILITIES

Electrical appliances *(includes cooking, heating, hot and cold food storage equipment)*	**Electrical power** *(amps)*	**Electrical power output** *(watts)*

How will eating, drinking and cooking utensils be protected from contamination in the stall?

SECTION G – TRANSPORTATION OF FOOD TO EVENT

Food type	**Temperature control** *(e.g. eskies with ice)*	**Protection of food from contamination** *(e.g. plastic wrapping, enclosed containers)*

SECTION H – WASHING FACILITIES

How are food handlers in the stall going to wash their hands?

How are utensils and equipment going to be cleaned?

How will water be heated for dishwashing and handwashing practices?

Water source (details of where potable water will be drawn from). Minimum 20L is required.

SECTION I – WASTE STORAGE AND REMOVAL

How will waste generated from the stall and the public be stored and disposed of?

SECTION J – APPLICANT DECLARATION

Have you ever had a Licence refused, suspended or cancelled, or been found guilty of an offence under the Food Act 2006 or corresponding law in other states or territories? *If yes, please provide details in an attachment.*	☐ Yes ☐ No

- I declare the information provided in this application to be true and correct.
- 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: