



# Food Business Licence Application

Food Act 2006 1 September 2021 – 31 August 2022

I/We hereby make an application for:

- New licence for new premises
- Change of ownership of an existing licenced food business
- Amendment of existing licence
- Renewal of food licence

Please note separate applications are required outdoor dining conducted on a public place e.g. footpath

## Applicant's Details:

Applicant's Name/s: <i>(Individual's Full Name (Company or Proprietor) i.e. the Licensee e.g. Robert Smith or Robert Smith Pty Ltd. Please Note: A trading name or trust cannot hold a licence.)</i>		
Business trading as:		
Site Address:		
Lot and Plan:		
Suburb:	State:	Postcode:
Business Phone:	Mobile:	
Email: <i>(Council's preferred method of contact is email)</i>		
Postal Address (if different):		
Suburb:	State:	Postcode:

## Corporation Officeholder Details: (If applicable)

The Food Act 2006 requires a Corporation or Incorporated Association to provide the names of the directors or members of the management committee. Please attach a complete list of all directors or members of the management committee and registered office details of your organisation. Your application may be delayed or refused if this information is not attached.

Company Director/ Management committee members:		
Corporation/Incorporation Association Nominated Address:		
Suburb:	State:	Postcode:
Email: <i>(Council's preferred method of contact is email)</i>		

Business Phone:	Mobile:
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### Food Safety Supervisor Details:

Licensable food businesses must have a nominated food safety supervisor. The food safety supervisor must be reasonably available to both Council and food handlers whilst food is being handled. The food safety supervisor must also be able to supervise and give directions to staff about matters of food safety.

Name of food safety supervisor:	
Business Phone:	Mobile:

### New Plans and Amendments:

New/amendment to existing premises – plan requirements:

An application for new design approval or amendment of an existing food business must be accompanied by the following information if relevant:

- Floor plan and elevation
- Site plan
- Mechanical Ventilation (provide certification forms 15 and 16 for design and installation)

Please attach one A3 sized copy of each plan. Electronic copies of plans can be emailed to [Council@balonne.qld.gov.au](mailto:Council@balonne.qld.gov.au)

### Food Business Details:

#### Type of food premises or vehicle:

- |  |   |
|--|---|
| <input type="checkbox"/> Aged Care Facility (FSP required)   | <input type="checkbox"/> Bed & Breakfast          |
| <input type="checkbox"/> Cater (on site/off site catering – FSP required)                                    | <input type="checkbox"/> Café/Restaurant          |
| <input type="checkbox"/> Mobile food vehicle (including Water Carriers)                                      | <input type="checkbox"/> Supermarket              |
| <input type="checkbox"/> Bakery/pastry cook  | <input type="checkbox"/> Food manufacturer/packer |
| <input type="checkbox"/> Childcare Centre (FSP required)   | <input type="checkbox"/> Food Shop                |
| <input type="checkbox"/> Takeaway food bar   | <input type="checkbox"/> Food vending machine     |
| <input type="checkbox"/> Not for profit organisation that sells meals<br>12 or more times per financial year |   |

#### Food business activities carried out:

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> Cooking/treating (e.g. heating) | <input type="checkbox"/> Processing |
| <input type="checkbox"/> Handling                        | <input type="checkbox"/> Serving    |
| <input type="checkbox"/> Packing                         | <input type="checkbox"/> Storing    |
| <input type="checkbox"/> Preparation                     | <input type="checkbox"/> Supplying  |
| <input type="checkbox"/> Other (please specify)          |                                     |

### Food Safety Programs:

Some food businesses require a food safety program. If you are submitting a food safety program as part of this application, please indicate below and ensure the *additional fee* is included:

- Food Safety program attached *without* approved auditors written advice
- Food Safety program attached *with* approved auditors written advice

### Food Handler Training:

Has the applicant undertaken food handler training?

- No - Provide details of proposed training: \_\_\_\_\_
- Yes – Provide details along with copies of any supporting documentation \_\_\_\_\_

Have the proposed staff undertaken food handler training?

- No - Provide details of proposed training: \_\_\_\_\_
- Yes – Provide details/copies of certificates (attach to application) \_\_\_\_\_

### Mobile Food Vehicle Stalls:

Do you handle or prepare food in the vehicle? (Note: This does *not* include food transport e.g. pizza delivery vehicles)

- No
- Yes – Provide details of vehicles:

Vehicle Registration No: \_\_\_\_\_ Make and Model: \_\_\_\_\_

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### Amendment Application Details:

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

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### Certification

As the applicant, I make an application in accordance with the information provided. I am aware it is an offence to knowingly provide false and misleading information and declare:

- That the information supplied is correct to the best of my knowledge or that I could reasonably obtain.
- That I have never been convicted of an offence or had a licence refused, cancelled, or suspended under the *Food Act 2006, Food Act 1981, Food Hygiene Regulation 1989*, or other related legislation within Australia

Full Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Full Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

### Privacy Collection Notice:

*Balonne Shire Council is collecting your name, the name and location of your business in accordance with the Food Act 2006 in order to assess your application for a food licence. The information will only be accessed by employees and/or Councillors of Balonne Shire Council for Council business related activities only. Your information will not be given to any other person or agency unless you have given us permission, or we are required or authorised by law to do so.*

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