

Food Licence Application

Food Act 2006

GST does not apply
to these licences

Applications that are incomplete will not be accepted. Please ensure you read the Food License Application Guidelines attached.

1 Application type Select ONE only

New Licence (for existing operations, Part E is not required unless alterations are/have been made)

Existing Licence number:

OR

Amendment of Licence **SELECT ONE (1) ONLY**

Existing Licence number:

Alteration to Food Premises design /
operation Complete Parts A,D and F only

Amendment of Food Safety Program
Complete Part A, Part C (Section 22), and
Part F (signature block only)

Amendment to Food Safety Supervisor
Complete Part A, Part C (Section 21) and Part
(signature block only)

Amendment to Food Stall Licence
(Complete Parts A, B, C, D, G and Part F
(signature block only)

Accreditation of Food Safety Program
(Complete Parts B, C (Section 22,23) & F)

OR

Plan Assessment

2 Mobile Food Vehicle Tick if applicable

This application is for a mobile food vehicle

3 Prelodgment or Design requirement advice Tick if applicable

I have received previous advice in relation to this activity

Reference number

PART A

4 Premises Address Use official address of premises location

5 Real Property Description Lot and Plan

6 Development approval

Is a valid Development Permit for the activity in place?

Yes Reference Number

Not Applicable *The proposed use is exempt or a self assessable development and does not require a Development Permit.*

No *You will need to determine the suitability of the site for your use.*

7 Building approval

Is a valid Building Permit for the activity in place?

Yes Reference Number

Note: If a Private Building Certifier is used, a copy of the plans must be lodged with ASC.

Not Applicable *Pre-existing use.*

8 Plumbing and Drainage Approval

Yes Reference Number

Not Applicable *Preexisting use.*

9 Trade Waste Approval

Is a valid Trade Waste Approval for the activity in place?

Yes Reference Number

No *A Trade Waste Approval is required for all food premises.*

10 Other Approvals

Are there any other relevant Approvals necessary for the activity in place?

Yes Type & Reference Number

No

PART B

11 Applicant

Individual's full name *Person/s applying to be the new licensee*

12 ABN *Mandatory*

13 Registered address *Not a PO Box*

14 Postal address

15 Business/Trading Name *If applicable*

16 Contact person's Name

17 Contact details

Business phone number

Business fax number

Business mobile number

Email

18 Agent or Consultant *Details of person making application on behalf of the operator*

Name

Address

Business phone number

Business fax number

Business mobile number

Email

PART C

Licence specific details

19 Categories of Food Premises/Food Businesses *Select ALL that apply and list floor area for relevant activity*

<input type="checkbox"/>	Mobile Food Premises	<input type="checkbox"/>	Delicatessen
<input type="checkbox"/>	Takeaway Food Premises	<input type="checkbox"/>	Fruit/Vegetable Processing Only
<input type="checkbox"/>	Café/Restaurant	<input type="checkbox"/>	Accommodation Meals
<input type="checkbox"/>	Bakery/Patisserie	<input type="checkbox"/>	Beverage Manufacturer/Bottler
<input type="checkbox"/>	Caterer – Onsite / Offsite	<input type="checkbox"/>	Food Manufacture or Packer
<input type="checkbox"/>	Hospital Meals	<input type="checkbox"/>	Child Care Centre Meals
<input type="checkbox"/>	Care Facility Meals	<input type="checkbox"/>	Cannery
<input type="checkbox"/>	Food Shop	<input type="checkbox"/>	Other

20 Hours of Operation

21 Nature of operation *Give details*

22 Nominated Food Safety Supervisor

A licensee must within 14 days notify Aurukun Shire Council, the relevant details, for any person who commences or ceases to be a food safety supervisor. Any change to Food Safety Supervisor details must also be provided to Aurukun Shire Council within 14 days.

Name

Address

Business phone number

Business fax number

Business mobile number

Email

Please enclose a certified true copy of the document that shows the competencies required for your business. Alternatively bring the original document in to Aurukun Shire Council for our Environmental Health Officer to view.

Certified Copy Supplied

Original Sighted by ASC Officer

Officer Initials

Is this a restricted licence? Yes No

Note: Food Safety Supervisor not mandatory for Restricted Licenses - but recommended.

Required competencies for Food Safety Supervisor:		
Food Sector	National Competency Code	Competency Title
Food Processing	FDFFS2001A (or FDFFS1001A)	Implement food safety program & Procedures
Retail and Hospitality	SITXFSA101 AND SITXFSA201 Or SIRRFSA001A	Use hygiene practices for food safety AND Participate in safe food handling practices OR Apply retail food safety Practices
Health & Community Services	HLTFSE001 AND HLTFSE007 AND HLTFSE005	Follow basic food safety procedures AND Oversee the day-to-day implementation of food safety in workplace AND Apply & monitor food safety requirements
Transport and Distribution	SITXFSA101 AND SITXFSA201	Use hygiene practices for food safety AND Participate in safe food handling practices

23 Food transport

Do you deliver food in a vehicle? Yes No

Do you handle or prepare food in the vehicle? Yes No

If yes, how many vehicles do you use? 1 – 5 6 – 10 11 +

Vehicle details

Registration number

Make

Model

Colour

PART D

24 Amendment/s to current Licence Give details of proposed amendments

PART E

25 Completion checklist *Required with this application*

Tick box/es

1. Completed and signed application form

<input type="checkbox"/>	Office Use Only	<input type="checkbox"/>
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2. **Plan requirements.** *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 request involving structural alterations.*

<input type="checkbox"/>		<input type="checkbox"/>
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- *Two copies of all plans – maximum A3 in size*
- *Clearly legible*
- *Drawn to scale with scale clearly marked. Must be 1:100 or 1:200, with elevations and details not more than 1:50*
- *Site plan showing location of site in relationship to surrounding land uses*
- *Floor plan showing all equipment, fittings and fixtures with details on materials to be used.*
- *Sectional elevations of all benches, equipment and fixtures*
- *Mechanical exhaust ventilation plans*

Technical reports and other information such as brochures or photos can be attached as necessary to accompany the plan

3. Correct fee enclosed or paid

<input type="checkbox"/>		<input type="checkbox"/>
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4. Attachment relating to suitability statements required if answering "yes" to Q26 below

<input type="checkbox"/>		<input type="checkbox"/>
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NOTE: *Where your proposal involved new or altered structures, etc. you may require Building Approval, Plumbing Approval etc. It is your responsibility to ensure you obtain all relevant approvals. A Licence under the Food Act 2006 does NOT constitute approval for other aspects of your business.*

PART F

26 Applicant suitability statement, declaration and signature

Skills and knowledge of applicants to sell safe and suitable food:

Have any of the applicants been convicted for a breach of any food legislation? *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.*

No Yes *Give details in an attachment*

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? *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.*

No Yes *Give details in an attachment*

Have any of the applicants been refused a licence under the Food Act 2006, the Food Act 1981 or a corresponding law? *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.*

No Yes *Give details in an attachment*

I understand that the information provided in and with this application may be disclosed publicly under the Freedom of Information Act 1992 and the Evidence Act 1977.

I am aware that it is an offence to knowingly provide false or misleading information.

Name *Individual or organisation*

Name of Signatory *If applicant is an organisation*

Name *Individual*

Position *Proprietor, Director, Manager*

Signature and date

Name *Individual or organisation*

Name of Signatory *If applicant is an organisation*

Name *Individual*

Position *Proprietor, Director, Manager*

Signature and date

Lodgment of completed applications, together with the relevant fees, should be made either:

In person

Aurukun Shire Council
39 Kang Kang Road
AURUKUN QLD 4892

General Postal Address

Aurukun Shire Council
Post Office
AURUKUN QLD 4892

Food Business Licence Application Guidelines

A reference to “Licence” in these guidelines refers to a Licence under the Food Act 2006.

Your food business will require a licence under the *Food Act 2006* if the business -

- Manufactures food:
- Manufactures food products:
- Sells unpackaged food by retail, including but not limited to:
 - a restaurant or delicatessen;
 - a catering business;
 - a takeaway food shop, such as a pizza shop;
 - a motel providing meals with accommodation;
 - a food business that involves selling food, such as hamburgers, from a motor vehicle or unpackaged food from a vending machine;
 - private hospital;
 - private school tuckshops;
 - temporary food stalls.
- Non-profit organisation that sell meals on at least 12 days each financial year, including but not limited to:
 - a restaurant, open daily to the public, operated by a sporting club to raise revenue for the club;
 - the provision of meals for a fee to homeless persons at a homeless persons hostel;
 - the preparation of meals by Meals on Wheels.
- Is a mobile business selling unpackaged food.

The following activities are exempt from licensing under the *Food Act 2006*:

- state or government owned corporations;
- the handling or sale of food at a tuckshop operated by a parents and citizens association at a state school;
- the handling of food, at a person’s home, intended to be given away to a non profit organisation for sale by the organisation;
- the production of primary produce under an accreditation granted under the *Food Production (Safety) Act 2000*—including meat, dairy, seafood and egg schemes;
- the handling or sale of fisheries resources under a buyer licence issued under the *Fisheries Regulation 1995*, except where the seafood is cooked;
- the sale of unpackaged snack food, such as biscuits, cakes, confectionary, nuts and potato chips that are not potentially hazardous food;
- the sale of whole fruit or vegetables;
- the sale of seeds, spices, dried or glazed fruit, dried herbs, tea leaves, coffee beans or ground coffee;
- the grinding of coffee beans;
- the sale of drinks (other than fruit or vegetable juice processed at the place of sale) including, for example, tea, coffee, soft drinks and alcohol;
- the sale of ice, including flavoured ice, such as slurpies and snow cones or bags of party ice;
- the provision of meals by a non-profit organisation that are prepared by someone other than the organisation and are stored and heated or otherwise prepared by the organisation in accordance with the directions of the meal’s manufacturer;
- the sale of food, by a non-profit organisation, that is prepared as part of an educational or training activity conducted by the organisation involving food preparation, hospitality or catering.

Definitions

Please note that definitions are taken directly from legislation.

Eating Establishment:	Means a restaurant, café or similar food business that involves the preparation and service of food on the order of a person for immediate consumption by the person.
Food Business:	Means a business, enterprise or activity (other than primary food production) that involves: (a) the handling of food intended for sale; (b) the sale of food.
Handling of Food:	Includes the making, manufacturing, producing, collection, extracting, processing, storing, transporting, delivering, preparing, treating, preserving, packing, cooking, thawing, serving or displaying of food.
Mobile Premises:	For a food business, means premises that are a vehicle from which a person sells unpackaged food by retail.
Off-site Catering:	In relation to a food business, means serving potentially hazardous food at a place other than the principal place of business for the food business. Off-site catering does not include: (a) merely delivering food under an arrangement with, or on the order of, a consumer (e.g. delivering pizzas from a takeaway pizza shop); or (b) the sale of food from mobile premises or temporary premises (e.g. the sale of ice-creams from a mobile ice-cream van).
On-site Catering:	In relation to a food business, means 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; (b) for a predetermined number of person; (c) served at a predetermined time; and (d) for a predetermined cost. On-site catering does not include: (a) preparing and serving food at an eating establishment; or (b) merely preparing and displaying food for self-service by consumers (eg. Preparing food for consumption from a buffet at a restaurant).
Temporary Premises:	For a food business, means premises other than fixed premises or mobile premises, and includes, for example, a stall or a tent.

Business Types

- Restaurant or Delicatessen
- Catering Business
- Takeaway Food Shop
- Fruit & Vegetable Sellers
- Child Care Centres
- Motel providing meals with accommodation
- Mobile Food Vehicle
- Private Hospital
- Private School Tuckshop
- Temporary Food Stalls
- Food Shop

Fees

You can obtain a schedule of fees by contacting Aurukun Shire Council or visit our website: www.aurukun.qld.gov.au

Duration

This licence remains in effect for a period of no greater than 1 year.

How to Apply

You can obtain this licence by completing a "Food Business Licence Application" form, - and submit it to the Aurukun Shire Council

Mobile food premises are only required to hold 1 licence, issued by a local government in which you intend to operate. This licence then allows the business to sell food from the mobile premises anywhere in Queensland.

Can Licence Be Transferred?

You cannot transfer this licence.

Additional Information

Food safety programs will not be required prior to 1 July 2007. From this date, only off-site caterers, on-site caterers and private hospitals will be required to develop and implement food safety programs.

You can obtain the following booklets, as well as additional fact sheets, from Queensland Health or downloaded from http://www.health.qld.gov.au/HealthyLiving/Food_Safety_I.htm

- "Label Buster Guide: A guide to the Food Standards Code labelling requirements for food business"
- "Know Your Food Business: A self-assessment guide to the Food Safety Standards"

From 1 July 2007, a licensee must ensure that they have a food safety supervisor for the food business under the licence. The licensee may be the food safety supervisor and may have more than one food safety supervisor for the food business. The licensee must ensure that the food safety supervisor is reasonably available to be contacted by Local Government while the food business is open.

Useful Websites:

All Queensland Acts and Regulations can be viewed or printed from the Queensland Government Legislation website www.legislation.qld.gov.au

Food Standards Code: www.foodstandards.gov.au

Food Safety Standards: www.Foodstandards.gov.au

Label Buster Guide: www.health.qld.gov.au [Type label buster in Search area]

Safe Food Queensland: www.safefood.qld.gov.au

Notes in relation to specific fields on the application

For all fields, if the space is insufficient, please provide the required information in a clearly marked attachment.

1 Application type

As this form can be used for several different application types in relation to Food Premises you must determine the purpose of your application. This also determines the fee payable for the application.

- Select **New Licence** where premises has not previously been approved for this purpose, or where a previous approval has lapsed. You would also select **New Licence** if you take over a business.
- Select **Amendment to Licence** if you already hold the licence and intend on making alterations to the operation.
- Select **Plan Assessment/Design requirements only** where you need advice on the suitability or the requirements for the design of the premises, but you are not ready to operate the food business within 60 days. A licence will not be issued for this type of application.

2 Mobile Food Vehicle

You need to lodge an individual application for each vehicle.

3 Prelodgment or Design requirement advice

If you have previously been in contact with Aurukun Shire Council in relation to the site and have obtained Prelodgment Advice or submitted plans for assessment (Design Requirements Advice), give the reference number you were provided with.

PART A

4 Premises address

You must use the official address of the location where the activity will be carried out, and include any unit number if applicable. If you are unsure of the official (rateable) address, please confirm by contacting the landowner or alternatively phone Aurukun Shire Council. If you are proposing a Mobile Food Business, you must give us the address where the vehicle is garaged, or your residential address. This address **cannot** be a post office box.

5 RPD

This is the Real Property Description. If you are unsure of the RPD, please confirm by contacting the landowner or alternatively phone Aurukun Shire Council.

6 Development Approval

This question is not applicable for mobile activity.

If your proposal involves a change of the use of the site or construction or alteration of buildings, you may require a Development Permit under the Town Plan, or other approvals. **You are responsible** for investigating if your proposal requires any other approvals. To determine if you need a Development Permit please phone Aurukun shire Council. You must either have a Development Permit, or know that you do not need a Development Permit for your activity. If you answer NO or you do not know the answer to this question, DO NOT LODGE THE APPLICATION AT THIS TIME. You must first determine the suitability of the site for your proposed use.

7 Building Approval

Required unless no alterations being undertaken. A Private Certifier can be used, however, a copy of the plans must be lodged at Aurukun Shire Council.

8 Plumbing and Drainage Approval

Required for any alterations to existing approved fittings, or installation of new fittings.

9 Trade Waste Approval

Required for all Food Premises.

10 Other Approval

Any other relevant approvals.

11 Applicant

The primary applicant must be the person who will hold the licence and be legally responsible for the operation.

- Where the applicant is an individual, provide the full name, eg. *Mr John Peter Smith*
- Where the applicant is a partnership of individual, provide full name of all individuals eg. *Mr John Peter Smith, Mr David Geoffrey Smith and Miss Mary Jane Smith.*
- Where the applicant is a corporation, provide the full name of the corporation as registered, eg. *Queensland Best Pty Ltd* or *My Company Ltd*. Note that a business name is not a legal entity and **cannot** be a licensee.

13 Registered address

This is the address of the registered office where you can receive legal documents. This may be the same address as the location of the activity. A post office box **cannot** be a registered office.

16 Contact person

You may wish to nominate a contact person for the application, eg. *Your manager*. An organisation **must** nominate a contact person.

17 Contact details

Give contact details where you can be reached on a daily basis during business hours.

18 Agent or Consultant

If an agent or consultant is assisting you with the application, the relevant details must be supplied. This person will receive all correspondence in relation to the application, but will not be listed as the licence holder or receive future correspondence such a renewal notices. *Leave this section blank if you are not using an agent.*

PART C

Licence specific details

19 Categories of Food Premises/Food Businesses

Select all the categories of the activity. Additional information about the categories is available in the Food Premises Licence and Registration Guide.

For example: *where a food shop includes several sections, also select other relevant activities such as bakery, delicatessen or fruit and vegetable processing.*

For each area/activity (except mobile food vehicle), give the floor area in square metres. The total floor areas for any food preparation and storage includes kitchens, sculleries, store rooms, preparation areas, cold stores, pantries and other areas used in the handling and storing of food. **Do not include** areas used solely for dining or car parking.

21 Nature of operation

Provide a brief description of your proposed food activities, and processes used. For example:

- Washing, preparation, packaging and distribution of ready to eat salads
- Mobile fruit preparation, blending and takeaway sale of fruit juice
- Preparation, cooking to order and table service of thai style cuisine
- Home business producing and bottling jams and chutneys for commercial sale.

PART D

24 Amendment to current licence

This section is only applicable if you are requesting an amendment to your current licence. You need to clearly indicate the proposed amendment, eg. *Change to approved area, conditions, processes or activities to be operated*. Please attach supporting documentation if relevant.

PART E

25 Completion checklist

The checklist is used both by the applicant to make sure that the application is complete and by Weipa town Authority's Environmental Health Officers to quickly assess if all vital elements of the application have been included. Please note that where you are required to attach additional information and plans, these need to conform to the requirements as listed in this guideline.

PART F

26 Applicant suitability, declaration and signature

If you are supplying commercial sensitive or confidential information please ensure you mark such information clearly. If the application is made by an organisation, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the organisation.

Notes in relation to Plan Requirements

Refer to Part E.