

**INSTRUCTION:** Complete either PART A OR PART B (not both) of Item 1. Complete all other sections including the Checklist – Item 13. Please note: this application cannot be accepted until completed in full, with the relevant documents attached and payment made. Incomplete, missing or false information will result in delays in assessing the application or the application being refused under the *Food Act 2006*.

Note: Council recommends that you contact Council's Planning, Building and/or Plumbing teams to confirm that you are lawfully able to operate the intended food business from the premises prior to lodging this application.

### 1. Applicant Details – Licence holder to complete either PART A OR PART B of Item 1- do not complete both parts.

#### PART A. Company, Corporation or Incorporated Association (not for profit) – Trust not accepted

Name	ACN
Registered/nominated address (as per Corporations Act or Associations Incorporation Act 1981)	
Email	Phone
<input type="checkbox"/> Attach a current company extract (issued within the previous 30 days) from the Australian Securities & Investment Commission (ASIC) to application	

#### PART B. Person – Individual only

Name	ABN	
Registered address (for correspondence)		
Suburb	State	Postcode
Business phone	Alternate phone	Mobile
Email (for correspondence)		

### 2. Food Business Details

Business trading name	ABN	
Registered address (for correspondence)		
Suburb	State	Postcode
Business phone	Alternate phone	Mobile
Preferred contact person	Contact phone	
Email (for all correspondence)		

### 3. Licence Type- tick type of premises

**Fixed Food Premises** – a food business where a building or other structure, or part of a building or other structure has a permanent address the business is conducted from.

**Mobile Food Premises** – a food business where the premises is a vehicle from which a person sells unpackaged food by retail. Please note you may require approval to use Council-controlled land - contact Council to find out more.

### 4. Premises Details – place where food is handled/prepared (i.e. fixed or mobile)

Fixed premises:	Lot no.	RP no.	Property no.
Shop no.	Street no.	Street name	
Suburb	State	Postcode	
Water supply (✓)	<input type="checkbox"/> Town	<input type="checkbox"/> Rainwater	<input type="checkbox"/> Bore water <input type="checkbox"/> Other:
Mobile premises:	(circle type) <b>Vessel / Vehicle / other</b> <b>Location:</b>		
	Registration	Make	Model

Record garage/mooring details in the relevant fields above for mobile premises - see Item #9 for description of Mobile category.  
Important: 1. Written permission is required when using another approved premises to prepare food - please include with this application.  
2. Additional approval is required to use Council-controlled land – please contact Council to find out more

## 5. Application Type - tick ✓ which applies

**New fixed or mobile food business** – includes new fit out of fixed or mobile premises

➤ **Attach a full set of plan drawings to application - see Item 13 Application checklist for full requirements**

Note: new applicant using / hiring an existing approved food premises does not require plan drawings/assessment/approval – permission to use existing kitchen is required. **Attach permission letter on separate sheet.** Plans are required for all new food premises.

**New licensee for existing business - take-over** of existing food business

**As the new applicant for the existing food premises, I declare that no alterations or changes have occurred to the approved fit out of the food premises.**

Note: if any prior alterations to the original approved fit-out have been made, you must apply for a plan assessment and attach a full set of plans to application - see Item 13 Application checklist for full requirements

Food Business Licence No: **FH** /

**Previous trading name:**

**Amendment of licence – administrative change to applicant/licence details**

Administrative change to existing/current licence details only – See Item 9 for description.

Food Business Licence No: **FH** /

**Amendment of design/fit-out – alterations to approved premises**

Assessment of application, changed design, plans, inspection, approval– See Item 9 for description.

Food Business Licence No: **FH** /

**Trading name:**

➤ **Attach plan layout of alteration to application – see item 13 Application checklist for full requirements**

## 6. Description of Food to be Handled

Provide brief explanation of food type to be prepared and handling processes in the premises including details of how food will be stored; thawed; prepared; cooked; cooled; reheated; displayed; served and transported etc. *Attach additional details on separate sheet if needed.*

## 7. Suitability of Applicants

Provide details of skills and knowledge to sell safe and suitable food the applicant/s (or person providing this service) has:

Does applicant/s have a conviction (other than a spent conviction) for a breach of *any food legislation*<sup>1</sup>?  Yes\*  No

Has applicant/s had a licence suspended or cancelled under *any food legislation*<sup>1</sup>?  Yes\*  No

Has applicant/s ever been refused a licence under *any food legislation*<sup>1</sup>?  Yes\*  No

**\*Provide details and circumstances for all applicants (including applicants, directors or management committee members).** *Any food legislation*<sup>1</sup> refers to the Food Act 2006, the Food Act 1981 or a corresponding law.

## 8. Food Safety Supervisor

**Do food safety supervisor details need to be provided or updated?**

**Yes – complete Nominated Food Safety Supervisor – mandatory below.**

**No – proceed to Item 9.**

A food business licensee must provide Council with the name and contact details of the Food Safety Supervisor (FSS) for the business. A fee may apply if the information is not provided within 30 days of lodging this application.

A copy of the certificate of attainment for the relevant competencies or other relevant accredited training must be attached to this application. **Penalties apply for failing to provide the required information.**

### Nominated Food Safety Supervisor - mandatory

Title	Surname	Given names
Registered address		
Business phone	Alternate phone	Mobile
Email		
Competencies held ( <i>attach a copy to application</i> )		

## 9. Licence Type, Fees and Charges

The following fees and charges apply to: **NEW food businesses; NEW licensees for existing businesses (take-over) and amendments to EXISTING food businesses.**

Category - tick <input type="checkbox"/> activity which best describes your food business	Plan Assessment Fee <i>New design and fit-out of food business</i>	Licence fee	Total fees payable
<input type="checkbox"/> <b>Mobile - vehicle, van, caravan, boat</b> Food business conducted from a vehicle, van, caravan or boat from which a person sells unpackaged food by retail. All food handling/preparation is contained within the vehicle/vessel. Not required if currently licenced as mobile food vehicle in Qld.	\$929.50	\$818.50	<b>\$1,748.00</b>
<input type="checkbox"/> <b>Mobile Retail - food vehicle, food vending machine</b> Retail food vehicle - used for carrying unpackaged food requiring minimal food preparation for retail sale. Each vehicle requires a separate application form. Vehicle must be used in connection with a fixed food business where the food is prepared and packaged and the vehicle/carrier operates as a retail outlet e.g. fish van, food van, etc.	\$559.00 all mobile retail types in this category  <i>No fee required for vending machines</i>	\$554.00	<b>\$1,113.00</b>
<input type="checkbox"/> <b>Multiple Food Preparation Areas</b> Supermarket with deli, bakery, seafood. Resort with kitchen, kiosk, bar, café/bar. Restaurant / Hotel / Function / Reception Centre with multiple kitchen or service areas. Aged care facility†, hospital† or retirement village† etc. with kitchen and multiple service areas. Includes a food business with more than one category (multiple categories) (Excluding Off site caterer, Childcare centres, mobile & temporary food). All food preparation areas must be at the same location and operated by the same licensee.	\$1,313.00	\$1,440.50	<b>\$2,753.50</b>
<input type="checkbox"/> <b>Manufacturer* HIGH</b> Manufacturer of infant food, infant formula, fermented meats, raw seafood which does not require further processing before consumption.	\$929.50	\$818.50	<b>\$1,748.00</b>
<input type="checkbox"/> <b>Manufacturer* MEDIUM</b> Manufacturer of bottled water, cakes/desserts, bread, chocolate and cocoa products, milk, butter, cheese, yogurt, eggs and egg products, fruit juices, canned/processed/frozen fruit and vegetables, ice cream, canned meats, meat/vegetable pies, nuts and nut products, prepares/packaged meals, salads, sauces, canned/processed seafood, soya products.	\$929.50	\$818.50	<b>\$1,748.00</b>
<input type="checkbox"/> <b>Manufacturer* LOW</b> Manufacturer of biscuits, brewery, confectionary, condiments, cordials/syrups, cereals, dry pasta, oils, pastry, pickles, chips, pretzels, muesli bars, soft drinks, tea/coffee, vinegar, honey, home based food business ( <i>contact Council's Environmental Health Team for additional information on HBFB</i> )	\$559.00	\$554.00	<b>\$1,113.00</b>
<input type="checkbox"/> <b>Childcare Centre†</b> Includes long day care, occasional day care and employer sponsored day care (does not include family day care).	\$929.50	\$818.50	<b>\$1,748.00</b>
<input type="checkbox"/> <b>Off and On- Site Caterer**†</b> Means serving potentially hazardous food at a place other than the principal place of business for the food business.	\$929.50	\$818.50	<b>\$1,748.00</b>
<input type="checkbox"/> <b>Eating Establishment</b> A food business which provides chairs and tables for its patrons. Includes Café, restaurant, bar and aged care facility with dining room only (more than 10 chairs provided).	\$929.50	\$818.50	<b>\$1,748.00</b>
<input type="checkbox"/> <b>Takeaway Food Bar</b> Chairs and tables are not generally provided for patrons by the food business. It is expected that food will be "taken away" for consumption soon thereafter. Fast food, kiosk, canteen, business in a food court.	\$929.50	\$818.50	<b>\$1,748.00</b>
<input type="checkbox"/> <b>Bakery</b> This category covers bakery/café and bakery/takeaway food style premises.	\$929.50	\$818.50	<b>\$1,748.00</b>
<input type="checkbox"/> <b>Retail Food Shop</b> Unpackaged foods requiring minimal food handling/preparation for retail sale. Convenience stores, petrol stations, fruit and veg shop, ice cream only shop, deli slicing cold meats/cheese, sale of bread & bakery items. A retail shop does not have chairs/tables and/or takeaway foods.	\$559.00	\$554.00	<b>\$1,113.00</b>
<input type="checkbox"/> <b>Accommodation Premises – Bed &amp; Breakfast</b> A food business that provides meals with accommodation, including a bed and breakfast and farm stay. If meals are provided to patrons other than guests of the accommodation, the premises must be categorised as an eating establishment.	\$559.00	\$516.00	<b>\$1,075.00</b>

\***Manufacturer:** includes packaging, peeling, canning, bottling, combining ingredients. This does not refer to food being made at premises for sale at/from the premises or vehicle. \***Manufacturers and \*\*Off site caterers** that utilise another approved premises to prepare food, must provide the relevant food business licence number, name, address and licensee signature above, or attach a signed letter of permission stating these details and any other relevant information. †**Requires an accredited Food Safety Program (FSP) plus fee for accreditation – see Items 10 & 13**

**Category Description, Fees and Charges – Amendment type if required - tick ✓ which applies**

<input type="checkbox"/> <b>Amendment of licence – administrative change to applicant/licence details</b> <i>Administrative change to existing/current licence details only                  e.g. change of business/trading name, update details etc.</i>	Not Applicable	\$112.00	<b>\$112.00</b>
<input type="checkbox"/> <b>Amendment of design/fit-out – alterations to approved premises</b> <i>Assessment of application, changed design, plans, inspection, approval                  e.g. minor alteration to existing fit-out of approved kitchen – structure, layout, equipment, change of category type, proposed changes to approved kitchen upon <b>take-over</b> etc. - details to be specified in attachment on separate sheet.</i>	\$429.50 For existing fit-out only	Not Applicable	<b>\$429.50</b>

**Please note:**

1. The application cannot be processed unless the correct fees are paid in full. **Please contact Council's Environmental Health Team to confirm the correct category/application type and fees if uncertain, prior to submission of this application.**
2. All food business licences incur an annual renewal fee payable by 31 August each year.
3. Non -profit organisations require a licence where involved in the **manufacture of food**, or where **meals prepared by the organisation are intended to be eaten with cutlery at a table**, and **sold on at least 12 days each financial year**. Such organisations are entitled to a 50% reduction in all fees where a copy of the *Certificate of Registration as a Charity* or *Certificate of Endorsement as a Charitable Entity* has been provided - this does not apply to agents or contractors of not-for-profit organisations. If certificates are not provided at time of application the full fees are payable.

**10. Food Safety Program - tick ✓ if applies**

**Does the food business involve any of the following:**

Food business involves <i>off-site catering</i> *	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Primary activity of the food business is <i>on-site catering</i> ** (i.e. more than 11 occasions in any 12 month period and for more than 199 persons on each occasion) at the premises stated	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Primary activity of the food business is <i>on-site catering</i> ** at part of the premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Carried on as part of a private hospital	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Processing or serving potentially hazardous food for six or more <b>vulnerable persons</b> i.e. meals on wheels, childcare centres, aged care facilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**\*Off-site catering** means your business serves potentially hazardous food at a place other than the principal place of business for the food business. It does not include: delivering food under an arrangement with or on the order of a consumer, such as delivering pizzas from a takeaway pizza shop or the sale of food from mobile premises or temporary premises, such as the sale of ice-creams from a mobile ice-cream van.

**\*\* On-site catering** means preparing and serving potentially hazardous food to consumers at the premises where the licensed food business is carried out. Usually the food is:

- of a predetermined type (this may be product specific, or include a particular type of food)
- for a set number of persons (this includes a group of people attending a particular event)
- served at a predetermined time (specific day/s and time/s)
- for a set cost agreed prior to food preparation and service

**IMPORTANT:** If you ticked ✓ Yes you are required to submit a Food Safety Program for your business – see Item 13 – Application checklist for details

**11. Declaration of applicant as per Item #1 Applicant details - tick ✓**

- I the applicant solemnly and sincerely declare that the information provided in this application is truthful and correct in all details.
- I am aware that is an offence under the *Food Act 2006* to knowingly provide false or misleading information.
- I hereby make application for a food business licence under the *Food Act 2006* as set out in this form.
- I understand that I cannot commence food handling for sale until such time as I hold a valid food business licence issued under the *Food Act 2006*.

<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b> / /
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**12. Declaration of current food business licensee – takeover of existing licence/business only**

I the current food business licensee hereby relinquish the licence described as FH# \_\_\_\_\_ business name \_\_\_\_\_ and consent to the new applicant operating the business as described in this application. **Business take over date:** / /

<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b> / /
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13. Application checklist – must be completed - tick <input checked="" type="checkbox"/> completed		
<b>INSTRUCTION:</b> Please indicate all the information supplied with this application – licence will not be processed or will be delayed if missing or incomplete.	Applicant checked	Office use checked
Applicant licensee details completed – Item 1	<input type="checkbox"/>	<input type="checkbox"/>
Names of all Directors/Management Committee members attached – Item 1 (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Current company extract (issued within last 30 days) from the Australian Securities & Investment Commission (ASIC) attached – Item 1 (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Food business details completed – Item 2	<input type="checkbox"/>	<input type="checkbox"/>
Licence type indicated – Item 3	<input type="checkbox"/>	<input type="checkbox"/>
Premises details provided - Item 4	<input type="checkbox"/>	<input type="checkbox"/>
Application type indicated and plans provided – Item 5	<input type="checkbox"/>	<input type="checkbox"/>
Written permission to use existing approved kitchen attached (if applicable) – Item 5	<input type="checkbox"/>	<input type="checkbox"/>
Food premises plans which must be attached to application – Item 5	<input type="checkbox"/>	<input type="checkbox"/>
New Fixed Food Premises – Item 5		
<ul style="list-style-type: none"> <li>Floor plan layout with all equipment (including benches, storage cupboards, type of sinks, basins, door/window openings, location of staff areas and chemical/cleaning equipment storage areas) to a suitable scale (i.e.1:100). Details must include finishes to walls, floors and ceilings, heights of fixtures from floors and benches, junctions of walls and floors, hot water unit and lighting provisions.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Cross sections, each drawn through separate areas of the preparation and customer service areas to a suitable scale (i.e. 1:50).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Site plan showing location of premises/shop with regard to other premises including wastewater treatment devices (i.e. grease trap), waste storage area and staff and public toilets.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Mechanical exhaust ventilation systems showing all dimensions, details and specifications of cooking equipment (i.e. gas, electricity) and external discharge points to a suitable scale (i.e. 1:50) in accordance with AS1668.2 parts 1 and 2.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Amendment of design/fit-out</b> – detail alterations to existing premises including structure, layout, equipment, change of category type, proposed changes to approved kitchen upon take-over etc.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Provide existing floor plan and proposed floor plan and relevant cross sections showing the proposed changes</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
New Mobile Food Premises – Item 5		
<ul style="list-style-type: none"> <li>Mobile food vehicle plan, drawn to scale of not less than 1:50, showing layout with all equipment, fixtures and fittings in layout plan view and describe the types of materials used. <i>Photos may also be provided to assist approval.</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Sink details, including the type of sink (wash up sink, rinse sink, food preparation sink, hand wash basin 11 L capacity minimum, cleaner's sink etc.), and the dimensions (size and depth).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Sectional elevations, 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).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Hydraulic plans drawn to scale of not less than 1:50, showing location of potable water supply inlet, water pump or gravity fed, sewerage drainage, connection types, tundishes, potable water tank (100 L min.) and wastewater holding tanks (90 L min) and drainage outlet (disposal to sewer).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Mechanical exhaust ventilation plan drawn to scale of not less than 1:50 (where mechanical exhaust systems are to be installed) in accordance with AS1668.2 parts 1 and 2.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Amendment of design/fit-out</b> – minor alterations to existing mobile premises including layout, equipment, change of category type, proposed changes to approved mobile upon take-over etc. – contact Council's Environmental Health Team.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Professionally designed and drawn plans recommended:		
<p>It is highly recommended the services of a suitably qualified and experienced person in food business design be engaged to assist in the development of plans and specifications in accordance with the requirements of the <i>Food Act 2006</i>, the <i>Food Safety Standards</i> and <i>Australian Standard 4674-2004</i> and other legislation that may relate to the design of your premises.</p> <p>For detailed information on the requirements relating to: -</p> <ul style="list-style-type: none"> <li>❖ Fixed Food Premises: Design, installation and construction of a food premises refer to the “<i>Food Premises Design, Construction and Fit-Out Guide</i>’ for fixed premises: <a href="#">Fit Out Guide</a></li> <li>❖ Mobile Food Premises: Refer to the Mobile Food section in the adobe design and Fit Out Guide</li> </ul>		

<b>13. Application Checklist continued – must be completed - tick <input checked="" type="checkbox"/> completed</b>		
<b>INSTRUCTION:</b> Please indicate all the information supplied with this application – licence will not be processed or will be delayed if missing or incomplete.	<b>Applicant checked</b>	<b>Office use checked</b>
Food type to be handled described - Item 6	<input type="checkbox"/>	<input type="checkbox"/>
Suitability of Applicants completed – Item 7	<input type="checkbox"/>	<input type="checkbox"/>
Food Safety Supervisor nominated and competencies/certificates attached - Item 8	<input type="checkbox"/>	<input type="checkbox"/>
Category type, fees and charges selected – Item 9	<input type="checkbox"/>	<input type="checkbox"/>
Amendment type selected (if applicable) - Item 9 (licence or design/fit-out)		
Copy of not-for-profit registration (if claiming reduced fees) Item 9	<input type="checkbox"/>	<input type="checkbox"/>
Food Recall Plan for Low or Medium or High Manufacturer - Item 9 <ul style="list-style-type: none"> <li>Describe overview of manufacturing process and/or flowchart, advice from food technologist on process and use by dates-PHF's etc. <i>Provide attachments</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Home Safe Food Plan completed and attached for Home Based Food Business only – Item 9	<input type="checkbox"/>	<input type="checkbox"/>
Food Safety Program (FSP) required – Item 10 (if ticked <input checked="" type="checkbox"/> Yes to any) <ul style="list-style-type: none"> <li>Food safety program Fact Sheets (20, 22, 23,24,25 &amp; 26) are available <a href="#">Here</a> and</li> <li>Relevant application forms can be found <a href="#">Here</a> – accreditation fees apply.</li> </ul> You must also submit a completed FSP Accreditation Form and Program with fee – for further information on the development or accreditation of a FSP, please contact Council's Environmental Health Team.	<input type="checkbox"/>	<input type="checkbox"/>
Declaration of Applicant Completed - Item 11	<input type="checkbox"/>	<input type="checkbox"/>
Declaration - <i>takeover</i> of existing business completed (where required) – Item 12	<input type="checkbox"/>	<input type="checkbox"/>
Fees and charges paid as per Category type, fees and charges – Item 13	<input type="checkbox"/>	<input type="checkbox"/>
Other Council and state entity approvals / arrangements that are generally required for NEW food business fit-out: See <a href="#">Fit Out Guide</a>		
Planning approval/advice in writing - <i>Contact Council's Planning Team</i>		
Plumbing approval for the proposed works – <i>Contact Council's Building and Plumbing unit</i>		
Building certification for the proposed works - <i>check with private Building Certifier if required</i>		
Footpath trading or Itinerant vendor approval (operation on Council-controlled land/roads) – <i>Contact Council's Property unit</i>		
Unitywater – trade waste Permit/grease trap, other:		

### Privacy

Noosa Shire Council will only use the personal information collected for the intended purpose, to remain in contact with you regarding your request and the legitimate functions and services of Council affecting your property. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and associated laws. Access to your personal information will only be provided to appropriate Council employees and authorised officers. Council may provide your details to other relevant Queensland State Departments where necessary to process your request. Otherwise, your personal information will only be disclosed to third parties with your consent, or if required to do so by law. Your personal information is handled in accordance with Council's Privacy Policy.