

Application for a Temporary Food Business Licence

PART 1 - APPLICANT DETAILS

Who is making this application? Individual's Full Name or Company: (i.e. the Licensee. e.g. Robert Smith or Robert Smith Pty Ltd)
Please identify title: Mr/Mrs/Miss or Other _____

Applicant Name(s):

NOTE 1: A trading name or trust cannot hold a licence.

NOTE 2: 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 for your organisation. Your application may be delayed or refused if this information is not attached.

NOTE 3: Applications that are incomplete will not be processed until all the required information has been submitted.

ABN/ACN:

Registered Address of Applicant: Not a PO Box (for ABN/ACN holders please provide the business' registered address)

Unit No.:	Street No.:	Street:	
Suburb:			Postcode:

Postal Address: (If same as registered address insert 'as above')

PO Box:	Suburb:	Postcode:
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Contact Details:

Business Phone No.:	Business Fax No.:	Business Mobile No.:
Email:		Home Phone No.:

PART 2 - BUSINESS DETAILS

Business Trading Name:

Term of Licence

A one off event licence is only valid for four consecutive days.

An annual licence is valid for each specified financial year to operate within Ipswich City Council area.

One off Annual

Dates (for one off):

Proposed Location(s):
Name of Event (if applicable):

PART 3 - FOOD SAFETY SUPERVISOR

All licensable food businesses are required to 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.

Please identify title: Mr/Mrs/Miss or Other _____

Name of Food Safety Supervisor:
Business Hours Contact No.:

PART 4 - INFORMATION TO BE INCLUDED AS PART OF YOUR APPLICATION

Minimum standards are located in the attached fact sheet.

Attach a site layout plan showing:

- Food storage areas (dry, hot and cold)
- Food preparation area
- Food display areas
- Refuse storage areas
- Hand washing facilities
- Utensil washing facilities
- Water supply
- Wastewater disposal methods
- Power supply
- Walls, roof and floor (i.e. materials to be used)
- Finish to benches, tables, etc (e.g. laminate, stainless steel)
- Hot water supply
- Proposed protection from contamination (by people, insects, dust, etc)

Type of Food

Please provide a brief description of the food proposed to be prepared and sold:

PART 5 - CERTIFICATION (please tick)

I authorise the person nominated as the Food Safety Supervisor to supervise and give directions about matters relating to food safety to persons who handle food in the food business.

As the applicant, I apply for a Food Business Licence in accordance with the information provided. I am aware that it is an offence to knowingly provide false and misleading information and declare:

- That I am authorised to sign on behalf of the person (meaning a corporation or individual/s) and commit this person (meaning a corporation or individual/s) in all respects.
- That the information supplied is correct to the best of my knowledge or that I could reasonably obtain.
- have not** 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 any grounds of other related legislation within Australia.

APPLICANT 1	Signature:	Date:
APPLICANT 2	Signature:	Date:

PART 6 - PAYMENT OPTIONS

Cheque (make payable to Ipswich City Council), Cash, Money Order or Credit Card.

Credit Card Type: Visa Mastercard

Card Number:

Expiry Date: /

Cardholder's Name:
Cardholder's Signature:
Amount Authorised: \$

I wish to pay by electronic funds transfer (EFT)

LODGEMENT

In Person

Ipswich City Council
Customer Service Centre
143 Brisbane Street
Cnr Ipswich City Mall, Ipswich

Post to

Ipswich City Council
PO Box 191
IPSWICH QLD 4305

e-mail

council@ipswich.qld.gov.au

Ipswich City Council is collecting your personal information in accordance with Council's Local Laws and/or relevant legislations so that we can manage a variety of processes concerning the processing of this application. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. However, in order to perform the above functions we may need to disclose your personal information to the Chief Executive Officer who may in turn make this information available to others in accordance with the Act. By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council's Privacy Statement, Personal Information Digest and this collection notice.

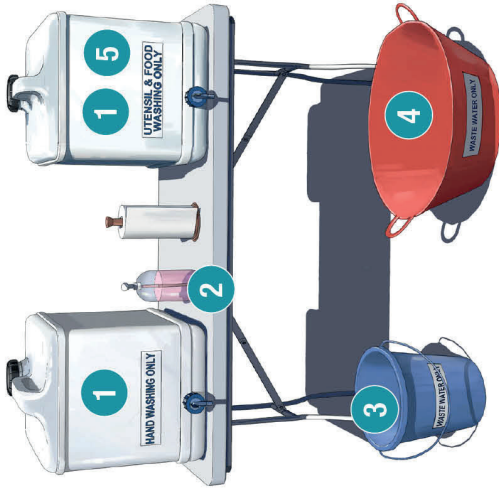
Guide for the design and operation of a temporary food premises (stall)



1. Provide walls and a ceiling where they are needed to protect food - made of easy to clean, impervious material.
2. Keep potentially hazardous food under temperature control (see over).
3. Protect displayed food (see over).
4. Flooring must be unlikely to pose any risk of food contamination.
5. Prevent food being contaminated by people, animals, pests, chemicals and foreign matter during food storage, preparation and display.
6. Protect food preparation areas (e.g. walls, away from customers).
7. Ensure food handlers have skills and knowledge (see over).
8. Provide hand washing and utensil and food washing facilities (see over).
9. Waste storage must have ability to be enclosed (lids) if necessary to keep pests and animals away.
10. Protect stored food (e.g. off the ground and well covered).

This document is for guidance only and is not legally binding. Each premises will be assessed on its own individual food safety risks by the relevant local enforcement agency. Other requirements may also apply (e.g. LPG use, fire control, waste disposal) - seek advice from your local enforcement agency.

Hand washing facilities and food washing facilities



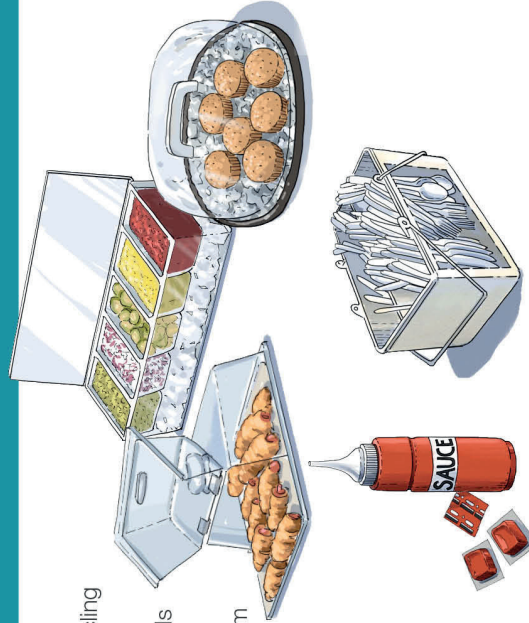
1. Container of sufficient size (e.g. 20 litres) with tap and potable water (warm running water is required unless written approval from enforcement agency).
2. Liquid soap and paper towels.
3. Container for waste water. The waste water is to be disposed of appropriately (e.g. to sewer or without risk of entering stormwater/waterways).
4. Provide separate washing and rinsing containers for food and for utensils as needed.
5. Hot water and/or food grade chemical sanitiser for sanitising if needed.

Food handlers



- Ensure food, utensils and food contact surfaces are not contaminated by hands, hair, jewellery, wounds, coughs, etc.
- Clean person, attire and habits.
- No smoking in stall.
- Money and food handled separately.
- Must have skills and knowledge in food safety and food hygiene matters.
- Exposed wounds covered with waterproof covering.
- Avoid unnecessary contact with food by using utensils or gloves.
- Hands must be washed whenever they are likely to contaminate food.

Food display, single use items and condiments



- Protect displayed food from contamination (e.g. using lids, cling wrap or sneeze barriers).
- Provide separate serving utensils for each self-serve food.
- Protect single serve utensils from contamination (e.g. store handle up) and do not reuse.
- Clean the outside and top of dispenser bottles and do not top-up bottles.

Temperature control of potentially hazardous food



- Check food temperature with thermometer (accurate to +/- 1°C)
 - Cold food - ensure 5°C or below
 - Hot food - ensure 60°C or above
- Note: Please seek advice from your local enforcement agency if planning to use an alternative method of temperature control for the storage and display of potentially hazardous food.