

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.

APPLICANT DETAILS (The applicant must be a legal entity. Either an individual or a registered business/company)									
Legal name of applicant									
Legal entity name (Company name including Pty Ltd/Ltd or full individual name)									
Entity type (tick one)	<input type="checkbox"/> Company (Pty Ltd or Ltd) – ABN or ACN required								
	<input type="checkbox"/> Sole Trader – ABN required								
	<input type="checkbox"/> Partnership – ABN required								
	<input type="checkbox"/> Individual (not trading under an ABN) – attach copy of photo ID								
	<input type="checkbox"/> Other – please specify								
ABN or ACN									
Registered address									
Suburb					State/Territory			Postcode	
Postal address (if different from above)									
Suburb					State/Territory			Postcode	
<p>Note: individuals without an ABN or ACN must attach a copy of photo ID a trust can't hold a licence. The trustee (individual or company) must be listed as the licence holder.</p>									
CONTACT PERSON (This is the person we will contact about the application and the licence. It can be a business owner, director or admin contact.)									
Title		Given name			Surname				
Home phone				Work phone				Mobile	
Email									
ADDITIONAL CONTACT PERSON (if applicable) (If you'd like to nominate an additional contact for this application and licence.)									
Title		Given name			Surname				
Home phone				Work phone				Mobile	
Email									

BUSINESS DETAILS					
Business/Trading name					
Term of licence A one-off event licence is only valid for twelve (12) consecutive days. An annual licence is valid for each specified financial year to operate within Ipswich City Council area.					
<input type="checkbox"/> One-off	Start Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	End Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<input type="checkbox"/> Annual					
Location details					
Note: <ul style="list-style-type: none"> ▪ If applying for a one-off licence, you must provide the address where you intend to operate. Only one location is permitted per licence. ▪ If applying for an annual licence, list any events or locations you intend to operate. 					
Street					
Suburb		State/Territory		Postcode	
Name of event (if applicable)					
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.					
Name of Food Safety Supervisor					
Business hours contact number					
Attach a copy of your Food Safety Supervisor certificate or provide your completed unit numbers					
Date completed		<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Note: there is mandatory training requirements for Food Safety Supervisors.					

FOOD STALL DETAILS (Please provide construction and storage details.)	
<input type="checkbox"/> Roofing	
<input type="checkbox"/> Walls	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Benches/counters	
<input type="checkbox"/> Food storage (e.g. esky, cold room, large containers)	
<input type="checkbox"/> Food display (e.g. hotbox, bain-marie, cold display) <input type="checkbox"/> How will hot food be kept above 60°C and cold food below 5°C?	
<input type="checkbox"/> Thermometer (type)	
<input type="checkbox"/> Hand washing facilities	
<input type="checkbox"/> Utensil washing facilities	
<input type="checkbox"/> Power supply	
<input type="checkbox"/> Water supply	
<input type="checkbox"/> Wastewater disposal method	
<input type="checkbox"/> Sanitiser (provide details or a photo including active ingredient and instructions)	
<input type="checkbox"/> Thermometer (provide details of how you will calibrate, clean and sanitise the thermometer)	
Provide a diagram of your food stall that is clear and legible: Note: The plan must include the location of equipment including BBQ, preparation area, service area, hot/cold/dry storage, rubbish bins, hand wash facilities and utensil washing facilities etc.	
TYPES OF FOOD TO BE HANDLED:	
<input type="checkbox"/> Fish/seafood products	<input type="checkbox"/> Other foods
<input type="checkbox"/> Fruit/vegetables	<input type="checkbox"/> Raw meats, frozen meats, poultry
<input type="checkbox"/> Sandwiches	<input type="checkbox"/> Cooked meats
<input type="checkbox"/> Eggs	<input type="checkbox"/> Chilled/frozen foods
<input type="checkbox"/> Hamburgers/sausages	<input type="checkbox"/> Ice
<input type="checkbox"/> Milk, ice cream, yogurt, cheese	<input type="checkbox"/> Meat pies
<input type="checkbox"/> Bakery products	<input type="checkbox"/> Rice/pasta
SITE SIZE	
Stall Size: _____ m ²	

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.			<input type="checkbox"/>
That the information supplied is correct to the best of my knowledge or that I could reasonably obtain.			<input type="checkbox"/>
I have not been convicted of an offence or had a licence refused, cancelled or suspended under the <i>Food Act 2006</i> , <i>Food Act 1981</i> , <i>Food Hygiene Regulation 1989</i> or any grounds of other related legislation within Australia.			<input type="checkbox"/>
Applicant 1 signature		Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Applicant 2 signature		Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
PAYMENT OPTIONS			
For fees and charges please refer to ipswich.qld.gov.au/feesandcharges			
Credit card type	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard		
Card number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Expiry date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>		
Cardholder name			
Cardholder signature			
Amount authorised	\$ <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>		
Cheque (make payable to Ipswich City Council), cash, money order or credit card			
LODGEMENT			
In person:		Post to:	Email:
Ground Floor 1 Nicholas Street Ipswich QLD 4305		Ipswich City Council PO Box 191 IPSWICH QLD 4305	council@ipswich.qld.gov.au
Or scan the QR code for all in person locations 			
INTERNAL USE ONLY			
Licence number		Amount paid	\$ <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
Date paid	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Receipt number	

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Last reviewed April 2025_A5710789

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



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 utensil 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 $\pm 1^{\circ}\text{C}$)
- 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.