

- **Application for Food Business Design – Assessment for New Business or Refurbishment to Existing Food Business**

NOTE 1: This is not an application for a Food Business Licence. For this application, please complete the separate application for a Food Business Licence. An application for a Food Business Licence should not be submitted to Council more than 30 days before your intended opening date.

NOTE 2: Applications that are incomplete will not be processed until all the required information has been submitted.

PART 1 - APPLICANT DETAILS

Individual's Full Name or Company: (e.g. Robert Smith or Robert Smith Pty Ltd)

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

Applicant Name(s):

ABN/ACN:

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

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

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

PO Box:	Suburb:	Postcode:
---------	---------	-----------

Contact Details:

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

NOTE: Council requires an email address so we can send you documents/approvals.

PART 2 - BUSINESS DETAILS

Business Trading Name:

Premises Address: (where is the food business located?)

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

Real Property Description:

Lot:	Plan:	Lot:	Plan:
------	-------	------	-------

What is the intended date of commencing trade? (e.g. When will construction be completed?)

Intended Date of Commencement:

If this is an existing food business undergoing renovations please provide the existing food business licence number

Food Business Licence No.:

PART 3 - FOOD BUSINESS TYPE AND SIZE

BUSINESS TYPE	RISK CATEGORY	SIZE
Accommodation Meals (requires a Food Safety Program)	High	m ²
Accommodation Meals (exempt from Food Safety Program)	Medium	m ²
Baker/Patisserie	Medium	m ²
Beverage Manufacturer/Bottler	Medium	m ²
Café/Restaurant	Medium	m ²
Cannery	Low	m ²
Care Facility Meals	High	m ²
Catering	High	m ²
Child Care Centre Meals	High	m ²
Delicatessen	Medium	m ²

BUSINESS TYPE	RISK CATEGORY	SIZE
Food Manufacturer	Medium	m ²
Food Shop	Low	m ²
Fruit and Vegetable Processing	Medium	m ²
Hospital Meals	High	m ²
Mobile Food Premises (excluding Preparation)	Low	m ²
Mobile Food Premises (involving Preparation)	Medium	m ²
Packer	Low	m ²
Supermarket	Medium	m ²
Takeaway Food Premises	Medium	m ²
Water Carrier	Low	m ²

NOTE: If this application is for a Mobile Food Vehicle, please attach a copy of the registration details.

PART 4 - AGENT/CONSULTANT

If an Agent or Consultant is assisting you with this application, please authorise them so we can discuss your application directly with them.

- I the applicant give written consent that the agent or consultant nominated below is authorised to correspond with Council about the application.

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

Name:		
Address:		
Business Phone No.:	Business Fax No.:	Business Mobile No.:
Email:		

PART 5 - CERTIFICATION (please tick)

As the applicant, I apply for a food business design approval/amendment to existing food business design 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.
- I 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:

Notes in relation to Electronic Submissions

Applicants making electronic submissions must attach files in PDF file format. All file attachments, especially drawings, must be clear and legible. If these criteria are not met then Council will not be able to commence processing the application until data clarity issues are resolved.

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

Please lodge your completed application form to:

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.

INFORMATION TO BE INCLUDED WITH YOUR APPLICATION

NOTE: It is recommended that you engage the services of a suitably qualified and experienced person to assist in the development of plans and specifications in accordance with the requirements of the *Food Act 2006*, the Food Safety Standards and other legislation that may relate to the design of your premises.

NOTE: These items must also be submitted for mobile premises i.e. plans and specifications as set out in this checklist

- One copy of a Site Plan, drawn to scale not less than 1:100, showing the food premises' location, waste storage, car parking, staff and public toilet facilities and adjacent land uses.
- One copy of a Floor Plan, drawn to scale not less than 1:50, showing details of the layout of all equipment, fixtures and fittings in a bird's eye view (looking down on the premises). For changes to existing premises, provide one copy of the existing floor plan and one copy of the proposed floor plan.
- The floor plan should also indicate the type of materials and finishes used on equipment, fixtures, fittings, floors, walls and ceilings (such as stainless steel or laminated work benches, walls and ceilings finished in a high gloss paint and ceramic tiled floor with epoxy grouting).
- Sink details should be provided, including the type of sink (single bowl, double bowl, triple bowl, wash hand basin, and/or cleaner's sink), and the dimensions (or the size and depth of the sink)
- One copy of 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).
- One copy of Hydraulic Plans (plumbing and drainage plan), drawn to scale of not less than 1:50, showing the location of water and sewerage pipes and connection types, tundishes and grease traps
- One copy of a Mechanical Exhaust Ventilation Plan, drawn to scale not less than 1:50 (if mechanical exhaust systems are to be installed). Certification by an appropriately qualified person of design and installation in accordance with AS1668 'The use of ventilation and air conditioning in buildings' must be provided to Council.
- One copy of a Food Transport Vehicle Plan, drawn to scale of not less than 1:50, showing details of the layout of all the equipment, fixtures and fittings and the types of materials used (if food transport vehicles are to be used).

CHECKLIST FOR OTHER APPROVALS YOU MAY REQUIRE

COUNCIL RELATED

- Planning**
Check with Council to find out what your land use approvals are and if you require additional approval.
- Building**
You will require approvals for new buildings or structures; tenancy fit outs, installation of cool or freezer rooms, installation of mechanical exhaust ventilation, etc. Contact Council or a private certifier to find out what you need to do.
- Plumbing and drainage**
You will need to gain approval for the installations required for the Food Business. Contact Council to find out what you need to do.
- Advertising Devices**
You may require approval for the installation of certain advertising devices on site. Contact Council to find out what you need to do.
- Outdoor Dining**
You will need to gain approval to have outdoor dining on public land and must provide appropriate public liability insurance. You will need to submit an application for commercial use of roads available at lpswich.qld.gov.au/business/laws_regulations/forms
- Goods on Footpath**
You will need to gain approval to place items or other displays on public land and must provide appropriate public liability insurance. You will need to submit an application for commercial use of roads available at lpswich.qld.gov.au/business/laws_regulations/forms
- Trading on Public Land**
You will need to gain approval to conduct your business on public land (e.g. roadside vending, parks, etc) and must provide appropriate public liability insurance. You will need to submit an application for commercial use of roads available at lpswich.qld.gov.au/business/laws_regulations/forms
- Trading from a Council owned or controlled facility**
You will need to gain owner's consent to conduct your business from a Council owned or controlled facility. Contact the manager of the facility to find out what you need to do.
- Refuse storage and disposal**
You will need to provide adequate storage for refuse on site, means for washing of refuse containers and access for refuse collection. Contact Council to find out what you need to do.

NON-COUNCIL RELATED

- Labelling, date marking, nutritional, allergy etc requirements**
Labelling, date marking, nutritional, allergy etc requirements under the Food Act 2006 are administered by:
Queensland Health 13HEALTH (13 43 25 84)
Health.qld.gov.au/foodsafety
- Trade Waste (QUU)**
You will need to obtain approval to release trade waste to the sewer and may have to install a grease interceptor trap or similar which will require ongoing servicing. Contact Queensland Urban Utilities on 13 26 57 to find out what you need to do.