



Application for a Fixed or Mobile Food Business Licence

I/We make an application for (please tick):

- Change of ownership of an existing Food Business Licence. Existing Food Business Licence No.: _____
- New food business licence. Design Assessment Application No.: _____
- Restoration of a Food Business Licence
- Food Safety Program Accreditation (please complete attachment)
- Amendment to an Accredited Food Safety Program (please complete attachment)
- Amendment of existing Food Business Licence (complete attachment). Existing Food Business Licence No.: _____

NOTE 1: For a One Off or Annual Temporary Food Stall, please complete the Temporary Food Stall Application Form.

NOTE 2: For a new Food Business Design Assessment/amendments to existing design please complete the Food Business Design Assessment application form.

NOTE 3: An application for a Food Business Licence should not be made more than 30 days before commencing trade.

NOTE 4: 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: (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: If you are applying as a non-profit organisation, evidence must be provided that your organisation is a certified non-profit organisation

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:
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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:
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What is the intended date of commencing trade? (e.g. When is settlement due? Or when will construction be completed?)

Intended Date of Commencement:

PART 3 - 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 4 - 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.:

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.

Application for a Food Business Licence - Food Business Details & Certification

PART 5 - 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 6 - 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 7 - 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.

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.

Application for Food Business Licence Amendment to a Licence

A Food Safety Program is a documented program that identifies and controls food safety hazards in the handling of food in a food business. Certain licensable food businesses must have a Food Safety Program accredited by Council. Licensable food businesses are required to have an Accredited Food Safety Program if:

- the food business involves off-site catering.
- the primary activity of the food business is on-site catering at the premises stated in the licence.
- the primary activity of the food business is on-site catering at part of the premises stated in the licence to cater to 200 or more people on 12 or more occasions in any 12 month period.
- the food business is carried on as part of the operations of a private hospital or otherwise processes or serves potentially hazardous food to six or more vulnerable people.

ACCREDITATION OF NEW FOOD SAFETY PROGRAM

This application must be accompanied by:

- One copy of the Food Safety Program to be accredited.
- Contact details for a person that Council can liaise with during the accreditation process.

You must also submit:

- A statement by a Queensland Health approved auditor that did not develop the Food Safety Program stating that the Food Safety Program complies with section 98 of the *Food Act 2006* and implementation of the program is reasonably likely to effectively control the food safety hazards of the food business to which the program relates.

AMENDMENT OF EXISTING ACCREDITED FOOD SAFETY PROGRAM

This application must be accompanied by:

- One copy of the food businesses accredited Food Safety Program.
- One copy of the amended Food Safety Program.
- Information clearly identifying the sections of the accredited Food Safety Program proposed to be amended Contact details for a person that Council can liaise with during the accreditation process.

You must also submit:

- A statement by a Queensland Health approved auditor that did not develop the Food Safety Program stating that the Food Safety Program complies with section 98 of the *Food Act 2006* and implementation of the program is reasonably likely to effectively control the food safety hazards of the food business to which the program relates.

1 AMENDMENT OF LICENCE

Current Food Business Licence No.:

This application must be accompanied by:

Your current licence

Please provide details of your requested amendment(s):

Please note that depending on the nature of your requested amendment(s), further information or application(s) may be required. If this is the case, you will be contacted and advised of these requirements.

2 REPLACEMENT OF LICENCE

Current Food Business Licence No.:

This application must be accompanied by:

Your current licence if damaged

Please provide details of the circumstances in which the licence was damaged, destroyed, lost or stolen:
