

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 (individual's full name or company must be a legal entity)										
Company name										
Title		Given name		Surname						
Title		Given name		Surname						
Title		Given name		Surname						
Note: a trading name or trust cannot hold a licence										
Entity type		<input type="checkbox"/> Sole trader								
		<input type="checkbox"/> Partnership								
		ABN/ACN (mandatory)								
		<input type="checkbox"/> Copy of photo ID attached (if no ABN)								
Registered address										
Suburb					State/Territory			Postcode		
Postal address (if different from above)										
Suburb					State/Territory			Postcode		
Home phone			Work phone			Mobile				
Email										
CONTACT DETAILS										
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 four (4) consecutive days. An annual licence is valid for each specified financial year to operate within Ipswich City Council area.					
One-off	<input type="checkbox"/>	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"/>
Annual	<input type="checkbox"/>				
Proposed location(s)					
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					
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)					<input type="checkbox"/>
Food preparation area					<input type="checkbox"/>
Food display areas					<input type="checkbox"/>
Refuse storage areas					<input type="checkbox"/>
Hand washing facilities					<input type="checkbox"/>
Utensil washing facilities					<input type="checkbox"/>
Water supply					<input type="checkbox"/>
Wastewater disposal methods					<input type="checkbox"/>
Power supply					<input type="checkbox"/>
Walls, roof and floor (i.e. materials to be used)					<input type="checkbox"/>
Finish to benches, tables, etc. (e.g. laminate, stainless steel)					<input type="checkbox"/>
Hot water supply					<input type="checkbox"/>
Proposed protection from contamination (by people, insects, dust, etc.)					<input type="checkbox"/>

FOOD TYPE AND SITE SIZE

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

Site size

Stall Size: _____ m²

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.

☐

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

 / /

PAYMENT OPTIONS

For fees and charges please refer to ipswich.qld.gov.au/feesandcharges

Credit card type ☐ Visa ☐ Mastercard

Card number

Expiry date /


Cardholder name

Cardholder signature

Amount authorised

\$.

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	Or scan the QR code for all in person locations		Ipswich City Council PO Box 191 IPSWICH QLD 4305 council@ipswich.qld.gov.au
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	

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 or as required by law.

Last reviewed July 2022_A5710789



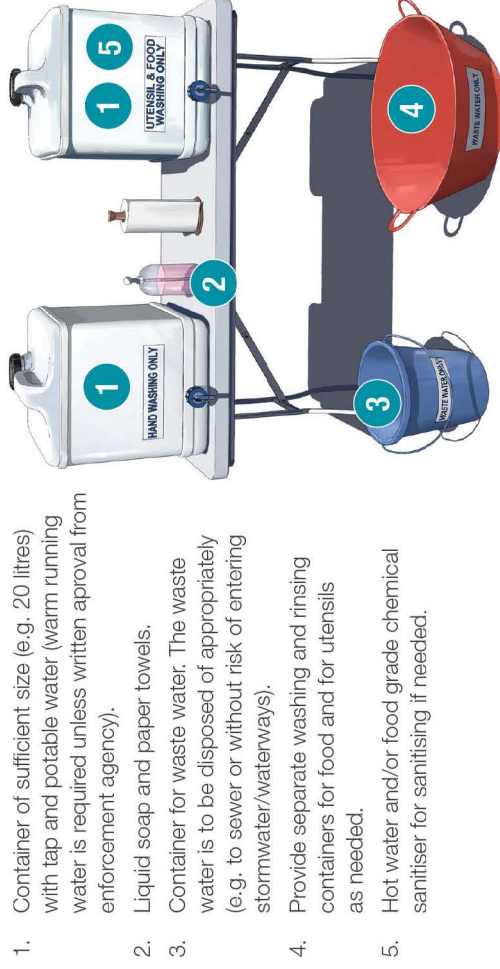
Guide for the design and operation of a temporary food premises (stall)



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 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.