

APPLICATION TO AMEND A CURRENT FOOD LICENCE

Food Act 2006



Purpose	Use this form to apply for approval of changes to your existing food licence. Please allow at least 30 days for your application to be processed. Note: If you wish to apply to be a NEW licensee of a currently licensed food business, you must apply for a new food licence.
Food licence	What is the current food licence number for the business? _____
Date of change	Intended date the changes will begin _____
Type of change Complete the applicable section below	<input type="checkbox"/> Change the business address/details on your current food licence <input type="checkbox"/> Change a condition on your current food licence <input type="checkbox"/> Remove an additional licensee from your current food licence <input type="checkbox"/> Make a structural amendment to your licensed premises —Include clearly drawn and labelled floor plans showing the amendments with your application
Applicant/ licensee details Complete either individual or company as applicable	INDIVIDUAL 1 Full name _____ Postal address _____ Suburb _____ State _____ Post code _____ Mobile phone number _____ A/H Phone _____ Email address _____ INDIVIDUAL 2 Full name _____ Postal address _____ Suburb _____ State _____ Post code _____ Mobile phone number _____ A/H phone _____ Email address _____ OR CORPORATION/ INCORPORATED ASSOCIATION Note: A copy of the company extract which lists the directors of the company MUST be attached (a company or business registration certificate cannot be accepted) Legal entity name _____ Australian company number _____ Postal address _____ Suburb _____ State _____ Post code _____ Contact name _____ Contact phone number _____ Email address _____

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Change of business details

Complete if relevant

NEW trading name of the business _____

NEW address of the business where the activity will be carried out (only for mobile food businesses or temporary food stalls)

Note: If you are relocating your food activities to a location that does not have a current food licence and/or you will be making structural changes, you must apply for a NEW food licence for that location, not an amendment.

Note: If this is for a mobile food business, you must give the address where the vehicle is housed, or your residential address. It cannot be a post office box.

Address _____

Suburb _____ State _____ Post code _____

NEW contact details

Contact number _____

Email address _____

Change a condition on food licence

Complete if relevant

I want a licence condition to be changed. What is the licence condition and number on current food licence?

I want a licence condition to be amended. What is the amendment to be considered, and the reason?

Remove an additional licensee from a current food licence

Complete if relevant

Declaration of licensee being removed

Name of licensee to be removed _____

Effective from _____, I declare that I wish to be removed as the Licensee of the above mentioned business.

Note: If the application is made by a corporation or incorporated association, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association.

Signature _____ Date _____

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Applicant suitability statement	Have you ever had a licence refused, suspended or cancelled, or been found guilty of an offence under the <i>Food Act 2006</i> , <i>Food Act 1981</i> or corresponding law in other states and territories? <input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant declaration	I declare that the information provided on this form and attachments is true and correct in every detail. I understand that the information provided in accordance with this application may be disclosed publicly under the <i>Evidence Act 1977</i> . I am aware that it is an offence to knowingly provide false or misleading information. Note: If the application is made by a corporation or incorporated association, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association. Signature _____ Date _____ Print name _____ Position _____
Privacy collection statement	Townsville City Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which council manages personal information is governed by the <i>Information Privacy Act 2009</i> . We are collecting your personal information in accordance with the <i>Food Act 2006</i> . The information will be used to process this application for amending a food licence, update our records and inform any compliance action if required. Generally, we will not disclose your personal information outside of council unless we are required to do so by law, or unless you give your consent to this disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.
Submit the form Refer to the Schedule of fees and charges (Regulatory Services) on Council's website for current fees.	Email: enquiries@townsville.qld.gov.au Mail: Townsville City Council, PO Box 1268, TOWNSVILLE CITY QLD 4810 (cheque/money order) In person: Present your application at the Customer Service Centre located at: » 103 Walker Street, Townsville City (cash, cheque, EFTPOS and/or credit card (Mastercard or Visa)) » Thuringowa Library, 86 Thuringowa Drive, Thuringowa Central (card only) Note: If payment is not received with the application, a customer service representative will phone you to collect credit card payment over the phone.