

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 _____

Type of change

Complete the applicable section below

- ☐ Change the business address/details on your current food licence
- ☐ Change a condition on your current food licence
- ☐ Remove an additional licensee from your current food licence
- ☐ 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 _____

Postcode _____

Contact phone number _____

Email address _____

Individual 2

Full name _____

Postal address _____

Suburb _____

State _____

Postcode _____

Contact phone number _____

Email address _____

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

Postcode

Contact name

Contact phone
number

Email address

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

Postcode

☐ 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 _____

Applicant suitability statement

Have you ever had a licence refused, suspended or cancelled, or been found guilty of an offence under the *Food Act 2006*, *Food Act 1981* or corresponding law in other states and territories?

☐ Yes

☐ No

Applicant Declaration

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 *Evidence Act 1977*. 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 _____

Payment options - Payment must be made prior to assessment being undertaken

For current fees, please refer to the Regulatory Services schedule of fees and charges on Council's website.

- ☐ I will pay the applicable fee at Council's Customer Service Centre when submitting my application in person
- ☐ Credit card by phone: (Please provide phone number to call) _____
(Visa or MasterCard payments are subject to a 0.5% payment processing fee.)
- ☐ I will pay the applicable fee by cheque when submitting my application via post

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 *Information Privacy Act 2009*. We are collecting your personal information in accordance with the *Food Act 2006*. 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

Email enquiries@townsville.qld.gov.au

Post Return your completed form together with cheque/money order payable to
Townsville City Council, PO Box 1268, TOWNSVILLE CITY QLD 4810

In person **SERVE Centre - Townsville City**, 103 Walker Street, Townsville City - 8am to 5pm, Monday to Friday
(cash, card, cheque, money order)
SERVE Centre - Citylibraries Riverway, 20 Village Boulevard, Thuringowa Central - 9am to 5pm,
Monday to Friday (card only)