

Application for domestic kitchen licence

Food Act 2006



Purpose

This application is ONLY for farm stay or bed and breakfast businesses, or for the manufacturing of low-risk items such as cakes, biscuits, slices, confectionary or preserves. This food licence DOES NOT apply to selling to other resellers (wholesale), selling on a commercial scale, or making potentially hazardous foods.

Please submit this application at least 30 DAYS before commencement of trade to ensure your application is processed on time. Contact the Environmental Health and Regulatory Services Team on 13 48 10 for more information.

Property owner's permission

☐ I declare that I have the property owner's permission to conduct a domestic kitchen food business

Note: Evidence of the property owner's permission MUST be attached (e.g. print of SMS screenshot or signed statement.) Operating a business from home may void insurance.

Business details

Trading name

Date trading will start

Business phone number

Email address

Address where activity will be carried out (NOT a post office box)

Address

Suburb

State

Postcode

Applicant details

Complete either individual or company as applicable

Individual 1

Full name

Position

Postal address

Suburb

State

Postcode

Contact phone number

Email address

Individual 2

Full name

Position

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 phone number

Email address

Applicant / Licensee 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?

☐ No

☐ Yes (give details in an attachment)

Applicant / Licensee declaration

I declare that the particulars provided on this form are true and correct in every detail. 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

Print name

Position

Date

Payment options

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

☐ I will pay by phone or online using details emailed to me (at the email address provided above) for payment of the applicable 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 (Qld)*. We are collecting your personal information in accordance with the *Food Act 2006*. The information will be used to process the request and update Council’s records. 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)

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Application checklist

Planning Approval

As outlined in the Townsville City Plan, a home-based business:

- uses no more than 60m² of the dwelling
- uses no more than one non-resident employee
- does not generate more than 14 trips per day (each visit to and from the dwelling equals 2 trips)
- has visitor parking onsite
- only operates from 8am to 5pm Monday to Friday and 8am to 2pm on Saturday, with no operation on a Sunday.

Do you meet the above general planning requirements for a home-based business?

- ☐ Yes
- ☐ No - you must contact Council's Planning Services Team to discuss the suitability of your home business in the proposed location. The Planning Services Team can be contacted on 13 48 10. Please provide a copy of the written evidence (letter or email) you have received regarding your location's suitability with this application.

Nature of the business

- ☐ Prepare from home and sell from home
- ☐ Prepare and package at home, then sell at markets/events
- ☐ Prepare at home and sell unpackaged at markets/events
- ☐ Prepare and sell food as part of a bed and breakfast or similar
- ☐ Other (please describe) _____

Business operation

- ☐ Purchased at least one digital probe thermometer which is readily available at all times AND accurately measures temperature to +/- 1°C
- ☐ Contacted Queensland Health for advice on packaging and labelling requirements
- ☐ Access to a first aid kit (waterproof plasters)

Type of food being manufactured

Please note: all food must be prepared in the licensed kitchen. All ingredients must be sourced from a reputable supplier.

Describe the food you will be manufacturing/selling _____

Does the final product need to be stored in the fridge? To control bacteria growth.

- ☐ Yes
- ☐ No

Markets / events trading from

Complete if relevant

Name of markets/events

How often?

Food for Thought e-newsletter

Would you like to subscribe to Council's electronic newsletter on food safety issues? This e-newsletter is published monthly via email. You may unsubscribe at any time.

- ☐ Yes, please email me the Food for Thought e-newsletter at the email address/es provided in the applicant/licensee details section, or to:

(add alternate email) _____

- ☐ No

Nomination of Food Safety Supervisor

All licensed food businesses must have a Food Safety Supervisor

- ☐ I will nominate a food safety supervisor within 30 days of receiving the food licence.
Note: A nomination form is available on Council's website.
- ☐ I will nominate a food safety supervisor with this application.
Complete the food safety supervisor section below.

Full name _____

Contact phone number _____

Email address _____

Proof of specific food safety knowledge must be provided. Please specify what evidence is being provided:

- ☐ Statement of attainment course and institution
Note: A copy of the certificate/s MUST be attached.
OR

- ☐ Describe all specific food safety related experience on training undertaken

Floor plans

Plans of the food preparation area are required to be submitted with this application. Floor plans should be drawn to scale and can be submitted in hard copy or as an electronic version.

The floor plans must show the location of all equipment, including washing facilities, storage areas and preparation benches.

Any technical reports or other information such as brochures or photos can be attached to accompany the plans.

- ☐ I have included a floor plan with this application

Kitchen details

All materials must be smooth, impervious and easy to clean.

Ceiling

Surface coating/finish

Walls

Surface coating/finish

Flooring

Surface coating/finish

Lighting

☐ Sufficient natural or artificial lighting

Ventilation

☐ Adequate natural and/or mechanical ventilation

Equipment cleaning and sanitising

Note: All food contact surfaces, equipment and utensils must be able to be effectively cleaned and sanitised.

☐ Double bowl sink with hot water; OR

☐ Single bowl sink with hot water, plus a dishwasher (adequate to fit the largest piece of equipment)

And

☐ Food grade sanitiser for benches, surfaces and equipment

Hand washing facilities

☐ Designated sink for hand washing with a warm water supply delivered through a common spout; OR

☐ Using the same sink for washing up, which will be thoroughly cleaned and sanitised between uses

And

☐ Liquid soap and single use paper towels

Dry food storage

☐ Separate from personal items

☐ Segregated from other food items for personal use

Cold and frozen food storage

☐ Designated refrigeration and freezer units

☐ Same refrigeration and freezer units with food segregated from other food items for personal use

Food transportation

Note: The vehicle and method of transportation must be kept in a clean condition to protect food from contamination and suitable to maintain temperature control.

☐ Food will be stored in cooler box and/or sealed containers for transport in personal vehicle

Waste water disposal

☐ Premises is connected to Council's sewerage system

☐ Premises is connected to septic

☐ Premises is regularly serviced by Council for solid waste and recyclable collection