



Townsville City Council
Environmental Health Services

FOOD ACT 2006 >> **APPLICATION FOR A DOMESTIC KITCHEN LICENCE**

>>Please ensure you submit this application at least 30 days before commencement of trade to allow us to process your application in time.

>> Please call Environmental Health Services on 1300 878 001 for further information

PRIVACY COLLECTION NOTICE:

You are providing information which will be used for the purpose of delivering services and carrying out council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given us permission or the disclosure is required by law.



Application – Domestic Kitchen Licence

This application applies to farm stays, bed & breakfast, and non - commercial manufacturing of snack foods within a domestic setting (within a residential dwelling) which can include sale from home directly and / or the sale of these items at markets and fetes.

1. What kind of food will you be manufacturing / selling?

- Potentially hazardous cakes, snack food and/or confectionary
- Non-potentially hazardous cakes, snack food and/or confectionary

Potentially hazardous food means food that has to be kept at certain temperatures to minimise the growth of any pathogenic micro-organisms that may be present in the food or prevent formation of toxins in food i.e. cream

Non-potentially hazardous food (or unpackaged snack food) as defined by Section 48(3) of the *Food Act 2006*. Means any food that is not potentially hazardous which includes biscuits or cakes

2. How / where do you operate your business? (Please tick one)

- I am a home based business – I manufacture and sell directly from my residential dwelling (go to section 3a)

Home Based Business as defined by the City Plan: does not use more than 60m² of the dwelling; only uses one non-resident employee; does not generate more than 14 visitors a day; has visitor parking; operates 8am-5pm Mon-Fri; 8am-2pm Saturday; no operations on a Sunday.

- I manufacture at home and sell at market/fetes ONLY (go to section 3b)
- I operate a bed & breakfast/ farm stay (go to section 4)

3. How will you sell your food products? (Please tick one)

a. If you are a home based business, you will:

- Make sales directly from the domestic kitchen address by appointment only

b. If you manufacture at home and sell at markets/fetes ONLY, will you:

- Pre-package food at the domestic kitchen before sale at a market or fete
OR
- Pre-package food at the domestic kitchen before sale within a mobile food van
OR
- Display food at the market/fete unpackaged



4. Applicant Details (Please tick one – this must be the holder of the licence, either a person or a company)

Please Note:

It is the responsibility of the applicant/licensee to ensure all contact details and postal addresses are up-to-date and current. All official correspondence will be sent to the last known postal address.

Individual

<p>INDIVIDUAL 1:</p> <p>Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/></p> <p>Last / Family Name:</p> <input style="width: 90%;" type="text"/> <p>First / Given Name (s):</p> <input style="width: 90%;" type="text"/> <p>Postal Address:</p> <hr/> <hr/> <hr/> <p style="text-align: right;">Postcode</p> <hr/> <p>Phone: () _____ Mobile: 04 _____</p>	<p>INDIVIDUAL 2:</p> <p>Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/></p> <p>Last / Family Name:</p> <input style="width: 90%;" type="text"/> <p>First / Given Name (s):</p> <input style="width: 90%;" type="text"/> <p>Postal Address:</p> <hr/> <hr/> <hr/> <p style="text-align: right;">Postcode</p> <hr/> <p>Phone: () _____ Mobile: 04 _____</p>
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Corporation / Incorporated Association

<div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div> <p>Australian Company Number (mandatory)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25%;">:</td> <td style="width: 25%;">:</td> <td style="width: 25%;">:</td> <td style="width: 25%;">:</td> </tr> </table>	:	:	:	:	<p>Postal Address:</p> <hr/> <hr/> <hr/> <p style="text-align: right;">Postcode</p> <hr/> <p>Phone: () _____ Mobile: 04 _____</p>
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5. Applicant Declaration

Applicant suitability statement, declaration and signature

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 or Territories?

No Yes (*Give details in an attachment*)

I understand that the information provided in and 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. 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 _____

6. Business details

Trading Name: _____ _____

What is the business address where the activity will be carried out (<i>This address cannot be a post office box</i>) _____ _____ <p style="text-align: right;">Postcode</p>

>> Date to start trade _____ >> Email address _____
>> Business Phone () _____

What markets/fetes do you intend to trade at? (<i>Include dates if applicable</i>) _____ _____ _____ _____
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FOOD FOR THOUGHT NEWSLETTER

Would you like to receive the Townsville City Council monthly 'Food for Thought' newsletter distributed via email?

No Yes (ensure you have provided an email address in above details)

7. Nomination of food safety supervisor

All licensed food businesses must have a Food Safety Supervisor. An applicant applying for yearly licence is required to nominate the details of your food safety supervisor(s) either when initially applying for licence or alternatively no later than thirty (30) days after receiving your licence.

I wish to nominate a Food Safety Supervisor within 30 days* OR

I wish to nominate a Food Safety Supervisor now (details below):

INDIVIDUAL: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> Last / Family Name: <input type="text"/> First / Given Name (s): <input type="text"/> Contact number <input type="text"/>	PROOF OF FOOD SAFETY KNOWLEDGE (please tick one): <input type="checkbox"/> Certificate of attainment course & institution >> <i>Copy of certificates MUST be attached</i> OR; <input type="checkbox"/> Brief description of suitability / experience <hr/> <hr/> <hr/> <hr/>
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* A nomination form is available at the following website: www.townsville.qld.gov.au/business/foodsafety/Pages/newbusiness.aspx in the "Application Forms" section.

8. Kitchen design and details - This section must be completed

You will need to describe the fit out material, design, number and / or location in the boxes provided. All information included on this application form is to be clearly indicated on the submitted plans.

Refer to council's 'Operational and Structural Guidelines for Domestic Kitchens' for explanatory notes

>> www.townsville.qld.gov.au/business/foodsafety/Pages/education.aspx

TOWN PLANNING

1. a. How many people will be employed / working in your kitchen?

Myself only (go to 2) Myself + 1 or more people (complete 1b)

b. If more than one person is working with you, does this person live in the house?

Yes No

2. Have you gained approval from Planning & Development (Townsville City Council) for your business?

Yes Not required

FOOD TO BE PREPARED/SOLD * ALL FOOD MUST BE PREPARED IN THE KITCHEN *****



List the types of food that will be prepared/sold	
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KITCHEN STRUCTURE	
Ceiling Describe the roof/ceiling: <ul style="list-style-type: none"> • What material is it made from • Design • Colour 	
Walls Describe the walls of your stall: <ul style="list-style-type: none"> • How many sides does it have • What material is it made from • How are the walls secured 	
Flooring Describe the flooring & coving : <ul style="list-style-type: none"> • What material is it made from • Design • Colour 	

EQUIPMENT	
Specify all cooking equipment/kitchen appliances that you will be using to prepare & store your food	
Temperature measuring device <i>(tick all that apply)</i>	<input type="checkbox"/> Readily available at all times <input type="checkbox"/> Accurately measures temperature to +/- 1 °C <input type="checkbox"/> Digital display

FOOD STORAGE AND TRANSPORT <i>(tick all that apply)</i>	
All ingredients must be sourced from a licensed food provider Where are your ingredients sourced?	
Dry goods must be protected from contamination Describe your dry food storage facilities	<input type="checkbox"/> Separate designated storage area <input type="checkbox"/> Cupboard <input type="checkbox"/> Sealed plastic containers <input type="checkbox"/> Other (please list) _____
Cold food/ingredients must be kept below 5°C How will food be kept cold?	<input type="checkbox"/> Refrigerator/coolroom – area separate from household food <input type="checkbox"/> Other (please list) _____



Food storage during transportation Describe how your food will be stored during transportation?	<input type="checkbox"/> Refrigerated vehicle <input type="checkbox"/> Cooler-box/esky <input type="checkbox"/> Enclosed containers <input type="checkbox"/> Other (please list) _____
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EQUIPMENT CLEANING

All re-useable food contact items must be effectively cleaned How will equipment be washed?	<input type="checkbox"/> Hot water, detergent & sanitiser (to be used after washing) AND <input type="checkbox"/> Double bowl sink OR <input type="checkbox"/> Single bowl sink & dishwasher
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HANDWASHING

Hands must be kept clean to prevent food contamination How will hands be washed?	<input type="checkbox"/> Warm <u>running</u> water, liquid soap & paper towels, single spout AND <input type="checkbox"/> Designated hand-washing sink – separate from washing sink/s OR <input type="checkbox"/> Same sink used to wash up food contact items (the sink MUST be sanitised between different uses) <input type="checkbox"/> Other _____
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WASTE DISPOSAL *(tick all that apply)*

Sewerage and waste water must be disposed of appropriately How will you dispose of your waste water?	<input type="checkbox"/> To sewer <input type="checkbox"/> Other _____
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Garbage and solid waste must be contained and disposed of appropriately How will you store and dispose of your solid waste?	<input type="checkbox"/> Bin with lid <input type="checkbox"/> Other _____
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LIGHTING & VENTILATION

Suitable lighting must be available in the kitchen If required, is there adequate lighting in the kitchen?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
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Suitable ventilation must be available in the kitchen If required, is ventilation in the kitchen adequate for the type of food you will be manufacturing?	<input type="checkbox"/> Yes, ventilation is in accordance with: <ul style="list-style-type: none"> - Australian standard 1668:2012 part 2 (The use of ventilation and air-conditioning in buildings) - Building Code of Australia
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FOOD PACKAGING AND LABELLING FOR SALE	
Food must be packaged in appropriate material to protect from contamination How will food be packaged?	<input type="checkbox"/> Food grade plastic containers <input type="checkbox"/> Vacuum packed <input type="checkbox"/> Other _____
Labelling requirements exist for certain foods Have you contacted Queensland Health for advice on labelling?	<input type="checkbox"/> Yes <input type="checkbox"/> No – Why not? _____

Other Comments regarding layout/food handling procedures i.e. transport of food to event, preparation of food at separate location



9. Floor Plan Requirements

Plans are required to be submitted with this application. Plans can be submitted in hard copy or an electronic version.

Floor plans and other details (as described below) have been included: Yes

>> Two copies of neatly drawn floor plans are required that include location of all equipment that will be used in the stall including sinks and preparation benches (a space is provided below or attached an additional page with the drawing)

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



10. PAYMENT OPTIONS

- IN PERSON** I have made payment in person at a council customer service desk upon submission of my application
- VIA PHONE** I wish to be contacted to pay over the phone via credit card (0.5% surcharge applies)

>> Contact number: () _____

- CHEQUE** (must be received with application)

Licence No.:		Fee:	
DWX Web Ref.:		Receipt	
Assessment No.:		Date:	



Checklist

Have you:

- Obtained approval from Planning and Development
- Completed all sections of the application form
- Completed the 'Kitchen Details' table
- Included a clearly drawn and labelled floor plan.
- Purchased Probe Thermometer – at least one
- Designated a Separate Storage Area for:
 - Utensils
 - Dry food
 - Cold food
- Purchased Detergent & Food Grade Sanitiser (if required)
- Purchased Liquid Soap & Paper Towel
- Access to First Aid Kit (with coloured Band-Aids)
- Access to Fire Safety Equipment

