

# Application for a Food Licence

Food Act 2006



## Purpose

Use this form for a food licence for a commercial kitchen, mobile food vehicle or domestic kitchen. Please ensure you submit this application at least 30 days before commencement of trade to allow enough time to process your application.

## Section 1: Business details

Trading name \_\_\_\_\_

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

Business trading address \_\_\_\_\_

Suburb \_\_\_\_\_

State \_\_\_\_\_

Postcode \_\_\_\_\_

Business phone number \_\_\_\_\_

## Section 1.2

Large establishment

Communal kitchen with multiple food preparation areas and/or largescale food production.

- Food manufacturer/packer
- Large hospital/aged-care facility\*
- Large hotel/accommodation
- Supermarket
- Onsite catering\*
- Other, please describe: \_\_\_\_\_

*\*Hospitals, aged-care facilities, and businesses providing catering services may be required to submit a Food Safety Program with this application.*

Medium establishment

Commercial kitchen with one (1) food preparation area.

- Retail bakery/pastry cook
- Café/restaurant
- Onsite catering\*
- Offsite catering\*
- Childcare centre\*

- Aged-care facility\*
- Takeaway food bar
- Mobile food vehicle (*complete section 1.2.1 below*)
- Medium-sized hotel/accommodation
- Other, please describe: \_\_\_\_\_

*\*Childcare centres, aged-care facilities, and businesses providing catering services may be required to submit a Food Safety Program with this application.*

**Small establishment**

Kitchen with minimal food preparation.

- Domestic kitchen
- Bed and breakfast
- Small motel/hotel accommodation
- Water carrier
- Mobile food transport vehicle such as a smoko van with no food preparation (*complete section 1.2.1 below*)
- Other, please describe: \_\_\_\_\_

**Section 1.2.1**

Mobile food vehicle details (*if applicable*)

Registration number _____	Colour _____
Make _____	Model _____

**Section 1.3**

**Food for sale**

List the main items that are intended to be prepared/sold by the business:


- A copy of the menu is attached

## Section 2: Applicant details

Complete either company or individual as applicable

### Applicant details 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 \_\_\_\_\_

Postal address \_\_\_\_\_

Suburb \_\_\_\_\_

State \_\_\_\_\_

Postcode \_\_\_\_\_

Contact phone number \_\_\_\_\_

Email address \_\_\_\_\_

Company extract (including a list of directors) must be attached

### 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 \_\_\_\_\_

### 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?

No

Yes, see details as attached

### Non-profit / Charitable organisation status (if applicable)

I/we declare that the applicant is a community organisation that:

- is locally managed; and
- returns their profits back into the local community.

Certificate and/or supporting documentation must be attached

**Section 3: Application details**  
Choose one of the options listed under this section

**Application type** **Section 3.1**

Fixed Food Premises

**New kitchen or domestic kitchen which has not previously been licensed.**

This application type requires the following:

- Attachment A completed and proposed floor plans attached.
- Relevant planning approval.
- Building approvals/certifications.
- Trade waste application has been submitted to Council's Asset and Hydraulics Unit (if required).

**Taking over a licensed food business and changing the layout and/or business type.**

This application type requires the following:

- Attachment A completed and proposed floor plans attached.
- Relevant planning approval.
- Building approvals/certifications.
- Trade waste application has been submitted to Council's Asset and Hydraulics Unit (if required).

**Previous licensee details**

**Food licence number** \_\_\_\_\_

I declare that I am no longer the licensee of the abovementioned food business. I understand that my food licence will be cancelled, and I will be removed as the licensee of this business.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Contact  
number \_\_\_\_\_

Date \_\_\_\_\_

Taking over a licensed food business without changing the layout and/or business type.

**Previous licensee details**

**Food licence number** \_\_\_\_\_

I declare that I am no longer the licensee of the abovementioned food business. I understand that my food licence will be cancelled, and I will be removed as the licensee of this business.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Contact number \_\_\_\_\_

Date \_\_\_\_\_

**Application type**

**Section 3.1**

Mobile Food Vehicle

New mobile food vehicle which has not previously been licensed.

This application type requires the following:

Attachment A completed and proposed floor plans attached.

Taking over a mobile food vehicle which was previously licensed outside of Queensland.

Taking over a licensed mobile food vehicle

**Previous licensee details**

**Food licence number** \_\_\_\_\_

I declare that I am no longer the licensee of the abovementioned food business. I understand that my food licence will be cancelled, and I will be removed as the licensee of this business.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Contact number \_\_\_\_\_

Date \_\_\_\_\_

**Section 3.2**

**Food safety supervisor**

*The qualifications of the nominated Food Safety Supervisor must remain current and renewed every five (5) years.*

I will nominate a food safety supervisor within thirty (30) days of receiving my food licence.

The details of the nominated food safety supervisor are listed below:

Name \_\_\_\_\_

Contact Number \_\_\_\_\_

Email Address \_\_\_\_\_

Copy of qualifications attached.

Name \_\_\_\_\_

Contact Number \_\_\_\_\_

Email Address \_\_\_\_\_

### Food for Thought e-newsletter

Would you like to subscribe to Council's electronic newsletter on food safety issues? This e-newsletter is published quarterly 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

### Section 4: Submitting your application

Please allow at least thirty (30) days for your application to be processed.

Intended Starting Date: \_\_\_\_\_

Please note, it is an offence under the *Food Act 2006* to operate a licensable food business without a licence. To avoid delays in processing your application, please ensure all relevant information as stipulated in the sections above is provided at the time of submitting your application.

### You may submit your application by:

Email [enquiries@townsville.qld.gov.au](mailto: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)

## 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* so that we can process your application, undertake compliance-related activities, and provide you with information relating to food safety. 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. However, in performing the above functions, we may need to disclose your personal information to the previous licensees (if relevant). For further information about how we manage your personal information please see our Information Privacy Policy.

## 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

## Section 5: Applicant declaration

I understand that the information provided in and 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. 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	_____	Position	_____
Print name	_____	Date	_____
Signature	_____	Position	_____
Print name	_____	Date	_____

**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.

# Application for a Food Licence

## Attachment A

Complete and attach this section if making an application for a new kitchen/mobile food vehicle or making structural changes to the layout of a licensed kitchen/mobile food vehicle.

Construction must be in accordance with Australian Standard 4674 - *Design, construction and fit-out of food premises*. Refer to Council's Fit-Out Guide for more information.

### Section 1: Floor plans

Floor plans of the proposed layout must be drawn to scale of not less than 1:50 and attached to your application (either hard copy or as an electronic version).

Floor plans must show (as a minimum):

- Birds-eye-view of entire premises
- Elevations of each area within the premises including any external storage areas
- Location of hand-wash basins, wash-up sinks, cooking equipment, benches, and all other fixtures, fittings, and equipment
- Mechanical ventilation (where required)

### Section 2: Structural materials

Describe the materials/finishes to be used.

#### Ceiling (must be continuous surface with no gaps)

Materials of surface / finish: \_\_\_\_\_

Colour \_\_\_\_\_

#### Walls

Materials of surface / finish: \_\_\_\_\_

Colour \_\_\_\_\_

#### Floor (including coving)

Materials of surface / finish: \_\_\_\_\_

Colour \_\_\_\_\_

### Lighting

Sufficient natural or artificial lighting must be available within all areas of the premises.

- Artificial lighting complies with Australian Standard 1680 and Building Code of Australia.
- Artificial lighting fixtures/pendants/etc. will not cause a risk of contamination to food preparation and food storage areas (e.g. no ledges and covered diffuser).

### Ventilation

Natural or mechanical ventilation must be adequate to effectively remove fumes, smoke, steam, and other vapours.

- Proposed cooking equipment exceeds 8kW or 29MJ/h and therefore requires mechanical ventilation.
- Mechanical ventilation complies with AS1668.2 and Building Code of Australia.
- Mechanical ventilation is not required as the premises will be adequately ventilated.

### Cleaning

All food contact surfaces must be designed and installed in such a way that allows surfaces to be easily cleaned and sanitised.

The following facilities are proposed for cleaning utensils and equipment:

- A double-bowl sink with hot water.

**OR**

- Single-bowl sink with hot water and a commercial dishwasher.

### Cleaning wastewater disposal

The following facilities are proposed for disposal of wastewater:

- Floor waste/s as denoted on the attached floor plans.
- Separate cleaners sink.

### Other facilities

Hand washing:

**Hand washing facilities must be clearly designated for the sole purpose of washing hands.**

**Proposed hand-washing facilities will meet the following criteria:**

- Permanent fixture.
- Located no greater than 5m from food preparation/handling areas and easily accessible as denoted on the attached floor plans.
- Of an adequate size to allow food handlers to effectively wash their hands and arms.
- Warm running potable water from a single spout with liquid soap and single-use towels.

### Waste disposal

- Designated bin storage area is denoted on the attached floor plans.