

# FOOD LICENCE APPLICATION FOR COMMERCIAL KITCHENS, MOBILE FOOD VANS AND LICENSABLE NON-PROFIT ORGANISATIONS

Food Act 2006



<b>Purpose</b>	<p>This application is ONLY for commercial kitchens, mobile food vans and non-profit organisations that sell meals on at least 12 days every financial year.</p> <p>Please submit this application at least 30 DAYS before your intended commencement date 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.</p>
<b>Type of business</b>	<p><input type="checkbox"/> Level 1 establishment – commercial kitchen with more than one food preparation area e.g. supermarkets, major wholesale bakery</p> <p><input type="checkbox"/> Level 2 establishment – commercial kitchen with one food preparation area e.g. restaurant/café, bakery, childcare, mobile food van</p> <p><input type="checkbox"/> Level 3 establishment – e.g. accommodation providers, water carriers, retail food vehicle (smoko vans), food shops/stores</p> <p><input type="checkbox"/> Licensable non-profit organisation</p>
<b>What are you applying for?</b>	<p><input type="checkbox"/> I am fitting-out a new commercial kitchen or mobile food van</p> <p><input type="checkbox"/> I am taking over a licensed food business and performing structural changes Current licence number _____</p> <p><input type="checkbox"/> I am taking over a licensed food business with no structural changes proposed Current licence number _____</p> <p><input type="checkbox"/> I am operating out of a mobile food van which is licensed outside of Queensland The vehicle is licensed in the state/territory of _____</p>
<b>Business details</b>	<p>Trading name _____</p> <p>Trading start date _____</p> <p>Business address where activity will be carried out OR where the vehicle will be housed (This address cannot be a post office box) _____</p> <p>Suburb _____ State _____ Postcode _____</p> <p>Business phone number _____</p>
<b>Mobile food van details</b> Complete if relevant	<p>Vehicle registration number _____</p> <p>Make (e.g. Ford, Toyota) _____</p> <p>Model (e.g. Hiace, Tarago) _____</p> <p>Colour _____</p>

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<b>Applicant/ licensee details</b>  Complete either individual or corporation, as applicable	<b>Individual 1</b>
	Full name _____
	Postal address _____
	Suburb _____ State _____ Postcode _____
	Contact phone number _____
	Email address _____
	<b>Individual 2</b>
	Full name _____
	Postal address _____
	Suburb _____ State _____ Postcode _____
Contact phone number _____	
Email address _____	
<b>OR</b>	
<b>Corporation/ incorporated association</b>	
<b>Note:</b> A copy of the company extract which lists the directors of the company <b>MUST</b> be attached (a company or business registration certificate cannot be accepted)	
Legal entity name _____	
Australian company number _____	
Postal address _____	
Suburb _____ State _____ Postcode _____	
Contact name and number _____	
Email address _____	
<b>Non-profit organisation details</b>  Complete if relevant	I/we declare that _____ is a community organisation that: » is locally managed; AND » returns their profits back into the community.  Please attach a certificate of incorporation or other supporting documentation as evidence of the non-profit status.

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<b>What type of food business will you be predominantly?</b>	<input type="checkbox"/> Bakery/pastry cook <input type="checkbox"/> Café/restaurant <input type="checkbox"/> Food shop/store <input type="checkbox"/> Food manufacturer/packer <input type="checkbox"/> Takeaway food bar <input type="checkbox"/> Child-care centre <input type="checkbox"/> Mobile food van/water carrier <input type="checkbox"/> Hospital/aged care facility <input type="checkbox"/> Bed and breakfast/motel/hotel/accommodation <input type="checkbox"/> Non-profit organisation selling meals on at least 12 days every financial year <input type="checkbox"/> Off-site catering – means serving potentially hazardous food at a place other than the principle place of business (a food safety program <b>MUST</b> be attached to this application) <input type="checkbox"/> On-site catering – means preparing and serving potentially hazardous food to more than 199 persons at the premises from which the business is carried out on more than 11 occasions in a 12-month period. The catering is under an agreement whereby the food is of a predetermined type, number of persons, time and cost (a food safety program <b>MUST</b> be attached to this application). <input type="checkbox"/> Other (describe) _____
<b>Applicant/ licensee suitability statement</b>	<p>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?</p> <input type="checkbox"/> No <input type="checkbox"/> Yes (give details in an attachment)
<b>Applicant/ licensee declaration</b>	<p>I understand that the information provided in and accordance with this application maybe disclosed publicly under the <i>Evidence Act 1977</i>.</p> <p>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.</p> <p><b>Note:</b> 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.</p> <p>Signature _____ Date _____</p> <p>Print name _____</p> <p>Position _____</p>

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<p><b>Previous licensee's details</b></p> <p>Complete this section if relevant</p>	<p>Full name _____</p> <p>Postal address _____</p> <p>Suburb _____ State _____ Postcode _____</p> <p>Contact phone number _____</p> <p>Email address _____</p>
<p><b>Previous licensee's declaration</b></p> <p>Complete this section if relevant</p>	<p>I declare that I am no longer the operator (licensee) of the above mentioned business and wish to be removed as the licensee effective from (date) _____ .</p> <p>I understand that my food licence for this business will be cancelled as part of this application process.</p> <p><b>Note:</b> 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.</p> <p>Signature _____</p> <p>Print name _____</p> <p>Date _____</p>
<p><b>Nomination of food safety supervisor</b></p> <p>Complete if required</p>	<p>All licensed food businesses must have a food safety supervisor.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> I will nominate a food safety supervisor with this application. Complete the food safety supervisor section/s below.</p> <p><b>FOOD SAFETY SUPERVISOR 1</b></p> <p>Full name _____</p> <p>Contact phone number _____</p> <p>Email address _____</p> <p>Proof of specific food safety knowledge must be provided. Please specify what evidence is being provided:</p> <p><input type="checkbox"/> Statement of attainment course and institution: OR Note: A copy of the certificate/s MUST be attached.</p> <p><input type="checkbox"/> Describe all specific food safety related experience</p> <p>_____</p> <p>_____</p> <p>_____</p>

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<b>Nomination of food safety supervisor continued</b>	<b>FOOD SAFETY SUPERVISOR 2</b> Full name _____ Contact phone number _____ Email address _____ Proof of specific food safety knowledge must be provided. Please specify what evidence is being provided: <input type="checkbox"/> Statement of attainment course and institution: OR Note: A copy of the certificate/s MUST be attached. <input type="checkbox"/> Describe all specific food safety related experience _____ _____ _____
<b>Food for Thought e-newsletter</b>	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. <input type="checkbox"/> Yes, please email me the <i>Food for Thought</i> e-newsletter at the email address/es provided in the applicant/licensee details section, or to: (add alternate email) _____ <input type="checkbox"/> No
<b>Payment options</b> Refer to the Schedule of fees and charges (Regulatory Services) for current fees.	<input type="checkbox"/> <b>In person:</b> I will pay any fees at a Council Customer Service Centre upon submission of my application <input type="checkbox"/> <b>By phone:</b> Contact me for my credit card details. Contact number: _____ (Visa or MasterCard payments are subject to a 0.5% payment processing fee.) <input type="checkbox"/> <b>By cheque</b> (must be received with application)
<b>Privacy collection statement</b>	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 a food licence, communicate with previous licensees if relevant, and undertake any compliance-related activities. 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.
<b>Submit the form</b>	<b>Email:</b> enquiries@townsville.qld.gov.au <b>Mail:</b> Townsville City Council, PO Box 1268, TOWNSVILLE CITY QLD 4810. <b>In person:</b> Customer Service Centres are located at: » 103 Walker Street, Townsville City; or » CityLibraries Thuringowa, 86 Thuringowa Drive, Thuringowa Central.

# ATTACHMENT A – DESCRIPTION OF KITCHEN

APPLICATION FOR COMMERCIAL KITCHEN, MOBILE FOOD VAN AND LICENSABLE NOT-FOR-PROFIT ORGANISATIONS



<b>Attachment A</b>	Attachment A MUST be completed if you are fitting out or changing the structure of the premises.
<b>Floor plans</b>	<p><input type="checkbox"/> I am fitting out a new commercial kitchen or making changes to an existing one.</p> <p>Plans are required to be submitted with this application if you are fitting out new premises or making changes to an existing one. Plans can be submitted in hard copy or an electronic version.</p> <ul style="list-style-type: none"><li>» A copy of the following plans (drawn to scale not less than 1:50) must be provided:<ul style="list-style-type: none"><li>○ Floor plans including waste disposal facilities and location of equipment; and</li><li>○ Elevations of each food preparation room /area.</li></ul></li><li>» For proposed mechanical ventilation, submit form 16 to ensure the design complies with AS1668.2</li><li>» Any technical reports or other information such as brochures or photos can be attached to accompany the plans.</li></ul>
<b>Additional approvals</b>	<p><b>PLANNING</b> Have you gained approval from Council’s planning section for your business?</p> <p><input type="checkbox"/> Yes. Provide application number _____</p> <p><input type="checkbox"/> Not applicable</p> <p><b>PLUMBING AND DRAINAGE</b> Have you gained approval from Council’s assets and hydraulics unit for any new plumbing or drainage installed in your business?</p> <p><input type="checkbox"/> Yes. Provide application number _____</p> <p><input type="checkbox"/> Not applicable</p> <p><b>TRADE WASTE</b> Have you gained or applied for approval from Council’s Assets and Hydraulics Unit for any grease traps or to release water to the sewer from your business?</p> <p><input type="checkbox"/> Yes. Provide trade waste approval number _____</p> <p><input type="checkbox"/> My trade waste application is still being assessed, or I have attached written confirmation that the business does not require approval.</p> <p><b>BUILDING APPROVAL</b> Have you gained approval from a building certifier to ensure your business is a Class 6 building under the Building Code of Australia?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Not applicable - the building has previously been used for retail purposes</p>

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## Kitchen structure, lighting and ventilation

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

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 shown on the submitted plans.

**Note:** Refer to Council's *Food Premises – Design, Construction and Fit-Out Guide*.

### CEILING

What material is the ceiling made from? \_\_\_\_\_

Surface/finish \_\_\_\_\_

Colour \_\_\_\_\_

### WALLS

What material is the walls made from? \_\_\_\_\_

Surface/finish \_\_\_\_\_

Colour \_\_\_\_\_

### FLOORING AND COVING

What material is the flooring and coving made from? \_\_\_\_\_

Surface/finish \_\_\_\_\_

Colour \_\_\_\_\_

### LIGHTING

Sufficient natural or artificial lighting must be available for areas where activities are conducted in the food business.

Does lighting in the kitchen comply with the relevant legislation?

Yes, Australian Standard 1680) and Building Code of Australia

Not applicable

### VENTILATION

Is the natural or mechanical ventilation adequate to effectively remove fumes, smoke, steam and vapours from the food business?

Yes

No

For cooking equipment which exceeds either 8kW or 29MJ/h, does the exhaust canopy comply with AS1668.2?

Yes

No

Not applicable

Where a new exhaust canopy is installed, it must comply with AS1668.2. A Form 16 must be submitted either with this application, or prior to the food licence being issued.

Will a new exhaust canopy be installed?

Yes

No

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<b>Food preparation</b>	<p><b>Note:</b> All food must be prepared in the commercial kitchen/mobile food van. All ingredients must be sourced from a reputable supplier.</p> <p>List the basic types of food/meals that will be prepared/sold _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<b>Cleaning – food and equipment</b>	<p><b>All food contact items must be able to be effectively cleaned and sanitised.</b></p> <p>Washing facilities for dishes etc. are required in the food business.</p> <p>How will equipment be washed and sanitised?</p> <p><input type="checkbox"/> At least one double bowl sink with hot water; OR</p> <p><input type="checkbox"/> At least one single bowl sink with hot water, plus a commercial dishwasher.</p> <p>AND</p> <p><input type="checkbox"/> I have food grade sanitiser for benches, surfaces and equipment.</p> <p>Will food need to be washed prior to use?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p>What will you wash the food in?</p> <p><input type="checkbox"/> In a designated food preparation sink, separate from the washing up sinks;</p> <p><input type="checkbox"/> In the existing washing up sinks, which will be thoroughly cleaned and sanitised between uses (<b>Note:</b> a food preparation sink should be installed if you are frequently washing food)</p> <p><input type="checkbox"/> Other (describe) _____</p> <p>_____</p>
<b>Hand washing facilities</b>	<p>Hand washing facilities must be clearly designated for the sole purpose of washing hands, arms and face. Please ensure the hand washing facilities meet the following criteria.</p> <p><input type="checkbox"/> Designated hand washing facilities, which is easily accessible by food handlers;</p> <p><input type="checkbox"/> Warm <b>running potable</b> water from a single spout with liquid soap &amp; single use paper towels; and</p> <p><input type="checkbox"/> Permanent fixture which is of a size that allows easy and effective hand washing.</p>



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## Waste disposal

Sewerage and waste water must be disposed of appropriately.

How will you dispose of your waste water? Select all that apply

- Cleaners sink
- Floor drainage
- To Council's sewer system
- Grease trap
- Other (describe) \_\_\_\_\_

Garbage and solid waste must be contained and disposed of appropriately.

How will you store and dispose of your solid waste?

- Rubbish bin with lid
- Other (describe) \_\_\_\_\_

# ATTACHMENT B - CHECKLIST

## APPLICATION FOR COMMERCIAL KITCHEN, MOBILE FOOD VAN AND LICENSABLE NOT-FOR-PROFIT ORGANISATIONS



Attachment B	Checklist to ensure that your application is complete (does not need to be submitted)
<b>Business establishment</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Complete all sections of the application form</li><li><input type="checkbox"/> If the applicant is a company, include a copy of the company extract which lists the directors of the company (a company or business registration certificate cannot be accepted)</li><li><input type="checkbox"/> Obtain planning approval from Council, if required</li><li><input type="checkbox"/> Obtain plumbing approval from Council, if required</li><li><input type="checkbox"/> Obtain a trade waste approval from Council</li><li><input type="checkbox"/> Include clearly drawn and labelled floor plans, if required</li><li><input type="checkbox"/> Complete Attachment A if you are fitting out or changing the structure of the commercial kitchen.</li></ul>
<b>Business operation</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Purchase at least one digital probe thermometer which is:<ul style="list-style-type: none"><li>» readily available at all times</li><li>» accurately measures temperature to +/- 1°C</li></ul></li><li><input type="checkbox"/> Contact Queensland Health for advice on packaging and labelling requirements</li><li><input type="checkbox"/> Purchase a food grade sanitiser</li><li><input type="checkbox"/> Purchase liquid soap and single use paper towels</li><li><input type="checkbox"/> Access to a first aid kit (with coloured, waterproof band aids)</li><li><input type="checkbox"/> Access to fire safety equipment</li></ul>