

Application for a Food Licence

Food Act 2006



Use this form for a food licence for a commercial kitchen, mobile food vehicle or domestic kitchen.

Section 1: Business details

Section 1.1

Trading name

Business trading
address

Suburb

Postcode

Phone number

Section 1.2

☐ Large
establishment

Communal kitchen with multiple food preparation areas and/or large-scale 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*
- ☐ Takeaway food bar
- ☐ Childcare centre*
- ☐ Aged-care facility*
- ☐ 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.*

Section 1.2

- ☐ Small establishment
- Kitchen with minimal food preparation.
- ☐ Domestic kitchen
- ☐ Bed and breakfast
- ☐ Small motel/hotel accommodation
- ☐ Water carrier
- ☐ Eligible non-profit/charitable organisation
- ☐ 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 this section with the details of the legal entity as the licensee.

Section 2.1

Corporation /
Incorporated
association
(if applicable)

Legal entity name

Australian company number

Postal Address

Suburb

Postcode

Contact name

Contact number

Email address

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

Section 2.1

Individual

Name

Postal Address

Suburb

Postcode

Contact number

Email address

Name

Postal Address

Suburb

Postcode

Contact 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

Section 2.1.1

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
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☐ 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 license 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 license 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

☐ Copy of qualifications attached.

Newsletter

☐ No, I do not wish to receive Council's quarterly e-newsletter.

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:

- Emailing enquiries@townsville.qld.gov.au.
- Post addressed to Townsville City Council, PO Box 1268, TOWNSVILLE CITY QLD 4810.
- Dropping into one of SERVE Centres located at:
 - 103 Walker Street, Townsville City; or
 - SERVE Centre, Citylibraries Riverway, 20 Village Boulevard, Thuringowa Central. *Please note payment options at this customer service centre is by 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

- ☐ 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 in Section 2) 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	_____
Name	_____	Date	_____
Signature	_____	Position	_____
Name	_____	Date	_____

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 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.

- 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.
- 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 unobstructed by walls or doors 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.