

Application for a Food Licence

Food Act 2006

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



Section 1 Business Details

Section 1.1

Trading name	<input type="text"/>		
Business trading address	<input type="text"/>		
	Suburb <input type="text"/>	Postcode	<input type="text"/>
Phone number	<input type="text"/>		

Section 1.2

<input type="checkbox"/> Large establishment	<p>Commercial kitchen with multiple food preparation areas and/or large-scale food production.</p> <ul style="list-style-type: none"><input type="checkbox"/> Food manufacturer/packer<input type="checkbox"/> Large hospital/aged-care facility*<input type="checkbox"/> Large hotel/accommodation<input type="checkbox"/> Supermarket<input type="checkbox"/> Onsite catering*<input type="checkbox"/> Other, please describe: <input type="text"/> <p><i>*Hospitals, aged-care facilities, and businesses providing catering services may be required to submit a Food Safety Program with this application.</i></p>
<input type="checkbox"/> Medium establishment	<p>Commercial kitchen with one (1) food preparation area.</p> <ul style="list-style-type: none"><input type="checkbox"/> Retail bakery/pastry cook<input type="checkbox"/> Café/restaurant<input type="checkbox"/> Onsite catering*<input type="checkbox"/> Offsite catering*<input type="checkbox"/> Takeaway food bar<input type="checkbox"/> Childcare centre*<input type="checkbox"/> Aged-care facility*<input type="checkbox"/> Mobile food vehicle (complete section 1.2.1 below)<input type="checkbox"/> Medium-sized hotel/accommodation<input type="checkbox"/> Other, please describe: <input type="text"/> <p><i>*Childcare centres, aged-care facilities, and businesses providing catering services may be required to submit a Food Safety Program with this application.</i></p>
<input type="checkbox"/> Small establishment	<p>Kitchen with minimal food preparation.</p> <ul style="list-style-type: none"><input type="checkbox"/> Bed and breakfast<input type="checkbox"/> Small motel/hotel accommodation<input type="checkbox"/> Water carrier<input type="checkbox"/> Eligible non-profit/charitable organisation<input type="checkbox"/> Mobile food vehicle such as a smoko van with minimal food preparation (complete section 1.2.1 below)<input type="checkbox"/> Other, please describe: <input type="text"/>

Section 1 Business Details

Section 1.2.1

Mobile food vehicle details (if applicable)	Registration Number	_____	Colour	_____
	Make	_____	Model	_____

Section 1.3

Food for sale	_____

	<input type="checkbox"/> 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	_____
	<input type="checkbox"/> Company extract (including a list of directors) is attached	
Individual	Name	_____
	Postal Address	_____
	Suburb	_____ Postcode
	Contact number	_____
	Email address	_____
	Name	_____
	Postal Address	_____
	Suburb	_____ Postcode
Contact number	_____	
Non-profit / Charitable organisation status (if applicable)	I/we declare that the applicant is a community organisation that: <ul style="list-style-type: none">• is locally managed; and• returns their profits back into the local community. <input type="checkbox"/> Certificate and/or supporting documentation is attached	
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? <input type="checkbox"/> No <input type="checkbox"/> Yes, see details as attached	

Section 3 Applicant details

Choose one of the options listed under this section

Application type	Section 3.1
<input type="checkbox"/> Fixed Food Premises	<input type="checkbox"/> New kitchen or domestic kitchen which has not previously been licensed. This application type requires the following: <input type="checkbox"/> Attachment A completed and proposed floor plans attached. <input type="checkbox"/> Relevant planning approval. <input type="checkbox"/> Building approvals/certifications. <input type="checkbox"/> Trade waste application has been submitted to Council's Asset and Hydraulics Unit (if required).
	<input type="checkbox"/> Taking over a licensed food business and changing the layout and/or business type. This application type requires the following: <input type="checkbox"/> Attachment A completed and proposed floor plans attached. <input type="checkbox"/> Relevant planning approval. <input type="checkbox"/> Building approvals/certifications. <input type="checkbox"/> 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 _____
	<input type="checkbox"/> 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
<input type="checkbox"/> Mobile Food Vehicle	<input type="checkbox"/> New mobile food vehicle which has not previously been licensed. <input type="checkbox"/> Taking over a mobile food vehicle which was previously licensed outside of Queensland. This application type requires the following: <input type="checkbox"/> Attachment A completed and proposed floor plans attached
	<input type="checkbox"/> Taking over a licensed mobile food vehicle and changing the layout and/or business type. This application type requires the following: <input type="checkbox"/> Attachment A completed and proposed floor plans attached. 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 _____
	<input type="checkbox"/> 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 _____

Section 3.2	
Food safety supervisor <i>The qualifications of the nominated Food Safety Supervisor must remain current and renewed every five (5) years.</i>	<input type="checkbox"/> I will nominate a food safety supervisor within thirty (30) days of receiving my food licence. <input type="checkbox"/> The details of the nominated food safety supervisor are listed below: Name _____ Contact number _____ Email address _____ <input type="checkbox"/> Copy of qualifications attached.
Newsletter	<input type="checkbox"/> 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.

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 Council's Customer Service Centres located at:
- 103 Walker Street, Townsville City; or
- Customer Service Point, CityLibraries Riverway, 20 Village Boulevard, Thuringowa Central. Please note payment options at this customer service centre is by card only.

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 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 commination 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.