

# 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 \_\_\_\_\_

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

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Phone number \_\_\_\_\_

### Section 1.2

Large establishment Commercial 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.*

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 vehicle such as a smoko van with minimal food preparation (*complete section 1.2.1 below*)
- Other, please describe: \_\_\_\_\_

## Section 1 Business Details

### Section 1.2.1

Mobile food vehicle details <i>(if applicable)</i>	Registration Number _____	Colour _____
	Make _____	Model _____

### Section 1.3

Food for sale	_____ _____ _____ _____ _____ _____ <input type="checkbox"/> A copy of the menu is attached.
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## Section 2 Applicant details

Complete this section with the details of the legal entity as the licensee.

### Section 2.1

Corporation / Incorporated association <i>(if applicable)</i>	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 <i>(if applicable)</i>	I/we declare that the applicant is a community organisation that: <ul style="list-style-type: none"> <li>• is locally managed; and</li> <li>• returns their profits back into the local community.</li> </ul> <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). <b>Previous licensee details</b> 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. <b>Previous licensee details</b> 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. <b>Previous licensee details</b> 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. <b>Previous licensee details</b> 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"/> _____

**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.

### 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.
- Please contact me on the phone number provided in Section 2 for payment of the applicable fee. Please note that Visa or MasterCard payments are subject to a 0.5% payment processing 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 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.