

Goondiwindi Regional Council

LMB 7,
Inglewood QLD 4387

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Food Act 2006

Food Business Licence Application

Contact Council if you have any specific enquiries regarding fees or how to complete this form. Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

Application is for

Application Fee \$ _____ Restoration Fee \$ _____
 Renewal Fee \$ _____
 Amendment Fee \$ _____

Applicant/s details

If applicant is a company,
insert company name and
ACN / ARBN

Company name _____ ACN / ARBN _____

Title Mr Mrs Ms Miss Other (specify)

Family name _____

Given names _____

Position _____

I declare the information provided in this application to be true and correct.

Signature _____ Date / /

Title Mr Mrs Ms Miss Other (specify)

Family name _____

Given names _____

Position _____

I declare the information provided in this application to be true and correct.

Signature _____ Date / /

Current Food Business
Licence No.

Licence no. _____ Expiry date _____

Select as applicable.

Contact details

Business Private

Contact person _____

Postal address _____

Locality / Suburb _____ State Postcode

Contact ph. Mobile

Contact fax Email _____

Office Use Only

Entered by _____

Application no. _____

Business details

Business name must be registered with the Office of Fair Trading.

Business name BN

If a vehicle or stall – advise exact location??

Street address

Locality / Suburb State Postcode

Enter postal address if different from street address.

Postal address

Locality / Suburb State Postcode

Contact person

Contact ph. Mobile

Contact fax Email _____

Real property description – refer to Rates Notice.

Lot no. Reg. plan no. Parish

Description of food business: (eg. café, restaurant, cannery, etc)

Does your business involve any off-site catering? Yes No

Trading Hours

Vehicle details

Do you deliver food in a vehicle? Yes No
 Do you handle or prepare food in the vehicle? Yes No
 If yes, how many vehicles do you use? 1 - 5 6 - 10 11+

Vehicle details

If there are additional vehicles, please attach additional vehicle information to this form.

| | |
|------|---------|
| Type | Reg no. |
| Type | Reg no. |
| Type | Reg no. |
| Type | Reg no. |
| Type | Reg no. |

Current approval details

Please insert your approval number for each approval type issued by Local Government.

| Approval Type | Approval No. | Office Use Only |
|--------------------------------|--------------|-----------------|
| Building approval | | |
| Plumbing and drainage approval | | |
| Development approval | | |
| Trade waste approval | | |
| Other – please specify | | |

Suitability of person to hold a licence

Skills & knowledge of applicants to sell safe and suitable food:

Have any of the applicants been convicted for a breach of any food legislation? *If the applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included.*

No Yes If Yes, please attach details

Have any of the applicants previously held a licence under the *Food Act 2006*, the *Food Act 1981* or a corresponding law that was suspended or cancelled? *If the applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included.*

No Yes If Yes, please attach details

Have any of the applicants been refused a licence under the *Food Act 2006*, the *Food Act 1981* or a corresponding law? *If the applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included.*

No Yes If Yes, please attach details

Nomination of food safety supervisor

Note: If you do not know the details of your food safety supervisor(s) at this time, do not complete this section. This will not affect the decision made on your application. However, you are required to provide the local government details of your food safety supervisor(s) within thirty (30) days of receiving your licence.

Food safety supervisor details

Name

Address

Business hours contact no

Complete only if applying
for an amendment

Amendments

Provide details of proposed amendments

Attachments

Please attach.

NOTE: Applications for Renewal of Licence do not require attachments to be resubmitted.

1. Two (2) copies of a Site Plan, drawn to scale not less than 1:100, showing the food premises location, waste storage, car parking, staff and public toilet facilities and adjacent land uses.
2. Two (2) copies of a Floor Plan, drawn to scale not less than 1:50, showing details of the layout of all equipment, fixtures and fittings in a bird's eye view (looking down on the premises).
Sink details should be provided, including the type of sink (single bowl, double bowl, triple bowl, wash hand basin, or cleaner's sink), and the dimensions (or the size and depth of the sink). The floor plan should also indicate the type of materials and finishes used on equipment, fixtures, fittings, floors, walls and ceiling (such as stainless steel or laminated work benches, walls and ceilings finished in a high gloss paint and ceramic tiled floor with epoxy grouting).
3. Two (2) copies of a Sectional Elevation, drawn to scale not less than 1:50, showing a side-on view of the walls of the premises and should indicate the height of structures, benches, equipment and fixtures, including fixtures, fittings and equipment within cool rooms / freezer rooms (if applicable).-
4. Two (2) copies of a Hydraulic plan (plumbing and drainage plan), drawn to scale not less than 1:50, showing the location of water and sewage pipes and connection types, tundishes and grease traps
5. Two (2) copies of a Mechanical Exhaust Ventilation Plan, drawn to scale of not less than 1:50, if mechanical exhaust systems are to be installed.
6. Two (2) copies of a Transport Vehicle Plan, drawn to scale of not less than 1:50, showing details of the layout of all the equipment, fixtures and fittings and the types of materials used.
7. Full explanation of selected box/es in the Suitability of person to hold a licence section (if applicable).

Please note: This application and fee MUST be lodged with your Council.

Office use only

| | |
|--------------------|-------------|
| Fee | Date / / |
| Scheduled category | File no. |
| Receipt no. | Access no. |
| Registration no. | Licence no. |