

APPLICATION FOR A FOOD BUSINESS LICENCE

Food Act 2006

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.

Fees and charges are available on Council website at www.banana.qld.gov.au or by contacting our Customer Service on (07) 4992 9500.

Conditions may be imposed on the licence as considered appropriate by Council

<input type="checkbox"/> New – Minor Premises	Application Fee + Annual Licence Fee
<input type="checkbox"/> New – Standard Premises	Application Fee + Annual Licence Fee
<input type="checkbox"/> New – Multiple Preparation Areas	Application Fee + Annual Licence Fee
<input type="checkbox"/> New – Mobile Vehicle	Application Fee + Annual Licence Fee
<input type="checkbox"/> New – Water Carrier	Application Fee + Annual Licence Fee
<input type="checkbox"/> New – Home-Based Business	Application Fee + Annual Licence Fee
<input type="checkbox"/> Structural amendments	Application Fee only

Minor – selling only cut fruit or vegetables, unpackaged pies, sausage rolls etc
Multiple – eg deli and vege prep, bakery and café
Mobile – not including delivery vehicle associated with licensed premises
Amendment – making alterations to an existing premises

LICENCEE / APPLICANT DETAILS

If applicant is a corporation, insert corporation name and ACN.

If applicant is an individual/s insert details here

To be completed for all applications.

APPLICANT 1

Corporation name: _____ ACN: _____

Name: _____ Position: _____

OR

Mr Mrs Ms Miss Other (specify)

Family name _____

Given names _____

APPLICANT 2

Mr Mrs Ms Miss Other (specify)

Family name _____

Given names _____

Postal address for delivery of correspondence associated with this licence.

Postal address _____

Locality / Suburb _____ State _____ Postcode _____

Phone Number _____ Mobile Number _____

Fax Number _____ Email _____

BUSINESS / TRADING DETAILS

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

Real Property Description – refer to Rates Notice.

Off-site catering – means serving potentially hazardous food at a place other than the licensee's principal place of business.

Trading name _____ ABN

Lot no. _____ Reg. plan no. _____ Parish _____

Street address of business _____

Phone Number _____ Mobile Number _____

Fax Number _____ Email _____

Description of food business (e.g. café, restaurant, cannery, etc) _____

Does your business involve any off-site catering Yes No

CONTACT DETAILS Select as applicable. To be completed for all applications. Postal address to be completed if different to postal address provided on Page 1.	<input type="checkbox"/> Business <input type="checkbox"/> Private		
	Contact person		
	Postal address		
	Locality / Suburb	State	Postcode
	Phone Number	Mobile Number	
	Fax Number	Email	
VEHICLE DETAILS	Do you deliver food in a vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Do you handle or prepare food in the vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If yes, how many vehicles do you use? <input type="checkbox"/> 1 - 4 <input type="checkbox"/> 5+		
	Type	Reg no.	
	Type	Reg no.	
	Type	Reg no.	
	Type	Reg no.	
CURRENT APPROVAL DETAILS The establishment of a new business may require a number of other approvals from various Council Departments, prior the approval of this permit.	<i>Please insert your approval number for each approval type issued by Local Government.</i>		
	Approval Type	Approval No.	Office Use Only
	Building approval		
	Plumbing and Drainage		
	Development approval		
	Trade Waste approval		
Other – please specify			
SUITABILITY OF PERSON TO HOLD A LICENCE Provide details of any qualifications or experience relevant to the applicant.	Skills & knowledge of applicants to sell safe and suitable food:		
	Have any of the applicants been convicted for a breach of any food legislation? <i>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.</i> <input type="checkbox"/> No <input type="checkbox"/> Yes (If Yes, please attach details)		
	Have any of the applicants previously held a licence under the <i>Food Act 2006</i> , the <i>Food Act 1981</i> or a corresponding law that was suspended or cancelled? <i>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.</i> <input type="checkbox"/> No <input type="checkbox"/> Yes (If Yes, please attach details)		
Have any of the applicants been refused a licence under the <i>Food Act 2006</i> , the <i>Food Act 1981</i> or a corresponding law? <i>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.</i> <input type="checkbox"/> No <input type="checkbox"/> Yes (If Yes, please attach details)			
NOMINATION OF FOOD SAFETY SUPERVISOR You may nominate more than one Food Safety Supervisor.	The Food Safety Supervisor must be reasonably available to be contacted by the Local Government and by persons who handle food at the food business, while the business is being carried on.		
	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) and copies of their certificates within thirty (30) days of receiving your licence.		
	Food Safety Supervisor details		
	Name		
	Address		
Business hours contact no			

<p>ATTACHMENTS Please attach relevant plans when -</p> <ul style="list-style-type: none"> applying for a new licence altering an existing premises changing the location of the food premises adding a food vehicle to the license. 	<p>For all applications – (required)</p> <p><input type="checkbox"/> Full explanation of selected box/es in the Suitability of person to hold a licence section (if applicable).</p> <p><input type="checkbox"/> Completed Credit Application Form (CCS-RE-02)</p> <p>For fixed premises -</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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 bow, double bowl, triple bowl, was 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 finished used on equipment, fixtures, fittings, floors, walls and ceilings (such as stainless steel or laminated work benches, walls and ceilings finished in a high gloss paint and ceramic tiled floor with epoxy grouting).</p> <p><input type="checkbox"/> Two (2) copies of 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, including fixtures, fittings and equipment within cool rooms / freezer rooms (if applicable).</p> <p><input type="checkbox"/> Two (2) copies of Hydraulic plan (plumbing and drainage plan), drawn to scale of not less than 1:50, showing the location of water and sewerage pipes and connection types, tundishes and grease traps.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> For alterations to an existing premise, please also attach an explanation of the nature of the alterations.</p> <p>For mobile premises (excluding domestic water carriers) -</p> <p><input type="checkbox"/> Two (2) copies of a Transport Vehicle Plan, drawn to scale of not less than 1:50, showing details of the layout (plan and elevation where relevant) of all the equipment, fixtures and fittings and the types of materials used.</p> <p>For domestic water carriers -</p> <p><input type="checkbox"/> Details of the material the tank is constructed from including – a. Details of the interior surface of the tank; or b. The type and manufacturer of any synthetic liner used in the tank.</p> <p><input type="checkbox"/> Details on the water piping type and that they are suitable for the purpose.</p> <p><input type="checkbox"/> The source and location from which the water will be obtained and to where it will be supplied.</p> <p><input type="checkbox"/> A recognized plumber with qualifications in Backflow Endorsement Certificate must provide certification under AS3500.1-2003 that the tank/s and fittings have complying backflow prevention equipment.</p>								
	<p>DECLARATION</p> <p><i>I declare the information provided in this application to be true and correct.</i></p> <p>Signature _____ Date _____ / _____ / _____</p>								
	<p>APPLICANT ONE</p> <p><i>I declare the information provided in this application to be true and correct.</i></p> <p>Signature _____ Date _____ / _____ / _____</p> <p>APPLICANT TWO</p> <p>Signature _____ Date _____ / _____ / _____</p> <p style="text-align: center;">Please note: This application form must be completed and signed and lodged with Council along with the prescribed fee</p>								
<p>OFFICE USE ONLY</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Date Received:</td> <td style="width: 50%;">Application Checked: YES NO</td> </tr> <tr> <td>Fee (\$):</td> <td>Taken By:</td> </tr> <tr> <td>Receipt No:</td> <td>Other:</td> </tr> <tr> <td colspan="2">Subject: FID2666</td> </tr> </table>	Date Received:	Application Checked: YES NO	Fee (\$):	Taken By:	Receipt No:	Other:	Subject: FID2666	
Date Received:	Application Checked: YES NO								
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<p>Banana Shire Council is collecting your personal information to process your application. The information will not be disclosed to any other person or agency external to council without your consent, unless required by or authorised by law. Personal information will be handled in accordance with the <i>Information Privacy Act 2009</i></p>									



IMPROVE YOUR BUSINESS

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