

APPLICATION FOR FOOD BUSINESS LICENCE TEMPORARY FOOD LICENCE



A temporary food stall is defined as a premises other than a fixed food premises or mobile food premises.

- A **Temporary Food Business Licence** is a Licence granted to an operator who wishes to attend a 'one-off' event only.
- An **Annual Temporary Food Business Licence** is a Licence that allows the licensee to operate at any designated tourism or market event within the Maranoa Region only, upon approval from the event organiser. Set-up of the premises must remain the same throughout all events attended.
- The applicant is the person responsible for the stall.

SECTION 1 - APPLICATION TYPE

One off Event	Name of Event
	Location/Address of Event
	Date(s)/ Approximate Dates of Event
	Operating Times:
Temporary Annual Licence	

SECTION 2 - APPLICANT (LICENSEE) DETAILS

The applicant is the owner of the business. Trust funds are not acceptable (refer to S53 of the Food Act 2006)

Applicant Name:		
Business Name:		
ABN/ACN:		
Phone:	Mobile:	
Registered Business Address:		
Suburb:	State:	Postcode:
Postal Address (Address for Licenses):		
Suburb:	State:	Postcode:
Business Email (Food Recalls and Direct Contact):		
Licensing Email (Renewals and Licence Fees):		

SECTION 3 – SUPPORTING FOOD STALL DETAILS

Is ALL food being prepared within the stall?

YES

NO If no, provide details of licensed premises where food will be prepared. If the food is prepared at a licensed premises outside of the Maranoa Regional Council, please provide a copy of the current food business licence certificate/s for this premises.

List ALL foods that will be used/sold

Fish / Seafood products		Milk / Ice cream / Yoghurt /		Meat Pies Chilled	
Chilled / Frozen foods		Cheese Fruit / Vegetables		Raw meats	
Bakery products		Ice		Hamburgers / Sausages	
Sandwiches		Confectionery		Cooked meats	
Rice / Pasta		Eggs			

Part A: Food Staff Design, Fit-out and Layout

Provide a general description of the Stall design and set-up: (e.g. gazebo with trailer, marquee):
(please tick)

Floor	Concrete	Plastic	Tarpaulin	Other (provide details)
Ceiling	Tarpaulin	Marquee	Other (provide details)	
Walls	Tarpaulin	Tent	Other (provide details)	

Description of Hand Washing Facilities to be provided on-site (soap type, drying method etc.):

Description of Equipment Cleaning and Sanitising Facilities to be provided on-site:

Description of Storage Facilities for Clean and Dirty Equipment:

Method of Storage of Waste (stall rubbish and outside for customer rubbish):

Method of Disposal of Waste:

Temperature Control	Digital Probe Thermometer	Infrared	Other
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Part B: Vehicle Details

This Section is only required to be completed where a vehicle or trailer is used as part of the temporary food stall premises (i.e. for the storage and preparation of food)

Vehicle Make	
Vehicle Model	
Registration Number	

Section 4: FOOD TRANSPORTATION, STORAGE, PREPARATION AND DISPLAY

Describe the measures taken to ensure food being transported and/or delivered on-site at the event is safe and suitable for human consumption:

Describe the measures taken to ensure food is stored in a safe and suitable manner for the duration of the event (e.g. Cold food Storage covered, stored in cooler boxes with ice, refrigerator or/and Hot Food Storage: Insulated boxes, bain maries etc

Cold Food Storage	Esky with ice	Refrigerator
	Other (provide details)	

Hot Food Storage	Insulated Boxes	Bain Marie
	Other (provide details)	

Describe the measures taken to prevent cross-contamination of food products:

Types of Utensils Use on Site

Utensils	Single Use	Packaged	Not Applicable
	Other (provide details)		

SECTION 4 - FOOD SAFETY SUPERVISOR

Food Safety Supervisor Name:

Contact Address:

Business Hours Contact Number:

Certification:	Copy of certification provided
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You must nominate a Food Safety Supervisor and provide a copy of the Certificate of Attainment within thirty (14) days of receiving your licence.

SECTION 5 - APPLICANT SUITABILITY

Have any of the applicants been convicted for an offence under the *Food Act 2006* or *Food Act 1981*, corresponding law in other States and Territories?

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 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 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 incorporated association, an executive officer of a corporation or member of the association's management committee is included.

No

Yes Please attach details

SECTION 6 – Checklists

	Floor Plan – Drawn to a scale of 1:100, showing the layout of the food premises, including all fittings, equipment, washing facilities, hot and cold storage units, display cases etc.
	Stall Checklist – Complete the attached checklist addressing food handling and structural requirements.
	Proposed Menu - Please provide a copy of the proposed menu.

SECTION 7 - DECLARATION AND SIGNATURE

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.

I/We declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.

I/We am aware that it is an offence to knowingly provide false or misleading information. I am also aware that it is an offence to commence operating a food business without an approval for a food business licence

I/we understand that should any information not be completed or attached, or relevant fees not received with application, this application may be considered not properly made, and returned without assessment.

Name:

Signature:

Date:

LODGE APPLICATION TO:

Email:	council@maranoa.qld.gov.au
Over the counter:	See website for office locations, https://www.maranoa.qld.gov.au/contact-us
Post:	Maranoa Regional Council, PO Box 620 Roma QLD 4455

OFFICE USE ONLY

Date Received:	Fee:	Receipt Number:
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Privacy Statement

Maranoa Regional Council is collecting your personal information in accordance with the Local Government Act 2009 in order to assess your request. The information will only be used by authorised officers for the purpose of assessing your request. Your information will not be given to any other person or agency unless you have given us permission or we are required or allowed to by law.

Please complete this checklist - it is an essential part of your application

Food Handling

- Tongs, other suitable implements provided ☐
- Food utensils stored in enclosed containers ☐
- Cooked/uncooked food stored separately ☐
- Food/utensils stored separately ☐
- Single service disposable eating/drinking utensils ☐
- Probe thermometer provided ☐

Food Handlers

- Clean clothing /aprons used ☐
- Free of infection or illness ☐
- * Wash hands before handling food and between different activities (e.g. handling money / serving food); and where in use, wash and dry hands before changing gloves for each separate activity

Licence certificate displayed ☐

Temperature control for potentially hazardous food (60°C or greater for hot food) ☐

Food storage

- Food kept above ground ☐
- Smooth, impervious, easily cleanable construction ☐
- Protected from contamination ☐

Benches, tables

- Smooth, impervious, easily cleanable ☐

Waste Disposal

- Refuse bin with lid and liner supplied ☐
- **Adequate waste oil/fat collection ☐

****Waste oil/fats cannot be disposed to sewer—must be removed off site and disposed to an approved disposal facility**

Enclosed stall (roof, 3 sides) unless otherwise approved (i.e. gas safety) ☐

Cooking Equipment

- Located to protect food from contamination and ensure public safety. ☐

Dry Chemical Fire Extinguisher; and/or Fire Blanket ☐

Temperature control for potentially hazardous food (5°C or less for cold food). Note: Adequate ice or ice bricks are required to maintain temperature control throughout the duration of the event. ☐

Floor provided Easy to clean, impervious (must be provided on unsealed ground) ☐

Hand Washing Facilities

- Must be set-up prior to any food handling** ☐
- Maintain 20L clean potable running water; ☐
- Soap and single use paper towel; and ☐
- *Adequate waste water collection ☐

Dish Washing Facilities (if performed on site)

- Maintain 20L clean potable water ☐
- 1 receptacle with detergent ☐
- 1 receptacle with sanitiser ☐
- *Adequate waste water collection ☐

***Disposal of wastewater to stormwater is strictly prohibited**

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