

SECTION 1 - APPLICATION TYPE

☐ High Risk Food Business Licence

High Risk Premises may require an accredited Food Safety Program, such as Child Care Centre, Aged care facilities, Off-Site Caterer and On-Site Caterer.

☐ Fixed Food Business Licence

☐ Mobile Food Business - Includes Workers Accommodation Camp Kitchens

☐ Potable Water Carrier

SECTION 2 - APPLICANT (LICENSEE) DETAILS

This person/company will be the licence holder and responsible for compliance with the Food Act 2006.

Applicant/Licensee Name:

Business Trading Name:

ABN/ACN:

Contact Name:

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 - PRIMARY ACTIVITY

Select all activities that apply:

- | | | | |
|---|--|---|--|
| ☐ Bed and Breakfast or Motel | ☐ Café or Restaurant | ☐ Homebased business | ☐ Takeaway Food Bar |
| ☐ Child Care Centre* | ☐ Aged Care Facility* | ☐ Off Site Caterer* | ☐ On Site Caterer* |
| ☐ Mobile Food Vehicle | ☐ Mobile Food Trailer | ☐ Mobile Gas Camp* | ☐ Convenience Store |
| ☐ Jams and Preserves | ☐ Cakes/biscuits/slices | ☐ Fruit and Vegetables (Cutting and Display) | |
| ☐ Potable Water Carrier | | | |

Additional Activities
☐ On Site Catering: Number of functions per year over 200 people: _____

**May be required to hold an accredited Food Safety Program*

Nature of the food (Hot-box, burgers, salads, quiche, cakes etc)**Hours of Operation**

Please select days and provide operational hours.

☐ Monday:

☐ Tuesday:

☐ Wednesday:

☐ Thursday:

☐ Friday:

☐ Saturday:

☐ Sunday:

☐ N/A

SECTION 4 - PREMISES DETAILS (FOR FIXED, DOMESTIC OR CAMP KITCHEN PREMISES)

Property Name:	Lot on Plan:
GPS Coordinates (<i>Camp Kitchens</i>):	
Street Address:	
Suburb:	Postcode:
Site Contact:	Contact Number:

SECTION 5 - PREMISES DETAILS (FOR MOBILE VEHICLE & WATER CARRIERS)

Vehicle Registration:	Make:	Model:
Local Inspection Address:		
Site Contact:	Contact Number:	
Water Carrier Vehicle Type: (e.g. tanker trailer, tanker truck):		
Water Carrier Capacity of tank: (Litres)		
Location of filling points I e Council Fill Stations or private water bores		

SECTION 6 - FOOD SAFETY SUPERVISOR

Food Safety Supervisor Name:
Contact Address:
Business Hours Contact Number:
Certification: ☐ Copy of certification provided

You must nominate a Food Safety Supervisor and provide a copy of the Certificate of Attainment within thirty (30) days of receiving your licence.

SECTION 7 - 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 8 – PLAN ASSESSMENT FOR FOOD BUSINESS (EXCLUDING POTABLE WATER CARRIERS)

For detailed information on the requirements relating to the design, installation and fit out of food premises refer to the [fit-out guide](#). Where appropriate, photographs can be submitted to assist with plan assessment.

☐	Two (2) copy of a Site Plan, drawn to scale not less than 1:100, showing the food premises location, waste storage area, car parking, staff and public toilet facilities, and adjacent land uses.
☐	Two (2) copy of a Floor Plan, drawn to scale not less than 1:50, showing details of the layout of all equipment, fixtures and fittings. Plans or supporting documentation must include: • Floor, wall and ceiling surface finishes, including colours • Bench surface finishes, including colours • Sinks, include location, dimension, tap-ware and proposed use (e.g. hand wash basin, food preparation sink, wash up sink/s) • Location of floor waste and or cleaners sink • Light Fitting Design and installation • Location of grease trap
☐	Two (2) copy of Sectional Elevations of the fit out of the premise, drawn to a scale of not less than 1:50, showing a side-on view of the internal walls of the premises, indicating heights of equipment, fixtures and fittings. <i>Note: Photographs may be acceptable for existing premises</i>
☐	Two (2) copy of plans of the Mechanical Exhaust Ventilation system, drawn to a scale of not less than 1:50, showing the construction of the canopy and all ducting, including access points to ducting.
☐	Certification by a suitably qualified person, which states that any mechanical ventilation is/has, been designed, constructed, installed, certified and is operating in compliance with: • AS/NZS 1668.1:1998 The use of ventilation and air-conditioning in buildings - Fire and smoke control in multi-compartment buildings, and • AS/NZS 1668.2:2012 The use of ventilation and air-conditioning in buildings - mechanical ventilation in buildings.
☐	Copy of statement of attainment from a Register Training Organisation, showing the nominated Food Safety Supervisor has completed the competencies required by Queensland Health.

SECTION 9– PLAN ASSESSMENT FOR POTABLE WATER CARRIERS

For detailed information on the requirements relating to the design, installation and construction of a water carrier refer to the [Water carrier - A guide for local government on general food safety and hygiene requirements September 2015](#) Where appropriate, photographs can be submitted to assist with plan assessment.

☐	One (1) copy of Potable water carrier vehicle plan - showing details of the layout of all the equipment, fixtures and fittings and the types of materials used. (e.g Photos of the truck – both sides, front and back and the equipment attached)
☐	Water Management Plan regarding the cleaning, sanitising and inspection procedures and applied frequencies (provide a brief description of all cleaning, sanitising and inspection procedures to be implemented to ensure the delivery of safe drinking water) Managing private drinking water supplies in commercial and community premises
☐	Tank construction material – attach copy of an appropriate document/certificate from the manufacturer stating that the material is suitable and safe for contact with potable water in accordance with the relevant Australian Standards.
☐	Delivery hoses – attach a copy of appropriate document from manufactures stating the hoses complies with relevant Australian Standards.
☐	Backflow prevention device certification Form 9 - Registration and report on inspection and testing of backflow prevention devices, registered air gaps and registered break tank
☐	Copy of a logbook template recording system/format used for water delivery and disposal.
☐	Copy of the NATA laboratory results for the water tank – water tested from a sample from the water tank, with Australian Drinking Water Guidelines compliance statement.
☐	Copy of statement of attainment from a Register Training Organisation, showing the nominated Food Safety Supervisor has completed the competencies required by Queensland Health.

SECTION 10 - 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:

SECTION 11 - RELEVANT APPROVALS

Note: Obtaining a Food Licence under the Food Act 2006 does not constitute approval for other legislations applicable to your business.

Relevant Approval numbers

Planning	If your proposal involves a change of the use of the site, you may require Development Approval under the <i>Planning Act 2016</i> . Visit Town Planning – Maranoa Regional Council for further information or Contact Council's Planning Department.	
Trade Waste	A Fixed Premises may require Trade Waste Approval. Visit Trade Waste – Maranoa Regional Council for further information and Contact Council's Trade Waste Department.	
Building and Plumbing	If your proposal involves construction or alteration of buildings, you may require Building and/or Plumbing Approval. Visit Building and Plumbing – Maranoa Regional Council for further information or Contact Council's Building and Plumbing Department.	
Local Laws Outdoor Dining	Approval is required to use Council's Footpath for Outdoor Dining Visit Permits and Licenses – Maranoa Regional Council to download an application form or Contact Council's Environmental Health Department.	

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.