

Food Business Licence Process Roadmap for Fixed and Mobile Food Businesses

Use this map to navigate the **2 stage approval process** for obtaining your food business licence. For more comprehensive information visit www.brisbane.qld.gov.au/foodbusiness or call **133 BNE (133 263)**.

Stage 1 Food Business Design Application

Prepare

Step 1.
Complete the **Food Business Design Application form**.

Step 2.

Prepare your plans. You will need to supply:

- site plan
- floor plan
- sectional elevations
- mechanical exhaust ventilation plan (if required).

Apply

Step 3.

Submit your application to Council. Forms, plans and the relevant fee can be submitted:

- online at www.brisbane.qld.gov.au/foodbusiness
- in person at any Brisbane City Council Regional Business Centre
- by mail to GPO Box 1434 Brisbane Qld 4001.

Assess

Step 4.

An Environmental Health Officer will **conduct an initial review** to confirm your application is properly made.

Step 5.

Provide more information if requested. You will receive notice by email detailing the requirements.

Step 6.

Properly made applications are assessed for compliance with the *Food Safety Standards*.

Approve

Step 7.

Council will send you correspondence to advise if your **design is approved or refused**.

Step 8.

After your **design is approved, begin construction** in accordance with the approved plans and conditions of approval.



If you are **taking over an existing food business** and are not making changes to the fit-out of the premises or vehicle you do not need to submit a design application. Go to Stage 2 Food Business Licence Application.



Limit application delays by supplying Council with requested information quickly. The assessment timeframe will recommence when Council receives all the information needed.



You may need **other approvals and licences** to operate your food business e.g. plumbing, building, development approval, trade waste. Learn more at www.brisbane.qld.gov.au/foodbusiness



Lodge your Food Business Licence Application **no more than 30 days before the desired start date of operation**.

Apply

Step 11.

Submit your application to Council. Forms, supporting information and the relevant fee can be submitted:

- online at www.brisbane.qld.gov.au/foodbusiness
- in person at any Brisbane City Council Regional Business Centre
- mail to GPO Box 1434 Brisbane Qld 4001.

Prepare

Step 9.

Complete the **Food Business Licence Application form**.

Step 10.

Determine if you require a Food Safety Program. Learn more at www.brisbane.qld.gov.au/foodbusiness

Stage 2 Food Business Licence Application

Assess

Step 12.

An Environmental Health Officer will **conduct an initial review** to confirm your application is properly made.



Email acknowledgement confirming receipt of your application will be sent within five business days.

Properly made applications are assessed within 20 business days.

Step 13.

Provide more information if requested. You will receive notice by email detailing the requirements.

Step 14.

Properly made applications are assessed for compliance with the *Food Act 2006*.

Inspect and Approve

Step 15.

Arrange your final inspection. Call Council one week prior to finishing construction to book a mutually suitable date and time.

Step 16.

On-site final inspection and Eat Safe Brisbane audit of your food business. Verbal approval will be given on-site and your licence posted in the mail.

Step 17.

If approved, you can **commence operation of your food business**. Congratulations!

Renew and Audit

Step 18.

Renew your Food Business Licence. Council will send you an annual renewal invoice. Pay on time to make sure you can continue to operate.

Step 19.

Be ready for inspections. Council will conduct food safety audits based on your Eat Safe Brisbane star rating.



Limit application delays by supplying Council with requested information quickly. The assessment timeframe will recommence when Council receives all the information needed.



Use the relevant **Food Business Final Inspection Checklist** available at www.brisbane.qld.gov.au/foodbusiness to determine if you are ready for your final inspection.

Remember to advise Council of **changes to your contact details** to ensure you continue to receive your renewals and licence certificates.

