

20 Which of the following categories of Food Businesses apply to this application?

Additional information about the categories is available in the Food Business Licence Guide.

For example: a food business might include several sections, a supermarket may have a delicatessen, bakery and fruit and vegetable section or a café might also do off site catering.

For each area/activity (except mobile food vehicles or off site caterers), you are required to list the floor area in square metres. The total floor areas for any food preparation and storage includes kitchens, sculleries, store rooms, preparation areas, cold stores, pantries, bars and other areas used in the handling and storing of food. Do not include areas used solely for dining or car parking.

Tick ALL that apply

Accommodation Meals	<input type="checkbox"/>	<input type="text"/>	m ²
Bakery/Patisserie	<input type="checkbox"/>	<input type="text"/>	m ²
Beverage Manufacturer/Bottler	<input type="checkbox"/>	<input type="text"/>	m ²
Cafe/Restaurant	<input type="checkbox"/>	<input type="text"/>	m ²
Care Facility Meals	<input type="checkbox"/>	<input type="text"/>	m ²
Caterer off site	<input type="checkbox"/>	10	m ²
Caterer on site	<input type="checkbox"/>	<input type="text"/>	m ²
Child Care Centre Meals	<input type="checkbox"/>	<input type="text"/>	m ²
Delicatessen	<input type="checkbox"/>	<input type="text"/>	m ²
Food Manufacture or Packer	<input type="checkbox"/>	<input type="text"/>	m ²
Food Shop	<input type="checkbox"/>	<input type="text"/>	m ²
Fruit and Vegetable Processing only	<input type="checkbox"/>	<input type="text"/>	m ²
Hospital Meals	<input type="checkbox"/>	<input type="text"/>	m ²
Mobile Food Premises	<input type="checkbox"/>	<input type="text"/>	m ²
Takeaway Food Premises	<input type="checkbox"/>	<input type="text"/>	m ²
Food Vending Machine	<input type="checkbox"/>	<input type="text"/>	m ²

21 Are catering operations a part of the food business?

No **Go to 23**

Yes *Go to next question*

22 Provide details regarding the nature of the catering operation.

NOTE: Attach details of all mobile food vehicles involved in the catering operation.

23 What is the nature of the food business?

For example:

- Washing, preparation, packaging and distribution of ready to eat salads.
- Preparation, cooking to order and table service of Thai style cuisine.
- Home business producing and bottling of jams and chutneys for commercial sale.

24 What is the intended commencement date to start trade or complete alterations?

Date to start trade

Date to complete alterations

 / /

OR

 / /

25 Completion Checklist/Plan Requirements

Plans are required for any new premises where the activity has not been previously approved or where any significant alterations are proposed.

Plans are **not** required for a request for inspection report or an amendment of licence not involving structural alterations.

- Two copies of all plans – maximum A3 in size
- Clearly legible
- Drawn to scale with scale clearly marked, generally 1:100 or 1:200, with elevations and details not more than 1:50
- Site plan showing location of site in relationship to surrounding land uses
- Floor plan showing all equipment, fittings and fixtures with details on materials to be used.
- Sectional elevations of all benches, equipment and fixtures
- Mechanical exhaust ventilation plans
- Technical reports and other information such as brochures or photos can be attached as necessary to accompany the plans

Please refer to Council's publication 'Food Business Licence Application Guide' for detailed information about plan requirements.

Tick ALL that apply

Office Use Only

Correct fee enclosed or paid	<input type="checkbox"/>	<input type="checkbox"/>
Two copies of all plans - max size A3	<input type="checkbox"/>	<input type="checkbox"/>
Floor plan	<input type="checkbox"/>	<input type="checkbox"/>
Site plan (Not required for mobile activity)	<input type="checkbox"/>	<input type="checkbox"/>
Sectional elevations	<input type="checkbox"/>	<input type="checkbox"/>
Development assessment check - suitable use?	<input type="checkbox"/>	<input type="checkbox"/>
Proof of charity status if requesting reduced fee	<input type="checkbox"/>	<input type="checkbox"/>

26 Applicant Declaration and Signature

If you are supplying commercially sensitive or confidential information, please ensure you mark such information clearly.

If the application is made by a corporation or an 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 understand that the information provided in and with this application may be disclosed publicly under the *Freedom of Information Act 1992* and the *Evidence Act 1977*.

I am aware that it is an offence to knowingly provide false or misleading information.

Applicant 1

Name of Individual/Organisation or Agent/Consultant

Name of Signatory *If applicant is an Organisation*

Position *Proprietor, Director, Manager*

Signature

Date

Applicant 2 *If applicable*

Name of Individual/Organisation or Agent/Consultant

Name of Signatory *If applicant is an Organisation*

Position *Proprietor, Director, Manager*

Signature

Date

Application lodgement options

By mail:

Return completed application to:

Brisbane City Council
GPO Box 1434
BRISBANE QLD 4001

In person:

Applications can only be lodged at the Regional Business Centres.

For further information

Please contact Brisbane City Council on (07) **3403 8888** or visit Council's website at **www.brisbane.qld.gov.au**