



Food Business Licence Application

New Licence or Amendment to Licence

Food Act 2006

Read the Food Premises Licensing Guide before submitting your application. Applications that are incomplete will not be accepted.

NOTE: Applications made more than 30 days prior to commencing trade may be refused by Council.

1 What are you applying for?

Tick ONE only

A new food business licence If you require a Food Safety Program your application **will not** be accepted without it.

A licence for an existing food business Existing food business licence number

Amendment to current food business licence

2 Is this application for a mobile food vehicle or food vending machine?

No

Yes Give details. Lodge a separate application for each item.

Mobile food vehicle:

| | |
|---------------------------|-------------------------|
| Registration number | Make, e.g. Ford, Toyota |
| <input type="text"/> | <input type="text"/> |
| Model, e.g. Hiace, Tarago | Colour |
| <input type="text"/> | <input type="text"/> |

Food vending machine (serial number):

3 Have you obtained Prelodgment Advice or submitted a Design Assessment Application?

No

Yes Reference number

4 Is this application for a listed charitable organisation and your activity is of a nature where a reduction or waiver of fee is applicable? A listed organisation is one that is listed in Appendix A of Brisbane City Council's *Schedule of Fees and Charges*.

A non-profit organisation that operates for 12 days or less in a year and does not provide seated meals does not require a licence.

NOTE: Non-profit food manufacturing facilities require a licence.

No

Yes

5 What is the official address where the activity will be carried out?

If you are unsure of the address, please confirm by contacting the landowner or alternatively Council on (07) 3403 8888.

*If you are proposing a Mobile Food Vehicle, you must give us the address where the vehicle is stored, or your residential address. This address **cannot** be a post office box.*

 Postcode

Office Use Only

DART Application number

DART Permit number

6 What is the business trading name?

Previous trading name. *If applicable.*

7 Who is making this application for licence?

NOTE: Only the applicant can apply for a licence, Agents or Consultants must not lodge a licence application on behalf of the applicant. Only the applicant's details should be listed below.

Corporation/Incorporated Association **Go to 11**

Individual(s) **Go to next question**

8 Name(s) of individual(s) making this application.

Individual 1

Mr Mrs Miss Ms Other

Last/Family name

First/Given name(s)

Individual 2

Mr Mrs Miss Ms Other

Last/Family name

First/Given name(s)

9 Postal details of individual(s) making this application.

 Postcode

10 Contact details of individual(s) making this application.

Phone number

Fax number

Mobile number

E-mail address

ABN *If applicable*

11 Is a Corporation/Incorporated Association making this application for licence?

A business name is not a legal entity, and cannot hold a licence.

No **Go to 15**

Yes The Food Act 2006 requires a Corporation or Incorporated Association to provide names of directors or members on a management committee. Please attach a complete list of all directors or members of the management committee.

NOTE: *Your application maybe refused or delayed if this information is not attached.*

12 Name of Corporation/Incorporated Association, e.g. *Queensland Best Pty Ltd or My Company Ltd.*

13 Postal details of Corporation/Incorporated Association.

14 Contact details of Corporation/Incorporated Association.

Business phone number

Business fax number

Business mobile number

E-mail address

ABN *If applicable*

15 What is the **registered** address of the Food Business?

This is the address where you can receive legal documents. This may be the same address as the location of the activity.

*A post office box **cannot** be a registered address.*

16 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 m²
- Bakery/Patisserie m²
- Beverage Manufacturer/Bottler m²
- Cafe/Restaurant m²
- Care Facility Meals m²
- Caterer off site m²
- Caterer on site m²
- Child Care Centre Meals m²
- Delicatessen m²
- Food Manufacture or Packer m²
- Food Shop m²
- Fruit and Vegetable Processing only m²
- Hospital Meals m²
- Mobile Food Premises m²
- Takeaway Food Premises m²
- Food Vending Machine m²

17 Are catering operations a part of the food business?

No **Go to 19**

Yes *Go to next question*

18 Provide details regarding the nature of the catering operation.

NOTE: Attach details (including registration number, food licence number, issuing authority, expiry date, etc.) of all mobile food vehicles involved in the catering operation.

19 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.*

20 What is the intended commencement date to start trade?

/ /

21 Have you ever had a licence refused, suspended or cancelled, or been found guilty of an offence under the Food Act 1981, Food Act 2006 or corresponding law in other States and Territories?

No

Yes *Give details*

22 Checklist

Attach any additional information as required.

| Tick ALL that apply | Office Use Only |
|--|--------------------------|
| Correct fee enclosed or paid <input type="checkbox"/> | <input type="checkbox"/> |
| Proof of charity status if requesting reduced fee <input type="checkbox"/> | <input type="checkbox"/> |
| A complete list of all directors or members of the management committee <input type="checkbox"/> | <input type="checkbox"/> |
| Completed application form for food program (if applicable) <input type="checkbox"/> | <input type="checkbox"/> |
| Completed application form for food safety supervisor (commencing from 1 July 2007, becoming mandatory 1 July 2008) <input type="checkbox"/> | <input type="checkbox"/> |
| Completed Food Safety Program <input type="checkbox"/> | <input type="checkbox"/> |

The Food Act 2006 requires that all licensable food businesses to have a food safety supervisor

For further information concerning both food safety programs and food safety supervisors please contact Council.

23 Applicant declaration and signature(s)

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.

Name of Signatory. *If applicant is an Organisation.*

Position. *Proprietor, Director, Manager.*

Signature

Date

Applicant 2 *If applicable*

Name of Individual/Organisation.

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**