

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*

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:

Trading Name:

ABN/ACN:

Contact Name:

Phone:

Mobile:

Registered Business Address:

Suburb:

State:

Postcode:

Postal Address (*Address for Licences:*)

Suburb:

State:

Postcode:

Business Email (*Food Recalls and Direct Contact:*)

Licensing Email (*Renewals and Licence Fees:*)

SECTION 3 - PREMISES DETAILS (FOR FIXED, DOMESTIC OR CAMP KITCHEN PREMISES)

Property Name:

Lot on Plan:

GPS Coordinates (*Camp Kitchens:*)

Address:

Suburb:

Postcode:

Site Contact:

Contact Number:

SECTION 4 - PREMISES DETAILS (FOR MOBILE VEHICLE/TRAILER)

Registration:

Make:

Model:

Local Inspection Address:

Site Contact:

Contact Number:

SECTION 5 - PRIMARY ACTIVITY

Select all activities that apply:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Bed and Breakfast or Motel | <input type="checkbox"/> Café or Restaurant | <input type="checkbox"/> Homebased business | <input type="checkbox"/> Takeaway Food Bar |
| <input type="checkbox"/> Child Care Centre* | <input type="checkbox"/> Aged Care Facility* | <input type="checkbox"/> Off Site Caterer* | <input type="checkbox"/> On Site Caterer* |
| <input type="checkbox"/> Mobile Food Vehicle | <input type="checkbox"/> Mobile Food Trailer | <input type="checkbox"/> Mobile Gas Camp* | <input type="checkbox"/> Convenience Store |
| <input type="checkbox"/> Jams and Preserves | <input type="checkbox"/> Cakes/biscuits/slices | <input type="checkbox"/> Fruit and Vegetables (Cutting and Display) | |

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.

- | | |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Monday: | <input type="checkbox"/> Friday: |
| <input type="checkbox"/> Tuesday: | <input type="checkbox"/> Saturday: |
| <input type="checkbox"/> Wednesday: | <input type="checkbox"/> Sunday: |
| <input type="checkbox"/> Thursday: | <input type="checkbox"/> N/A |

SECTION 6 - FOOD SAFETY SUPERVISOR

If an applicant does not know the details of the Food Safety Supervisor(s) at the time of application, do not complete this section. This will not affect the decision made on your application. However, you must provide details of your Food Safety Supervisor(s) within 30 days of receiving the licence.

Food Safety Supervisor Name:

Contact Address:

Business Hours Contact Number:

Certification: Copy of certification provided

Note: A food safety supervisor is a person who has advanced food safety skills and knowledge and the responsibility to oversee food safety operations within a food business on a day-to-day basis. Every licensed food business must have a food safety supervisor to add a level of onsite protection for food safety

SECTION 7 - APPLICANT SUITABILITY

Qualifications (*provide copies of certificates*):

Have any of the applicants been convicted for a breach of any food legislation?

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 - ATTACHMENTS CHECKLIST

<input type="checkbox"/>	Two (2) copies 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.
<input type="checkbox"/>	Two (2) copies of a Floor Plan, drawn to scale not less than 1:50, showing details of the layout of all equipment, fixtures and fittings, from a bird's eye-view (see back page for an EXAMPLE FLOOR PLAN). Plans or supporting documentation must include: <ul style="list-style-type: none"> • 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
<input type="checkbox"/>	Two (2) copies 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>
<input type="checkbox"/>	Two (2) copies 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.
<input type="checkbox"/>	Certification (Form 12) by a suitably qualified person, which states that any mechanical ventilation is/has, been designed, constructed, installed, certified and is operating in compliance with: <ul style="list-style-type: none"> • 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.
<input type="checkbox"/>	Copy of statement of attainment from a Register Training Organisation, showing the nominated Food Safety Supervisor has completed the competencies required by Queensland Health.
<input type="checkbox"/>	Copy of proposed or actual menu

FAILURE TO PROVIDE ALL NECESSARY ATTACHMENTS WILL RESULT IN AN EXTENDED ASSESSMENT PERIOD.

SECTION 9 - DECLARATION AND SIGNATURE

I/we hereby make application for Food Business Licence, and declare the information provided to be true and correct.

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 10 - 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

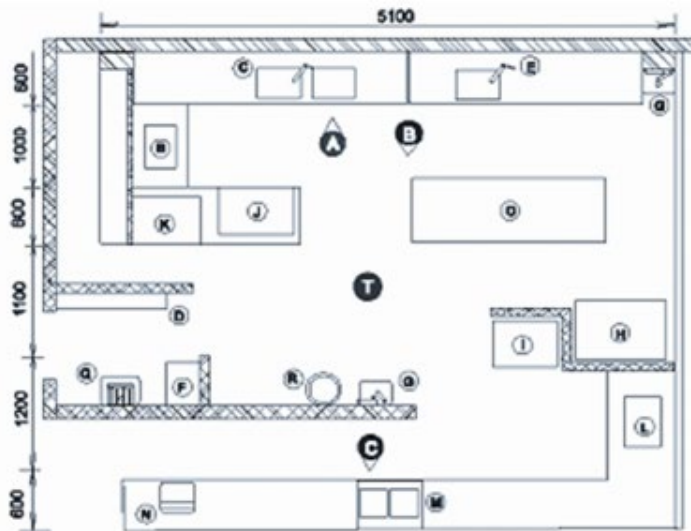
Date Received:	Fee:	Receipt Number:
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Privacy Statement

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.

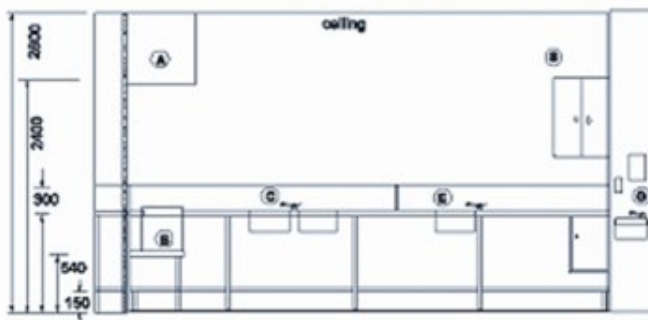
FIXED PREMISES EXAMPLE PLAN

Fit-out Guide Fixed Food Premises, Toolbox Council Knowledge Network



FLOOR PLAN

- A Mechanical exhaust
- B Fryer
- C Stainless steel
- D Staff personal effects storage
- E Stainless food preparation sink
- F Chemical storage unit
- G Stainless steel hand wash basin 400mm by 500mm
- H Upright scope commercial refrigeration unit
- I Scope upright drinks fridge
- J Dry goods pantry
- K Commercial pie warmer
- L Coffee
- M Refrigerated display cabinet
- N Cash register
- O Stainless steel food preparation bench
- P General waste bin
- Q Cleaners sink
- R Waste bin
- S Storage cupboard
- T Floor waste drain



VIEW 'A'

ceiling

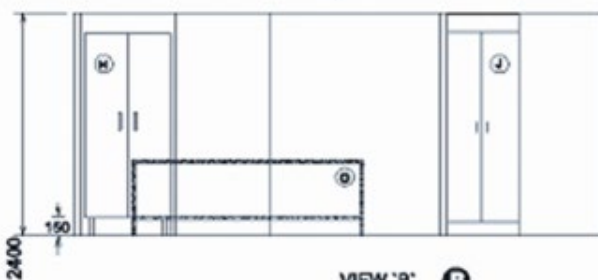
FLOOR Ceramic tiles and coving to all walls.
WALLS Timber framing.

WALL LINING Pre-formed panels

BENCHES Stainless steel bench and frame.

FRONT COUNTER Laminex bench top.

CEILING Sealed plasterboard tiles gloss enamel finish.



VIEW 'B'

PLUMBING ss basin, knee operated mixer tepid & cold water ss sinks, lever mixer tap, hot and cold water.

BACKFLOW PREVENTION Air gap to all tapware. Dual check valve to coffee machine.



VIEW 'C'

APPLICATION CHECKLIST

Review the application checklist, and ensure all attachments are supplied; failure to supply a complete application, with all supporting documents may directly impact on the assessment time frame.

If you are unsure you have all the correct information for the application, contact an Environmental Health Officer for advice.

<input type="checkbox"/>	Have you indicated the appropriate Food Licence you are applying for?
<input type="checkbox"/>	Have you completed the Applicants details? Ensure you correctly nominate the individual or entity to hold, be responsible for this Licence.
<input type="checkbox"/>	Have you provided relevant approvals and permit numbers? It is the applicant's responsibility to source all the other relevant approvals and permits. Whilst you may be compliant with the <i>Food Act 2006</i> by having sufficient sinks in your premises, you may be breaching the <i>Plumbing and Drainage Act 2018</i> if installed without plumbing approval.
<input type="checkbox"/>	Have you accurately provided the proposed, premises details and its street location? This information is important and needs to be accurate as it will be placed on any granted licences.
<input type="checkbox"/>	Have you indicated the premises type, commercial or domestic? This is important and will relate back to the assessment of the submitted floor plans, to ascertain if the proposed food handling activities can be safely produces within the proposed premises.
<input type="checkbox"/>	Have you indicated all your proposed food handling activities? You can select more than one.
<input type="checkbox"/>	Have you attached a proposed or actual menu? This is important as the suitability of the premises; person and the proposed activities can be assessed. Depending on the types of activities proposed and the state of the food premises, restricted or conditional Food Licences may be issued.
<input type="checkbox"/>	Have you accurately indicated the hours of operation? This will assist with food safety inspections and suitability of the premises
<input type="checkbox"/>	Have you indicated the Food Safety Supervisor along with providing the supporting certificate of completion? If you do not have one yet, or are awaiting the training, please indicate within the application of your intention. You are allowed an additional 30 days, after a Food Business Licence has been issued to provide this information.
<input type="checkbox"/>	Have you indicated the applicant's skills and knowledge and experiences in food handling and food safety?
<input type="checkbox"/>	Have you accurately completed the legislative questions?