

# APPLICATION FOR AMENDMENT OF FOOD BUSINESS LICENCE

## SECTION 1 - APPLICATION TYPE

- Amendment to Licence – Structural Alteration of Premises
- Amendment to Licence – Temporary Premises (Camp Kitchen) Change of Location
- Amendment to Licence – Changes to Trading Name, Licence conditions and food activities

## SECTION 2 - FOOD LICENCE DETAILS (COMPLETE SECTION)

Current Trading Name: Licence Number EH 35/

Proposed New Trading Name (if applicable):

ABN/ACN:

Applicant Name:

Contact Person:

Phone: Mobile:

Email:

## SECTION 3 - CURRENT PREMISE DETAILS

Property Address:

Suburb: Postcode:

Lot on Plan: Property name:

## SECTION 4 - PROPOSED PREMISE DETAILS (FOR AMENDMENT TO LOCATION FOR TEMPORARY PREMISES – CAMP KITCHEN)

Property Name: Lot on Plan:

GPS Coordinates (*Camp Kitchens*):

Address:

Suburb: Postcode:

End Date at Current Location:

Commencement Date at Proposed Location:

Potable Water Supply:  Town water supply  Private water supply

## SECTION 5 - AMENDMENT DETAILS

Please outline any additional details as required:

## SECTION 6 - ALTERATION OF PREMISES

<input type="checkbox"/>	One (1) 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.
<input type="checkbox"/>	One (1) copy 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"> <li>• Floor, wall and ceiling surface finishes, including colours</li> <li>• Bench surface finishes, including colours</li> <li>• Sinks, include location, dimension, tap-ware and proposed use (e.g. hand wash basin, food preparation sink, wash up sink/s)</li> <li>• Location of floor waste and or cleaners sink</li> <li>• Light Fitting Design and installation</li> </ul>
<input type="checkbox"/>	One (1) 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.
<input type="checkbox"/>	One (1) 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.
<input type="checkbox"/>	Certification (Form 12) by an appropriately licenced electrician, which states that any mechanical ventilation is/has, been designed, constructed, installed and is operating in compliance with: <ul style="list-style-type: none"> <li>• AS/NZS 1668.1:1998 The use of ventilation and air-conditioning in buildings - Fire and smoke control in multi-compartment buildings, and</li> <li>• AS/NZS 1668.2:2012 The use of ventilation and air-conditioning in buildings - mechanical ventilation in buildings.</li> </ul>
<input type="checkbox"/>	Certification (Form 15) 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"> <li>• AS/NZS 1668.1:1998 The use of ventilation and air-conditioning in buildings - Fire and smoke control in multi-compartment buildings, and</li> <li>• AS/NZS 1668.2:2012 The use of ventilation and air-conditioning in buildings - mechanical ventilation in buildings.</li> </ul>
<b>FAILURE TO PROVIDE ALL NECESSARY ATTACHMENTS WILL RESULT IN AN EXTENDED ASSESSMENT PERIOD.</b>	

## SECTION 7 - RELEVANT APPROVALS

<b>Note: Obtaining a Food Licence under the Food Act 2006 does not constitute approval for other legislations applicable to your business.</b>		<b>Relevant Approval numbers</b>
<b>Planning</b>	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 <a href="#">Town Planning – Maranoa Regional Council</a> for further information or Contact Council's Planning Department.	
<b>Trade Waste</b>	A Fixed Premises may require Trade Waste Approval. Visit <a href="#">Trade Waste – Maranoa Regional Council</a> for further information and Contact Council's Trade Waste Department.	
<b>Building and Plumbing</b>	If your proposal involves construction or alteration of buildings, you may require Building and/or Plumbing Approval. Visit <a href="#">Building and Plumbing – Maranoa Regional Council</a> for further information or Contact Council's Building and Plumbing Department.	

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## SECTION 2 – DECLARATION AND SIGNATURE

I declare that:

- I am the applicant or an authorised signatory for the applicant and apply for the renewal of the Food Business Licence pursuant to the *Food Act 2006*.
- The information provided is true and correct to the best of my knowledge. I understand that it is offence under Section 268 of the *Food Act 2006* to provide Maranoa Regional Council or an authorised person, documentation containing information that I know is false, misleading or incomplete.
- I understand that all information provided with this application form may result in the application being refused.
- I understand that all information supplied on or with this application form may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977*.

<b>Applicant 1</b>	<b>Applicant 2</b>
Name of Individual/Organisation:	Name of Individual/Organisation:
Position of Signatory:	Position of Signatory:
Signature:	Signature:
Date:	Date:

## LODGE APPLICATION TO:

<b>Email:</b>	council@maranoa.qld.gov.au
<b>Over the counter:</b>	See website for office locations, <a href="https://www.maranoa.qld.gov.au/contact-us">https://www.maranoa.qld.gov.au/contact-us</a>
<b>Post:</b>	Maranoa Regional Council, PO Box 620 Roma QLD 4455

## OFFICE USE ONLY

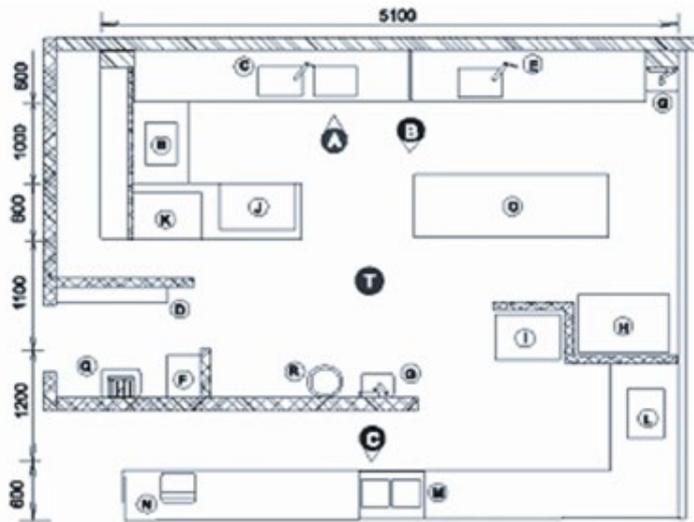
Date Received:	Fee:	Receipt Number:
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## Privacy Statement

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.

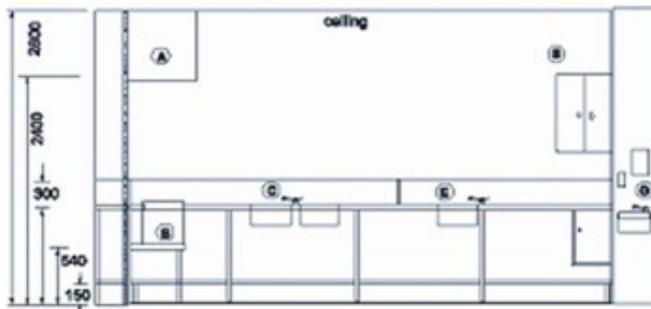
## FIXED PREMISES EXAMPLE PLAN

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



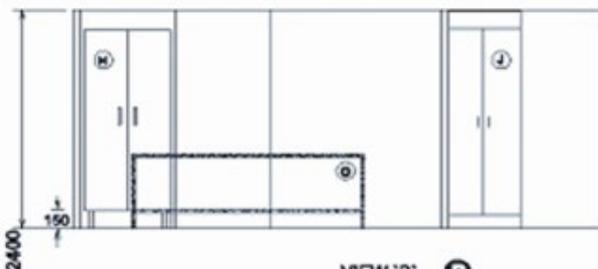
**FLOOR PLAN**

- 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

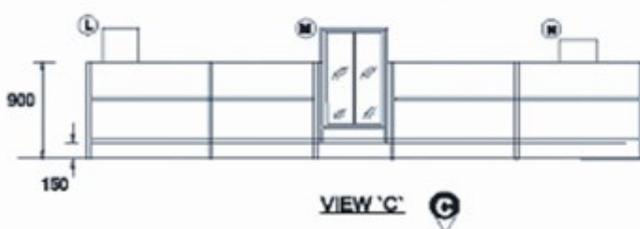


**VIEW 'A'**

ceiling



**VIEW 'B'**



**VIEW 'C'**

- 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.

- 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.