



Food Licence Application

Community Services

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Food Licence Application – Food Act 2006

Please complete parts A, B, C, D, E, F, G, H – as indicated in BLOCK LETTERS and tick or fill in boxes where applicable.

Should any assistance be required please contact Council's Community Services on 1300 972 753.

- Fixed (new or refit) – A, B, E, G, & H
 Fixed (existing) – A, B, E, & G
 Mobile – A, B, C, E, G & H
 Temporary/Market Stall – A, B, D, E, G & H
 Water Carrier – A, C & G
 Amendment – A, F & G
 Renewal – A & G

Part A: Applicants Details

Company/ Incorporated Association Name	ABN/ACN
Name of Company Directors or Incorporated Association Management Committee Members	Postal Address of Company/Incorporated Association
Phone	Mobile
Fax	Email Address

OR (Not Both)

Title	Full Postal Address
Individual/s Full Name	
Phone	Mobile
Fax	Email Address

Food Business Details

Trading Name of Business	Contact Person
Site / Business Address	Real Property Description (Lot Plan)
Phone	Mobile
Fax	Email Address

Description of Food Business

Please indicate uses that apply:

- | | | |
|--|--|--|
| <input type="checkbox"/> Bakery | <input type="checkbox"/> Bars | <input type="checkbox"/> Bed and Breakfast |
| <input type="checkbox"/> Charter Vessel | <input type="checkbox"/> School/Nursery/Childcare Centre | <input type="checkbox"/> Delicatessen |
| <input type="checkbox"/> Fruit Stall | <input type="checkbox"/> Home Based Business | <input type="checkbox"/> Manufacturer |
| <input type="checkbox"/> Mobile Food Vehicle | <input type="checkbox"/> Motel/Hotel | <input type="checkbox"/> Nursing Home/Private Hospital |
| <input type="checkbox"/> Packer | <input type="checkbox"/> Off site Catering | <input type="checkbox"/> On site Catering |
| <input type="checkbox"/> Restaurants | <input type="checkbox"/> Takeaway | <input type="checkbox"/> Water Carrier |

Water Source

- | | |
|--|--|
| <input type="checkbox"/> Town water supply | <input type="checkbox"/> Bore water |
| <input type="checkbox"/> Rain water tank | <input type="checkbox"/> Water will be delivered |

Water treatment details: _____

(NOTE: If not connected to town water supply, water test results from a NATA Accredited Laboratory need to be provided with your application. Water is required to be tested for the following parameters: E.coli, arsenic, cadmium, chromium, copper, fluoride, lead, manganese, mercury, nickel, nitrate, nitrite, pH and turbidity).

Part B: 'Off-site Catering' / Food Transport Details

'Off-site catering' in relation to a food business, mean serving potentially hazardous food at a place other than the principal place of business.

- | | |
|--|--|
| Does the business involve off-site catering? | <input type="checkbox"/> No |
| | <input type="checkbox"/> Yes (provide details of food transport vehicle/s below) |

If yes, how many vehicles do you use?

Vehicle Make

Vehicle Make

Vehicle Model

Vehicle Model

Registration No.

Registration No.

Part C: Mobile Food Premises (Mobile Food Vehicle / Charter Vessel / Water Carrier)

One licence is required for each mobile premises to operate throughout all of Queensland. Prior to operating in other Local Government areas, a licensee must notify each Local Government prior to operating.

Vehicle Description
(caravan, ice cream van,
etc)

Vehicle Make

Vehicle Model

Registration No.

State/Territory of
Registration

Year of Vehicle/ Vessel
Manufacture

Address Where
Vehicle/Vessel will be
located

Water Tank Capacity

Waste Water Tank
Capacity (for mobile
vehicle)

Tank Construction Material	Interior Surface Material of Tank (please attach certification)	
Is a backflow prevention device fitted?	Type of Delivery Pump Used	
Hose Material (please attach certification)	Water Source	<input type="checkbox"/> Town Water <input type="checkbox"/> Other - <input type="checkbox"/> Chlorinated <input type="checkbox"/> Non-Chlorinated Location: _____
Locations Expected to Operate (mobile food vehicle/ charter vessel)	<i>For charter vessels will the vessel provide short term (e.g. day trips) or long term (e.g. overnight trips) services?</i>	
Will any food preparation/cooking be occurring at a fixed premises (e.g. home or commercial kitchen)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – if yes please provide details below Address: Licence No: Expiry Date: Issuing Council: Details of food to be prepared/cooked:
Will any food be provided by a caterer?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – if yes please provide details below Address: Licence No: Expiry Date: Issuing Council: Details of food to be prepared/cooked:

Part D: Temporary Food Premises / Market Stall

Description of food/s to be prepared/sold at the markets (e.g. lamb rolls cooked and prepared at markets)	<input type="checkbox"/> No	<input type="checkbox"/> Yes – if yes please provide details below
Is this licence for a one-off event only?	Event name: Start date: Hours of operation:	Event location: End date:
Will any food preparation/cooking be occurring at a fixed premises (e.g. home or commercial kitchen)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – if yes please provide details below Address: Licence No: Expiry Date: Issuing Council: Details of food to be prepared/cooked:

Part E: Food Safety Programs

Higher risk food businesses are required to have a Food Safety Program. To see if your licensable food business requires a Food Safety Program please refer to Queensland Department of Health website at <https://www.health.qld.gov.au/public-health/industry-environment/food-safety/programs>

Please select the relevant box that suits your type of Food Business:

- | | | |
|---|--|---|
| <input type="checkbox"/> Offsite Catering | <input type="checkbox"/> Onsite Catering | <input type="checkbox"/> Private Hospital |
| <input type="checkbox"/> Aged Care Facility | <input type="checkbox"/> Child Care Centre | <input type="checkbox"/> Other: _____ |

If you have selected any of the above, a Food Safety Program needs to be submitted as part of this application. Please tick below and ensure additional fee is included.

- Food Safety Program Attached with Approved Auditors Written Advice

Part F: Amendment of Existing Licence

Details of Amendment Requested

Part G: Suitability of Person to Hold a Licence

Adequate Skills and Knowledge

Please provide details of the applicant's ability to sell safe and suitable food. This may include past experience in the food industry or qualifications etc.

Food Safety Supervisor

All licensable food businesses are required to have a Food Safety Supervisor that is reasonably available to the Food business at all times. Food Safety Supervisors must hold competencies relevant to the industry in which they are working.

A copy of the Statement of Attainment/Certificate of Completion from a Registered Training Organisation must be provided within 30 days of your licence being issued.

Food safety supervisors' details

Name		Address	
Business Hours Contact No.			

Applicant Declaration

Name of Individual/ Company/ Incorporated Association		Name and Position of Signatory (if applicant is a company or incorporated association)	
Signature		Date	

Part H: Plan Approval

To ensure the design of the premises complies with the Food Standards Code – Standard 3.2.3 Food Premises and Equipment, a plan approval assessment must be completed by an Environmental Health Officer. Plans must be approved prior to construction or fit-out of a premises.

Please refer to the Design and Fit Out Guide to ensure compliance with the Food Standards and Food Act 2006.

An application for a new food premises or alteration to an existing food premises (e.g. construction or refit) must be accompanied by the following information:

Total Floor Area*: _____ m²

**Definition of floor area: Floor areas mentioned are the gross floor area associated with the premises used for manufacturing, preparing, handling, storage and the sale of food as well as toilets and refuse areas. It does not include car parks, dining areas or areas required for the storage and sale of retail pre-packaged foods (e.g. grocery section of a supermarket).*

- | | | |
|--|---|---|
| <input type="checkbox"/> Site Plan (scale of 1:100) | <input type="checkbox"/> Floor plans (scale of 1:50) | <input type="checkbox"/> Elevations of each room (scale of 1:50) |
| <input type="checkbox"/> Hydraulic Plans (scale of 1:50) | <input type="checkbox"/> Process flow diagram (scale of 1:50) | <input type="checkbox"/> Mechanical exhaust ventilation (scale of 1:50) |

Walls (page 16 – 18 of Design and Fit Out Guide)

Location (including height from floor)	Fit Out Material	Indication on Plans?
e.g. Food preparation area	Ceramic tiles with epoxy grout	

Floors (page 29 – 31 of Design and Fit Out Guide)

Location (including height from floor)	Fit Out Material	Indication on Plans?
<i>e.g. Wash up area</i>	<i>Ceramic tiles with epoxy grout</i>	

Coving (NOTE: featheredge skirting or aluminium coving is NOT compliant) – page 14 – 15 of Design and Fit Out Guide)

Location (including height from floor)	Fit Out Material	Indication on Plans?
<i>e.g. Food preparation area</i>	<i>Ceramic tile coving with epoxy grout</i>	

Ceilings (page 17 – 19 of Design and Fit Out Guide)

Location	Fit Out Material	Indication on Plans?
<i>e.g. Entire kitchen</i>	<i>Plasterboard ceiling, white, high gloss</i>	

Cooking Equipment

Appliance Description	Total Maximum Power Input (kW) / Total Gas Input (MJ/h)	Under Exhaust Canopy?	
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No

Mechanical Ventilation (page 29 – 31 of Design and Fit Out Guide)

Location	Fit Out Material	Indication on Plans?	Provision of Form 15
<i>e.g. Over cooking equipment</i>	<i>Must meet the requirements of Australian Standard 1668.2</i>		

Washing Facilities (page 29 – 31 of Design and Fit Out Guide)

Details of Sink and Fixtures	Indicated on Plans?	Dishwasher Total Maximum Power Input (kW) or Total Gas Input (MJ/h)
<i>e.g. Design, capacity and location of sinks, dishwashers etc. This includes hand washing, food preparation and washing/sanitising facilities</i>	<i>Plasterboard ceiling, white, high gloss</i>	<i>Note: for commercial dishwashers please check the requirements of Australian Standard 1668.2</i>

Storage Facilities – Food (page 24 – 27 of Design and Fit Out Guide)

Location	Fit Out Material	Indication on Plans?
<i>Note: this includes food display e.g. cold display – front of kitchen</i>		

Storage Facilities – Equipment, Chemicals and Personal Items (page 39 of Design and Fit Out Guide)

Location	Fit Out Material	Indication on Plans?
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Sewerage and Waste Water (page 36 of Design and Fit Out Guide – please also consult with Council's Trade Waste Officer and Plumbing Officer)

Location	Approved Connection	Indication on Plans?
<i>e.g. Drainage points, incl grease trap size and location</i>		

Garbage and Waste Storage (page 37 – 38 of Design and Fit Out Guide)

Type of Bins	Location	Indication on Plans?
<i>e.g. Bulk skip bin/ wheelie bin</i>		

Pest Control Measures

Location	Frequency	Contractor
<i>e.g. Entire premises</i>	<i>Quarterly</i>	<i>Contractor or DIY</i>

Additional Information

e.g. Provide details of refit

See next page for Fees and Charges

Attachment 1 – Food Licence Fees and Other Charges 2019/2020

Cat	Licence Category	Fee Due	Food Act 2006 reference	Licence Period
1	High Risk Food Businesses – Restaurants, Takeaway, Café Hotels/taverns, Supermarkets with more than 3 sub units or more includes (bakery, delicatessen, fruit and veg, seafood etc), Manufacturer, Off site Caterers, Onsite Caterers, Child Care Centre's serving potentially hazardous foods, Nursing Homes and Food Businesses carried on as operations of a Private Hospital.	\$525.00	Section 31 (1)	1 year
2	Medium Risk Food Businesses – Bakery, Delicatessen, Supermarkets with 2-3 subunits (bakery, delicatessen; fruit and veg, seafood).	\$427.00	Section 31 (1)	1 year
3	Low Risk Food Businesses - Home based businesses, food stores with minimal unpackaged food, bed and breakfast, fruit stall (with preparation), Supermarkets with one subunit and child care centre with minimal food preparation	\$290.00	Section 31 (1)	1 year
4	Mobile Food Vehicle and Water Carrier (2 year licence)	\$290.00	Section 31 (1)	1 year
5	Market stalls and Bars with minimal food preparation	\$184.00	Section 31 (1)	1 years
6	Vessel Licence (2 year licence)	\$290.00	Section 31 (1)	2 year
	Vessel Licence with Approved Partner (2 year licence)	\$217.00	Section 31 (1)	2 year
N/A	Licence for one only activity related to Flea Market Stall and other functions (FOOD ONLY) - Does not include inspection. Where inspection required operators may be charged at \$90/hour or part thereof	\$72.00	Section 31 (1)	1 day

OTHER CHARGES

N/A	Plan Approval (New or Alterations)			
	Floor area small 0-100m ² (includes 1 RFI)	\$249.00	Section 31 (1)	n/a
	Floor area medium 101-300m ² (includes 1 RFI)	\$309.00		
	Floor area large >300m ² (includes 1 RFI)	\$370.00		
	Home Based Business	\$165.00		
For an application in which 1 RFI has been issued, then each further RFI	\$61			
N/A	Administrative Amendment of Licence	\$60.00	Section 31 (1)	n/a
N/A	Application to restore a food business licence within 30 days after expiry date	\$124.00 + relevant renewal fee	Section 31 (1)	n/a

N/A	Application for the replacement of a food licence certificate	\$29.00	Section 31 (1)	n/a
N/A	Additional Inspections (includes complaints) Charged per hour	\$134.00/hr (min \$134.00)	Section 31 (1)	n/a