

# Application – Fit-Out Application to Construct or Refit a Food Premises

Food Act 2006

You must complete all questions unless the form indicates otherwise. Incomplete forms or forms without all necessary information and documentation will result in your application being an improperly made application.

Please:

- complete all sections of the form and return to Council; and
- provide any mandatory supporting information identified on the application form; and
- submit the applicable fee

Processing of Plans - Standard

Processing of Plans – Minor Food, Non Licensable Businesses and Minor Changes to Existing Plan Approvals

To: Chief Executive Officer, Douglas Shire Council

## 1. APPLICANT DETAILS

**Note:** The applicant is the person who will hold the permit and will be legally responsible for complying with the applicable conditions. A business name or trust is not a legal entity and should not be entered in this field as the applicant. Where a person or company operates a business, the applicant is the person or company.

*Example – Jane Bloggs & Joe Bloggs, Joe Bloggs Pty Ltd, Jones Ltd, The Business Inc.*

**Applicant (Entity) Name:**  
 (Individual/Partnership/Corporation)

**Is the Applicant a Not for Profit (Community, Sporting or Service) Organisation?**  Yes  No

If Yes, Please attach a certificate of incorporation to this application

**Applicant Postal Address:**

Does this postal address apply to all Council Departments (i.e. rates, water, permits, animals etc.)  Yes  No

**Applicant Registered Office Street Address:**  
*or nominated address if applicant is a Not for Profit Organisation*

**Applicant Phone Number:**

**Applicant Mobile:**

**Applicant Email Address:**

**Applicant Contact Name if not an Individual:**

**For Corporations, please provide the following information. For additional names, please attach.**

**Director Name:**

**Director Address:**

**Director Name:**

**Director Address:**

**For Committees of Incorporated Entities, please attach a list of all current committee members.**

**ACN / ABN:**  
 (where applicable)

OFFICE USE ONLY			
<input type="checkbox"/> Are all sections of the application completed and signed?		<input type="checkbox"/> Are all the supporting documents attached (see page 2)?	
Receipt Type: 779	Fee Paid:	Receipt No:	CSO:

## 2. FOOD BUSINESS DETAILS

**Trading Name:** *Example – Joe’s Fish and Chips, Bistro Jane*  
(Name of Food Premises)

**Site Contact Name:**

**Food Premises Site Address:**

**Site Telephone:**

**Site Contact Mobile:**

**Site Email:**

**Food Business Type:**

(E.g. Café, Restaurant, etc.)

**Is the proposed business connected to Council’s Town Water Supply?** Yes  No  (if No please complete below)

**Water Source:** Bore Water / Rainwater Tank / Water Course / Other:  
(please circle/state answer)

**NB:** From October 2015 it became a MANDATORY requirement for all licensed food businesses using a private water supply to implement a suitable Water Management Plan (WMP) prior to a Food Business Licence being issued. See <https://douglas.qld.gov.au/forms-permits/> under the Health section for an example.

## 3 PROPERTY OWNER/AGENT CONSENT

**Contact Name:**

**Full Owner Name:**

**Telephone:**

**Mobile:**

**Email:**

**Signature of Owner or Agent:**

## 4. SITE PLAN (Please advise details where applicable)

**Provide copy of plans, specifications and drawings showing floor plans and elevations to a scale not less than 1:100.**

**Ensure the following information is included on the plans:-**

- A legend of numbered fixtures, fittings, equipment, lighting, materials, etc.
- List of finishes for walls, floors and ceilings (e.g.- tiles, stainless steel, painted plasterboard, etc.) including colours
- Identify the proposed use of all sinks (e.g.- hand washing, food preparation, cleaners sink, dishwashing, etc)
- Details of pipes, floor drainage, grease trap and connections to sewer
- Location of storage areas (e.g.-dry store, chemical storage, personal belongings, waste storage, etc)
- Dimensions & specifications of mechanical exhaust ventilation
- Location of toilets
- Any other relevant information

## 5. CHECKLIST (Please tick where attached)

**Please ensure you submit the relevant documentation to support this application, those documents that are not available at the time of application will be required before Plan Approval is issued:**

	Applicant	Office Use
Brief description of proposed operations including process flow and food types (mandatory)	<input type="checkbox"/>	<input type="checkbox"/>
Plans (mandatory)	<input type="checkbox"/>	<input type="checkbox"/>
Application fee (mandatory)	<input type="checkbox"/>	<input type="checkbox"/>
Draft Water Management Plan (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Pest Management Plan – including a copy of a recent report from a licenced pest controller	<input type="checkbox"/>	<input type="checkbox"/>
Gas Compliance Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Exhaust Canopy Certificate Demonstrating Compliance (to AS1668.2-2002)	<input type="checkbox"/>	<input type="checkbox"/>
Council Trade Waste Approval application	<input type="checkbox"/>	<input type="checkbox"/>
Council plumbing inspection arranged	<input type="checkbox"/>	<input type="checkbox"/>

**NB:** To assist with the assessment of your application, you may also wish to attach other documentation that may be relevant.

**6. DECLARATION (Please attach further applicant signatures where applicable)**

I \_\_\_\_\_ declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.

<b>Applicant Signature:</b>		<b>Date:</b>	
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**Douglas Shire Council – Privacy Collection Notice:**  
 Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by *the Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.

**7. PRESCRIBED FEE (Applicable from 1 July 2024 to 30 June 2025)**

Fit-Out Application Category	
Fit-Out Application Category 1	<b>\$478.00</b>
Fit-Out Application Category 2 <i>Minor Food, Low Risk Food Premises, Vessels and Non Licensable Businesses or Minor Changes to Existing Plan Approvals</i>	<b>\$317.00</b>