

# Application - Food Business Licence

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

**New Licence – New Business** Please complete all sections of this form

**New Licence - Change of Proprietor of Existing Food Premises** Please complete all sections of this form AND provide written confirmation from existing Licence holder, including request to cancel licence and the proposed changeover date of ownership. If taking over an existing licensed premises then a new Food Business Licence application must be made.

**Amendment to Food Licence** Please complete sections 1, 6 & 8  
 Applies to: Trading Name of Business, Premises Address/Mobile Vehicle Storage Address, Director's/Coordinator's Name/s, Address of Registered Office/Applicant's Address

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

Are all sections of the application completed and signed?  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.)

**Does your business involve any off-site or on-site catering?**  Yes  No

(If yes, Food Safety Program may be required)

Examples of on and offsite catering businesses, and which ones require a food safety program can be found here:

<https://publications.qld.gov.au/dataset/food-safety-programs-information-for-businesses/resource/9308dd31-e54f-4fd2-85fa-f4e664e0c777>

**Types of Food:**

(E.g. Hamburgers, Sushi, etc.)

**Registration No of Vehicle/Vessel:**

(applies to Mobile Food Vehicles & Vessels Only)

## 3. NOMINATION OF FOOD SAFETY SUPERVISOR (FSS)

All licensed food businesses must have a nominated food safety supervisor.

Proof of specific food safety knowledge must be provided.

All licensed food businesses must have a food safety supervisor.

I will nominate a food safety supervisor within 30 days of receiving the food licence.

I will nominate a food safety supervisor with this application.

Complete the food safety supervisor section/s below.

**Statement of attainment certificate/s copy MUST be attached to this application.**

If you have more than one Food Safety Supervisor, please advise details and relevant contact information in the Additional Details section and attach certificate/s.

**Full Name:**

**Business Hours**

**Contact No:**

**Certificate Training Provider:**

**Certificate Date**

**of Issue:**

Please tick to indicate you have attached the food safety supervisor statement of attainment certificate copy YES

## 4. SUITABILITY OF PERSON TO HOLD A LICENCE

4a. Have any of the applicants been convicted for a breach of any food legislation? YES  NO

4b. Have any of the applicants been refused a licence under the *Food Act 2006*, the *Food Act 1981*, or a corresponding law? YES  NO

4c. Have any of the applicants previously held a licence under the *Food Act 2006*, the *Food Act 1981*, or a corresponding law? YES  NO

**NB:** 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. If the answer is Yes to items 4a. and 4b. please provide details.

**5. PRIVATE WATER SUPPLY (only applies to businesses not on a Council water supply)**

**Water Source:**

(please circle/state answer)

Bore Water / Rainwater Tank / Water Course / Other:

**A Certificate of Analysis to show the water is safe at the premises is required prior to operating.**

YES  NO

Is a Certificate of Analysis attached with the application?

**A Water Management Plan (WMP) for the water supply at your business premises is required prior to operating.**

YES  NO

Is a WMP attached to this application?

**6. FOOD LICENCE AMENDMENT DETAILS**

Existing Licence No:

**Complete all that apply:**

**New Premises Address:**

Note: A change of premises may require an application for kitchen plan approval to be lodged first (Form EHF1 Application – Plan Approval to Construct or Refit a Food Premises)

**New Trading Name:**

**New Director's/Coordinator's Name/s and address/es:**

**New Address of Registered Office/Applicant's Address:**

Note, if applicant is a Douglas Shire Council ratepayer this address change may have to go through the Rates Department using Form RT02

**7. ADDITIONAL DETAILS (If required)**

**8. DECLARATION**

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.

## 9. PRESCRIBED FEE (Applicable from 1 July 2024 to 30 June 2025)

Please contact Environmental Health on 07 4099 9444 to confirm which Licence Category applies

**365 day Pro Rata system for new annual Environmental Health Approvals & Licences**

**1 April – 30 June** -full fee - licensed until 30 June of the following year

**1 July – 31 March** - fee is composed of a non-refundable base fee plus a prorata fee that is calculated according to the number of days left in the licence term - ends 30 June

(For applications 1 July – 31 March, please call Council on 07 4099 9444 or ask at the customer service counter to find out your calculated pro rata fee amount)

Licence Category	Full Fee
Category 1 Food	\$674.00
Category 2 Food	\$424.00
Not for Profit (Community, Sporting or Service) Organisation	\$437.00
Minor Preparation Food (Low Risk only) / Bed & Breakfast Food (other than packaged)	\$283.00
Exempt from Food Business Licence – register only	NO CHARGE
Minor Amendment Fee (Administrative changes)	NO CHARGE
Major Amendment to Food Safety Program (e.g. changes resulting from new, changed or modified food operations and/or documentation)	\$248.00

## 10. DEBTOR ACCOUNT TERMS & CONDITIONS

Renewals and associated fees and charges will be invoiced by Douglas Shire Council via a debtor account to the Applicant.

The Applicant shall settle all accounts in full no later than the due date shown on the invoices.

Where debtor accounts are overdue by 60 days or more, the debt may be referred to a credit reference agency and your permit/approval/license may be suspended or cancelled.

In the case that the Applicant shall be a company acting as a trustee for the trust, the Applicant hereby acknowledges that the trust shall be liable on the account, has sufficient assets to meet payment of the debtor account and is empowered to enter into the account agreement.