

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:

Postal Address:

(if different to Applicant)

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)

Full Name:

Business Hours

Contact No:

NB: Please provide a certified copy of a Statement of Attainment for specified units of competency to Council. If you have more than one FSS, please advise details and relevant contact information in the Additional Details section.

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:

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:

7. ADDITIONAL DETAILS (If required)

8. DECLARATION

Signing this form is a legal declaration that all the details provided are true and correct.

NB: If the applicant is a Corporation, the signing applicant must state his/her position and have delegated authority to sign on behalf of the Corporation. If the applicant is a partnership, both partners must sign the form.

Print Name/s:

Signature/s:

Douglas Shire Council – Information Privacy Statement

Your personal information has been collected for the purpose of processing your application for food safety accreditation. The collections of this information is authorised under the *Food Act 2006*. You are providing personal information which will be used for the purpose of delivering services and carrying out council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by personal who have been authorised to do so. Your information will not be given to any other person or agency unless you have given us permission or the disclosure is required by law.

FEES AND CHARGES 2020/21

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

Licence Category	Full Fee: 1 Jul - 31 Dec	Pro-Rata Fee: 1 Jan – 31 Mar	Pro-Rata Fee: 1 Apr – 30 Jun
Low Risk Food	\$394.00	\$275.80	\$137.90
Medium Risk Food	\$627.00	\$438.90	\$219.45
High Risk Food	\$653.50	\$457.45	\$228.73
Bed & Breakfast Food (other than packaged)	\$406.00	\$284.20	\$142.10
Not for Profit (Community, Sporting or Service) Organisation	\$406.00	\$284.20	\$142.10
Minor Preparation Food (Low Risk only)	\$263.00	\$184.10	\$92.05
Food Licence Amendment	\$66.50	N/A	N/A

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.