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| **Application Type** | Food Business | | Application  Amendment | | | | | |
| Mobile Food Business | | Application  Amendment | | | | | |
| **Applicant/ Responsible Person Details** | Corporation/Incorporated Association Name | |  | | | | | |
| ACN/ABN | |  | | | | | |
| Full Name(s) | |  | | | | | |
| Position | |  | | | | | |
| Postal address | |  | | | | | |
|  | | | | | |
| Telephone | | Home |  | | Mobile | |  |
| Email | |  | | | | | |
| **Business Details (Must be registered with the Australian Securities and Investment Commission)** | Business Name | |  | | | | | |
| Street Address | |  | | | | | |
|  | | | | | |
| Postal Address | |  | | | | | |
| As above | | | | | |
| Telephone | | Home | |  | Mobile | |  |
| Email | |  | | | | | |
| Lot/Plan | |  | | | | | |
| Description of Food Busines | |  | | | | | |
| Does off-site catering occur? | | No  Yes | | | | | |
| If yes, provide details of food transport vehicle | | Vehicle Make | | |  | | |
| Vehicle Model | | |  | | |
| Registration Number | | |  | | |
| **Current Approval Details (Your application cannot be finalised until the following approvals have been granted)** | **Approval Type** | | **Yes** | | | | **No** | |
| Building approval | |  | | | |  | |
| Plumbing and drainage approval | |  | | | |  | |
| Town planning approval | |  | | | |  | |
| Trade waste approval | |  | | | |  | |
| Other: | |  | | | |  | |
| **Suitability of Person to Hold a Licence** | | Skills and knowledge of Applicants to sell safe food: | | | | | | |
|  | | | | | | |
|  | | | | | | |
| Attach additional information where necessary | | | | | | |
| Have any of the Applicants been convicted for a breach of any food legislation?  No  Yes If Yes, please attach details | | | | | | |
| Have any of the Applicants previously held a licence under the *Food Act 2006*, the *Food Act 1981* or a corresponding law that was suspended or cancelled?  No  Yes If Yes, please attach details | | | | | | |
| Have any of the Applicants been refused a licence under the *Food Act 2006*, the *Food Act 1981* or a corresponding law?  No  Yes If Yes, please attach details | | | | | | |
| **Food Safety Supervisor Details** | | Name |  | | | | | |
| Address |  | | | | | |
| Telephone |  | | | | | |
| **Mobile Food Vehicle Details (where applicable)** | | Vehicle Make and Model |  | | | | | |
| Vehicle Registration No and Name |  | | | | | |
| Address of Garage |  | | | | | |
| **Declaration** | | I submit this application with the relevant fee and supporting documentation as required. I understand that it is an offence under Sections 267 and 268 of the *Food Act 2006* to provide false or misleading information or documents. I understand that provisions as prescribed in Schedule 1 of this application form. If the application is made by a corporation or incorporated association, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association.  Applicant(s) signature …………………………..…………… Date …………………………….. | | | | | | |
| **Mandatory Supporting information** | | Floor Plan demonstrating details of the layout of all equipment, fixtures, fittings, floors, walls and ceilings (such as stainless steel or laminated work benches, walls and ceilings finished in a high gloss paint and ceramic tiled floor with epoxy grouting).  Sink details including the type of sink and the dimensions.  Sectional Elevation Plan demonstrating view of the walls and the height of structures, and benches including fixtures, fittings and equipment within cool and/or freezer rooms  Mechanical Exhaust Ventilation Plan or certification in accordance with AS1668.2 Mechanical Ventilation in Buildings (if applicable)  Transport Vehicle Plan demonstrating details of the layout of all the equipment, fixtures and fittings and the types of materials used.  If the Applicant is a corporation, names of its Directors and address of registered office. If an Incorporated Association, names of management committee members and address of registered office.  If more than one vehicle will be involved in the Mobile Food Business, attach further details of all associated vehicles. | | | | | | |

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| **SCHEDULE 1 – FOOD BUSINESS AND MOBILE FOOD BUSINESS LICENCE** |
| The Applicant for a Licence must be a legal entity.  A business name or shop name is not a legal entity and cannot be the Licence holder.  Under the provisions of the *Food Act 2006* and [*Food Standards Code*](https://www.foodstandards.gov.au/code/Pages/default.aspx), aFood Business that conducts the following activities requires a Licence from Council:   1. Making food for wholesale by combining ingredients such as producing frozen meals in a factory or producing cake mixes 2. Significantly changing the condition or nature of food by any process such as milling flour, peeling, cutting or freezing vegetables 3. Bottling or canning food 4. Packing unpackaged food, other than unprocessed primary produce for example, packing bulk coffee for wholesale 5. Making and packaging of ice (with the exception of the sale of ice including flavoured ice such as snow cones or bags of party ice), and 6. Making biscuits or cakes for retail sale for profit.   Examples of licensable Food Businesses include food manufacturers, restaurants, delicatessens, cafes, takeaway food shops, motels providing meals with accommodation, bakeries, mobile food vehicles, temporary food premises, private hospitals, and bed and breakfasts. |
| All Food Businesses where food is intended to be sold for profit require a licence under the *Food Act 2006*. Some operations are exempt from licensing and they are as follows:   1. Sale of meals by a non-profit organisation that operates less than 12 days in a financial year 2. Sale of unpackaged non potentially hazardous snack foods, such as biscuits, cakes, confectionary, nuts and potato chips or whole fruit or vegetables 3. Sale of seeds, spices, dried or glazed fruit, dried herbs, tea leaves, coffee beans or ground coffee, grinding of coffee beans 4. Sale and preparation of drinks such as tea, coffee, soft drinks and alcohol (other than drinks that consist wholly or partially of fruit or vegetable juice processed at the place of sale) 5. Sale of ice, including flavoured ice, such as slurpees and snow cones or bags of party ice (manufacturing of ice is not exempt from food licensing) 6. Provision of meals by a non-profit organisation that are pre-prepared by another organisation and are stored and heated or otherwise prepared by the non-profit organisation in accordance with the directions of the meal’s manufacturer 7. Sale of food by a non-profit organisation, that is prepared as part of an educational or training activity conducted by the organisation involving food preparation, hospitality or catering 8. Sale of food by a non-profit organisation that consists of low risk food (e.g. fruits, cereals, toast or similar food) 9. The production of primary produce under an accreditation granted under the *Food Production (Safety) Act 2000* – including meat, dairy, seafood and egg schemes, and 10. Handling or sale of fisheries resources under a buyers licence issued under the *Fisheries Regulation 1995*, except where the seafood is cooked.   Although the operations are exempt, they still need to comply with the requirements of the [*Food Standards Code*](https://www.foodstandards.gov.au/code/Pages/default.aspx) at all times. |
| 1. All food premises operating within Council’s jurisdiction may be subject to inspection by an Authorised Officer. 2. The powers and duties of Authorised Officers are in accordance with the *Food Act 2006.* 3. Complete and submit the Application Form with the appropriate fees to Council. 4. If you require assistance completing the form, please contact Council on (07) 4761 5300. 5. If you wish to hold a Temporary Food Business Licence, a separate approval is required. |
| All Applicants and persons undertaking food handling operations are required to have appropriate skills and knowledge commensurate with the activities proposed to be conducted and the type of food proposed to be prepared.  Charities and community organisations are exempt from skills and knowledge requirements if:   1. There is no personal financial gain, that is, all monies raised are used for charitable or community purposes, and 2. The food is sold shelf stable (e.g. biscuits, cakes without cream, jams or chutneys etc.), or 3. The food is consumed immediately after thorough cooking (e.g. sausages sold straight from the barbecue).   However, these food handlers must still comply with the health and hygiene requirements of the [*Food Standards Code*](https://www.foodstandards.gov.au/code/Pages/default.aspx). The event organiser is responsible for ensuring that all food handlers and supervisors have the necessary skills and knowledge to handle food safely. |
| From 1 July 2007 all licensed Food Businesses, including temporary ones, must have an approved Food Safety Supervisor. The Licensee of the Food Business may be the Food Safety Supervisor and a business may have more than 1. A Food Safety Supervisor is a person who has undertaken training in safe food handling and/or has sufficient experience in working in the food industry. The Food Safety Supervisor is required to be reasonably contactable by Council when the business is operating. |