Goondiwindi Regional Council

LMB 7,
Inglewood QLD 4387

Telephone 07 4671 7400 Facsimile 07 4671 7433
Email mail@grc.qld.gov.au
Website www.grc.qld.gov.au

Food Act 2006

Food Business Licence Application

Contact Council if you have any specific enquiries regarding fees or how to complete this form. Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

Application is for

☐ Application Fee $ _____ ☐ Restoration Fee $_____
☐ Renewal Fee $ _____
☐ Amendment Fee $ _____

Applicant/s details

If applicant is a company, insert company name and ACN / ARBN

Company name ACN / ARBN

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss Other (specify) ☐☐☐☐☐☐☐☐☐☐

Family name
Given names
Position

I declare the information provided in this application to be true and correct.

Signature Date ☐☐ / ☐☐ / ☐☐☐☐

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss Other (specify) ☐☐☐☐☐☐☐☐☐☐

Family name
Given names
Position

I declare the information provided in this application to be true and correct.

Signature Date ☐☐ / ☐☐ / ☐☐☐☐

Current Food Business Licence No.

Licence no. Expiry date

Contact details

Select as applicable.

☐ Business ☐ Private

Contact person

Postal address

Locality / Suburb State ☐☐☐ Postcode ☐☐☐☐

Contact ph. ☐☐ ☐☐☐☐ ☐☐☐☐ Mobile ☐☐☐☐☐☐☐☐☐☐
Contact fax ☐☐ ☐☐☐☐ ☐☐☐☐ Email _____

Office Use Only	
Entered by	
Application no.	

Goondiwindi Regional Council is collecting this information to fulfil its responsibilities and obligations as a Local Government. This information may be used by Council officers, or shared with relevant agencies, where it is necessary to process your application or carry out related Council functions. Your contact details may also be used by Council to communicate with you about other services, matters or responsibilities that directly relate to your dealings with Council, in accordance with the *Information Privacy Act 2009 (Qld)* and Council's *Information Privacy Policy*. Your personal information will not be disclosed to any other person or agency unless you have given your consent or we are required to do so by law.

Business details

Business name must be registered with the Office of Fair Trading.

Business name BN ☐☐☐☐☐☐☐☐☐☐☐

If a vehicle or stall – advise exact location??

Street address

Locality / Suburb State ☐☐☐ Postcode ☐☐☐☐

Enter postal address if different from street address.

Postal address

Locality / Suburb State ☐☐☐ Postcode ☐☐☐☐

Contact person

Contact ph. ☐☐ ☐☐☐☐ ☐☐☐☐ Mobile ☐☐☐☐☐☐☐☐☐☐

Contact fax ☐☐ ☐☐☐☐ ☐☐☐☐ Email _____

Real property description – refer to Rates Notice.

Lot no.	Reg. plan no.	Parish

Description of food business: *(eg. café, restaurant, cannery, etc)*

Does your business involve any off-site catering? ☐ Yes ☐ No

Trading Hours

Vehicle details

Do you deliver food in a vehicle? ☐ Yes ☐ No

Do you handle or prepare food in the vehicle? ☐ Yes ☐ No

If yes, how many vehicles do you use? ☐ 1 - 5 ☐ 6 – 10 ☐ 11+

Vehicle details

If there are additional vehicles, please attach additional vehicle information to this form.

Type	Reg no.
Type	Reg no.
Type	Reg no.
Type	Reg no.
Type	Reg no.

Current approval details

Please insert your approval number for each approval type issued by Local Government.

Approval Type	Approval No.	Office Use Only
Building approval		
Plumbing and drainage approval		
Development approval		
Trade waste approval		
Other – please specify		

Goondiwindi Regional Council is collecting this information to fulfil its responsibilities and obligations as a Local Government. This information may be used by Council officers, or shared with relevant agencies, where it is necessary to process your application or carry out related Council functions. Your contact details may also be used by Council to communicate with you about other services, matters or responsibilities that directly relate to your dealings with Council, in accordance with the *Information Privacy Act 2009 (Qld)* and Council's *Information Privacy Policy*. Your personal information will not be disclosed to any other person or agency unless you have given your consent or we are required to do so by law.

Suitability of person to hold a licence

Skills & knowledge of applicants to sell safe and suitable food:

Have any of the applicants been convicted for a breach of any food legislation? *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.*

☐ 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? *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.*

☐ 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? *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.*

☐ No ☐ Yes If Yes, please attach details

Nomination of food safety supervisor

Note: If you do not know the details of your food safety supervisor(s) at this time, do not complete this section. This will not affect the decision made on your application. However, you are required to provide the local government details of your food safety supervisor(s) within thirty (30) days of receiving your licence.

Food safety supervisor details
Name
Address
Business hours contact no

Complete only if applying for an amendment

Amendments

Provide details of proposed amendments

Goondiwindi Regional Council is collecting this information to fulfil its responsibilities and obligations as a Local Government. This information may be used by Council officers, or shared with relevant agencies, where it is necessary to process your application or carry out related Council functions. Your contact details may also be used by Council to communicate with you about other services, matters or responsibilities that directly relate to your dealings with Council, in accordance with the *Information Privacy Act 2009 (Qld)* and Council's *Information Privacy Policy*. Your personal information will not be disclosed to any other person or agency unless you have given your consent or we are required to do so by law.

Attachments

Please attach.

NOTE: Applications for Renewal of Licence do not require attachments to be resubmitted.

1. Two (2) copies of a Site Plan, drawn to scale not less than 1:100, showing the food premises location, waste storage, car parking, staff and public toilet facilities and adjacent land uses.
2. Two (2) copies of a Floor Plan, drawn to scale not less than 1:50, showing details of the layout of all equipment, fixtures and fittings in a bird's eye view (looking down on the premises).

   Sink details should be provided, including the type of sink (single bowl, double bowl, triple bowl, wash hand basin, or cleaner's sink), and the dimensions (or the size and depth of the sink). The floor plan should also indicate the type of materials and finishes used on equipment, fixtures, fittings, floors, walls and ceiling (such as stainless steel or laminated work benches, walls and ceilings finished in a high gloss paint and ceramic tiled floor with epoxy grouting).
3. Two (2) copies of a Sectional Elevation, drawn to scale not less than 1:50, showing a side-on view of the walls of the premises and should indicate the height of structures, benches, equipment and fixtures, including fixtures, fittings and equipment within cool rooms / freezer rooms (if applicable).-
4. Two (2) copies of a Hydraulic plan (plumbing and drainage plan), drawn to scale not less than 1:50, showing the location of water and sewage pipes and connection types, tundishes and grease traps
5. Two (2) copies of a Mechanical Exhaust Ventilation Plan, drawn to scale of not less than 1:50, if mechanical exhaust systems are to be installed.
6. Two (2) copies of a Transport Vehicle Plan, drawn to scale of not less than 1:50, showing details of the layout of all the equipment, fixtures and fittings and the types of materials used.
7. Full explanation of selected box/es in the Suitability of person to hold a licence section (if applicable).

Please note: This application and fee MUST be lodged with your Council.

Office use only

Fee	Date / /
Scheduled category	File no.
Receipt no.	Access no.
Registration no.	Licence no.

Goondiwindi Regional Council is collecting this information to fulfil its responsibilities and obligations as a Local Government. This information may be used by Council officers, or shared with relevant agencies, where it is necessary to process your application or carry out related Council functions. Your contact details may also be used by Council to communicate with you about other services, matters or responsibilities that directly relate to your dealings with Council, in accordance with the *Information Privacy Act 2009 (Qld)* and Council's *Information Privacy Policy*. Your personal information will not be disclosed to any other person or agency unless you have given your consent or we are required to do so by law.