

BUNDABERG REGIONAL COUNCIL

ABN 72 427 835 198

Application for Permit Commercial Use of Roads, Parks & Reserves

GST does not apply to these Permits

Bundaberg Regional Council Local Laws

Receipt Type: 221

Please read the Application Guidelines and the Food Premises Licensing Guide before completing and submitting your application. Applications that are incomplete will not be accepted.

1 Application type *Select ONE only*

Use of Road Reserve

PLEASE NOTE:

A letter of approval from the Department of Main Roads must be attached to this application when requesting permission for a location on a main road.

Use of Park/s

PLEASE NOTE:

This application will be assessed by Environmental Services prior to approval by the Health and Regulatory Services Section.

Stalls & Booth on Council Controlled Land

Mobile Food Vending

Conduct of a Business on the foreshore

Other (please provide details)

Lodge your completed application at:

Bundaberg Regional Council
Health and Environmental Services Department
190 Bourbong Street
BUNDABERG CENTRAL QLD 4670

or post to

Bundaberg Regional Council
PO Box 3130
BUNDABERG QLD 4670

PART A

2 Site Address

Adjacent to

Unit No.

Street No.

Street

Suburb

Postcode

Locality/Park Name

If using footpath area, width of footpath

PART B

3 Applicant

Individual's full name *Person/s applying to be the new licensee*

Title	Surname/Family Name	First Name	Middle Name

Or

Organisation's full name *Organisation applying to be the new licensee*

4 ABN *Mandatory*

5 Registered address *Not a PO Box*

6 Postal address

7 Business/Trading Name *If applicable*

8 Contact person's Name

9 Contact details

Business phone number	Business fax number	Business mobile No.
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email

10 Agent or Consultant *Details of person making application on behalf of the operator*

Name

Address

Business phone number	Business fax number	Business mobile No.
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email

PART C

Activity specific details

11 Other Approvals

Are there any other relevant Approvals necessary for the activity in place?

Yes

Type & Reference Number

No

12 Hours of Operation

	Day	Time		Day	Time
<input type="checkbox"/>	Monday		<input type="checkbox"/>	Tuesday	
<input type="checkbox"/>	Wednesday		<input type="checkbox"/>	Thursday	
<input type="checkbox"/>	Friday		<input type="checkbox"/>	Saturday	
<input type="checkbox"/>	Sunday				

Is the premise open on public holidays?

Yes

No

Seasonal use?

Yes

No

If yes, provide details

13 Type of service

Good being vended (if applicable)

Will there be music or any amplified message?

Yes

Type and details of any music and/or amplified message

No

14 Mobile Food Vending

- 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 +
- Does the vehicle comply with the Food Safety Standards Yes No

Vehicle details

Registration number	Make	Model	Colour
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Describe the food to be sold

Hot

Details

Cold

Details

Will the food be prepared at other premises?

Yes

Name and address of the food premises

No

15 Additional relevant information (if any)

If your permit is successful, Council will require that a copy of a current \$10,000,000 Public Risk Insurance Policy and Insurer's Endorsement be completed if Bundaberg Regional Council is not named as an interested party in the Policy.

PART E

16 Completion checklist	Required with this application	Tick box/es	Office Use Only
1. Completed and signed application form		<input type="checkbox"/>	<input type="checkbox"/>
2. Correct fee enclosed or paid		<input type="checkbox"/>	<input type="checkbox"/>
3. 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.		<input type="checkbox"/>	<input type="checkbox"/>
4. 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.		<input type="checkbox"/>	<input type="checkbox"/>
5. Attachment relating to suitability statements required if answering "yes" to Q26 below		<input type="checkbox"/>	<input type="checkbox"/>

NOTE: *It is your responsibility to ensure you obtain all relevant approvals. A Permit issued under the Local Law does NOT constitute approval for other aspects of your business.*

Environmental Services Use Only

1. This application has been assessed for the use of a Bundaberg Regional Park and Environmental Services make the following recommendations:

2. Are there any conditions regarding this licence?
Please note: If there are conditions regarding approval of the licence, please attach to the application

Yes

No

Officer Name

Officer's Signature

Date

PART F

17 Applicant suitability statement, declaration and signature

Have you ever had a permit refused, suspended or cancelled, or been found guilty of an offence against the Local Law or corresponding law in Queensland or other States and Territories?

No Yes Give details in an attachment

I understand that the information provided in and with this application may be disclosed publicly under the Freedom of Information Act 1992 and the Evidence Act 1977.

I am aware that it is an offence to knowingly provide false or misleading information.

Name **Organisation**

Name of Signatory

Signature and date

 / / .

Name **Individual**

Position *Owner, Proprietor, Director, Manager*

Signature and date

 / / .

Name **Organisation**

Name of Signatory

Signature and date

 / / .

Name **Individual**

Position *Owner, Proprietor, Director, Manager*

Signature and date

 / / .

Lodgment of completed applications, together with the relevant fees, should be made either:

In person

Bundaberg City Council Administration Offices
190 Bourbong Street, Bundaberg Qld 4670

General Postal Address

Bundaberg Regional Council
PO Box 3130, Bundaberg Qld 4670

Food Business Licence Application Guidelines

A reference to “Licence” in these guidelines refers to a Licence under the Food Act 2006.

Your food business will require a licence under the *Food Act 2006* if the business -

- Manufactures food:
- Manufactures food products:
- Sells unpackaged food by retail, including but not limited to:
 - a restaurant or delicatessen;
 - a catering business;
 - a takeaway food shop, such as a pizza shop;
 - a motel providing meals with accommodation;
 - a food business that involves selling food, such as hamburgers, from a motor vehicle or unpackaged food from a vending machine;
 - private hospital;
 - private school tuckshops;
 - temporary food stalls.
- Non-profit organisation that sell meals on at least 12 days each financial year, including but not limited to:
 - a restaurant, open daily to the public, operated by a sporting club to raise revenue for the club;
 - the provision of meals for a fee to homeless persons at a homeless persons hostel;
 - the preparation of meals by Meals on Wheels.
- Is a mobile business selling unpackaged food.

The following activities are exempt from licensing under the *Food Act 2006*:

- state or government owned corporations;
- the handling or sale of food at a tuckshop operated by a parents and citizens association at a state school;
- the handling of food, at a person's home, intended to be given away to a non profit organisation for sale by the organisation;
- the production of primary produce under an accreditation granted under the *Food Production (Safety) Act 2000*– including meat, dairy, seafood and egg schemes;
- the handling or sale of fisheries resources under a buyer licence issued under the *Fisheries Regulation 1995*, except where the seafood is cooked;
- the sale of unpackaged snack food, such as biscuits, cakes, confectionary, nuts and potato chips that are not potentially hazardous food;
- the sale of whole fruit or vegetables;
- the sale of seeds, spices, dried or glazed fruit, dried herbs, tea leaves, coffee beans or ground coffee;
- the grinding of coffee beans;
- the sale of drinks (other than fruit or vegetable juice processed at the place of sale) including, for example, tea, coffee, soft drinks and alcohol;
- the sale of ice, including flavoured ice, such as slurpies and snow cones or bags of party ice;
- the provision of meals by a non-profit organisation that are prepared by someone other than the organisation and are stored and heated or otherwise prepared by the organisation in accordance with the directions of the meal's manufacturer;
- the 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.

Definitions

Please note that definitions are taken directly from legislation.

Eating Establishment:	Means a restaurant, café or similar food business that involves the preparation and service of food on the order of a person for immediate consumption by the person.
Food Business:	Means a business, enterprise or activity (other than primary food production) that involves: (a) the handling of food intended for sale; (b) the sale of food.
Handling of Food:	Includes the making, manufacturing, producing, collection, extracting, processing, storing, transporting, delivering, preparing, treating, preserving, packing, cooking, thawing, serving or displaying of food.
Mobile Premises:	For a food business, means premises that are a vehicle from which a person sells unpackaged food by retail.
Off-site Catering:	In relation to a food business, means serving potentially hazardous food at a place other than the principal place of business for the food business. Off-site catering does not include: (a) merely delivering food under an arrangement with, or on the order of, a consumer (e.g. delivering pizzas from a takeaway pizza shop); or (b) the sale of food from mobile premises or temporary premises (e.g. the sale of ice-creams from a mobile ice-cream van).
On-site Catering:	In relation to a food business, means preparing and serving potentially hazardous food, to all consumers of the food at the premises from which the business is carried on, under an agreement under which the food is: (a) of a predetermined type; (b) for a predetermined number of person; (c) served at a predetermined time; and (d) for a predetermined cost. On-site catering does not include: (a) preparing and serving food at an eating establishment; or (b) merely preparing and displaying food for self-service by consumers (eg. Preparing food for consumption from a buffet at a restaurant).
Temporary Premises:	For a food business, means premises other than fixed premises or mobile premises, and includes, for example, a stall or a tent.

Business Types

- Restaurant or Delicatessen
- Catering Business
- Takeaway Food Shop
- Fruit & Vegetable Sellers
- Child Care Centres
- Motel providing meals with accommodation
- Mobile Food Vehicle
- Private Hospital
- Private School Tuckshop
- Temporary Food Stalls
- Food Shop

Fees

You can obtain a schedule of fees by contacting Health And Environmental Services Department on telephone 1300 883 699.

Duration

This licence remains in effect for a period of no greater than 1 year.

How to Apply

You can obtain this licence by completing a "Food Licence Application" form, - and submit it to the Chief Executive Officer, Bundaberg Regional Council, PO Box 3130, Bundaberg Qld 4670.

In addition to the completed application form, you must submit plans drawn to scale and which provide an accurate representation of the layout of the food premises. One (1) copy of the plans will be kept by Bundaberg Regional Council on file and the other copy will be returned to you if your application is approved.

You must include:

- Site Plan;
- Floor Plan;
- Sectional Elevations;
- Hydraulic Plans;
- Mechanical Exhaust Ventilation Plans; and
- Transport Vehicle Plan.

Mobile food premises are only required to hold 1 licence, issued by a local government in which you intend to operate. This licence then allows the business to sell food from the mobile premises anywhere in Queensland.

Can Licence Be Transferred?

You cannot transfer this licence.

Additional Information

Food safety programs will not be required prior to 1 July 2007. From this date, only off-site caterers, on-site caterers and private hospitals will be required to develop and implement food safety programs.

You can obtain the following booklets, as well as additional fact sheets, from Queensland Health or downloaded from http://www.health.qld.gov.au/HealthyLiving/Food_Safety_1.htm

- "Label Buster Guide: A guide to the Food Standards Code labelling requirements for food business"
- "Know Your Food Business: A self-assessment guide to the Food Safety Standards"

From 1 July 2007, a licensee must ensure that they have a food safety supervisor for the food business under the licence. The licensee may be the food safety supervisor and may have more than one food safety supervisor for the food business. The licensee must ensure that the food safety supervisor is reasonably available to be contacted by Local Government while the food business is open.

Bundaberg Regional Council
Environmental Health Officer
188-190 Bourbong Street
Bundaberg Q 4670
(PO Box 3130 Bundaberg Q 4670)
Ph: 1300 883 699
Fax: (07) 4152 9155
Email: ceo@bundaberg.qld.gov.au
Website: www.bundaberg.qld.gov.au

Useful Websites:

All Queensland Acts and Regulations can be viewed or printed from the Queensland Government Legislation website www.legislation.qld.gov.au

Food Standards Code: www.foodstandards.gov.au

Food Safety Standards: www.Foodstandards.gov.au

Label Buster Guide: www.health.qld.gov.au [Type label buster in Search area]

Safe Food Queensland: www.safefood.qld.gov.au

Queensland Health: www.health.qld.gov.au

Notes in relation to specific fields on the application

For all fields, if the space is insufficient, please provide the required information in a clearly marked attachment.

1 Application type

As this form can be used for several different application types in relation to Food Premises you must determine the purpose of your application. This also determines the fee payable for the application.

- Select **New Licence** where premises has not previously been approved for this purpose, or where a previous approval has lapsed. You would also select **New Licence** if you take over a business.
- Select **Amendment to Licence** if you already hold the licence and intend on making alterations to the operation.
- Select **Plan Assessment/Design requirements only** where you need advice on the suitability or the requirements for the design of the premises, but you are not ready to operate the food business within 60 days. A licence will not be issued for this type of application.

2 Mobile Food Vehicle

You need to lodge an individual application for each vehicle.

PART A

3 Premises address

You must use the official address of the location where the activity will be carried out, and include any unit number if applicable. If you are unsure of the official (rateable) address, please confirm by contacting the landowner or alternatively phone Council on 1300 883 699. If you are proposing a Mobile Food Business, you must give us the address where the vehicle is garaged, or your residential address. This address **cannot** be a post office box.

4 RPD

This is the Real Property Description. If you are unsure of the RPD, please confirm by contacting the landowner or alternatively phone Council on 07 1300 883 699.

5 Development Approval

This question is not applicable for mobile activity.

If your proposal involves a change of the use of the site or construction or alteration of buildings, you may require a Development Permit under the Town Plan, or other approvals. **You are responsible** for investigating if your proposal requires any other approvals. To determine if you need a Development Permit please phone Council on 1300 883 699 and ask to speak to the Town Planning Department. You must either have a Development Permit, or know that you do not need a Development Permit for your activity. If you answer NO or you do not know the answer to this question, **DO NOT LODGE THE APPLICATION AT THIS TIME**. You must first determine the suitability of the site for your proposed use.

6 Building Approval

Required unless no alterations being undertaken. A Private Certifier can be used, however, a copy of the plans must be lodged at Council's Building Department.

7 Plumbing and Drainage Approval

Required for any alterations to existing approved fittings, or installation of new fittings.

8 Trade Waste Approval

Required for all Food Premises under Council's Trade Waste Policy.

9 Other Approval

Any other relevant approvals e.g. Trade Waste, Footpath Dining.

10 Applicant

The primary applicant must be the person who will hold the licence and be legally responsible for the operation.

- Where the applicant is an individual, provide the full name, eg. *Mr John Peter Smith*
- Where the applicant is a partnership of individual, provide full name of all individuals eg. *Mr John Peter Smith, Mr David Geoffrey Smith and Miss Mary Jane Smith.*
- Where the applicant is a corporation, provide the full name of the corporation as registered, eg. *Queensland Best Pty Ltd or My Company Ltd.* Note that a business name is not a legal entity and **cannot** be a licensee.

12 Registered address

This is the address of the registered office where you can receive legal documents. This may be the same address as the location of the activity. A post office box **cannot** be a registered office.

15 Contact person

You may wish to nominate a contact person for the application, eg. *Your manager*. An organisation **must** nominate a contact person.

16 Contact details

Give contact details where you can be reached on a daily basis during business hours.

17 Agent or Consultant

If an agent or consultant is assisting you with the application, the relevant details must be supplied. This person will receive all correspondence in relation to the application, but will not be listed as the licence holder or receive future correspondence such as renewal notices. *Leave this section blank if you are not using an agent.*

PART C

Licence specific details

18 Categories of Food Premises/Food Businesses

Select all the categories of the activity. Additional information about the categories is available in the Food Premises Licence and Registration Guide.

For example: *where a food shop includes several sections, also select other relevant activities such as bakery, delicatessen or fruit and vegetable processing.*

For each area/activity (except mobile food vehicle), give the floor area in square metres. The total floor areas for any food preparation and storage includes kitchens, sculleries, store rooms, preparation areas, cold stores, pantries and other areas used in the handling and storing of food. **Do not include** areas used solely for dining or car parking.

20 Nature of operation

Provide a brief description of your proposed food activities, and processes used. For example:

- Washing, preparation, packaging and distribution of ready to eat salads
- Mobile fruit preparation, blending and takeaway sale of fruit juice
- Preparation, cooking to order and table service of thai style cuisine
- Home business producing and bottling jams and chutneys for commercial sale.

21 Food Safety Supervisor

Food act requires that every licensed premises has a Food Safety Supervisor. They are required to complete certain competencies from Nationally accredited training packages. Fact Sheets 18 and 19 are available from Queensland Health's website which provide further information.

PART D

24 Amendment to current licence

This section is only applicable if you are requesting an amendment to your current licence. You need to clearly indicate the proposed amendment, eg. *Change to approved area, conditions, processes or activities to be operated.* Please attach supporting documentation if relevant.

PART E

25 Completion checklist

The checklist is used both by the applicant to make sure that the application is complete and by Council officers to quickly assess if all vital elements of the application have been included. Please note that where you are required to attach additional information and plans, these need to conform to the requirements as listed in this guideline or in Council's "Guidelines for Construction and Alteration of a Food Premise".

PART F

26 Applicant suitability, declaration and signature

If you are supplying commercial sensitive or confidential information please ensure you mark such information clearly. If the application is made by an organisation, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the organisation.

Notes in relation to Plan Requirements

Refer to Part E.

Please also refer to Council's publication "Guidelines for Construction and Alteration of a Food Premise" for detailed information about plan requirements.