

<p>Include plans if necessary.</p> <p>Please specify the intended date for completion of structural alterations.</p>	<p>Structural alterations</p> <p>Does the amendment relate to structural alterations carried out to the premises?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes → Plans detailing the alterations must be submitted (refer to applicant checklist attached for details).</p> <p>→ Specify the intended date for completion of structural alterations:</p> <p>_____</p>	
<p>You MUST include the existing licence certificate.</p>	<p>Existing licence certificate required</p> <p><input type="checkbox"/> Have you attached the existing licence certificate for the food business?</p> <p><i>(The existing licence certificate must be submitted so that a new one, with requested amendments, can be issued).</i></p>	
	<p>Signature of applicant</p> <p>I/We, _____ certify that the above information and the information on any attachments, to the best of my knowledge, is true and correct.</p> <p>Signature of applicant: _____ Date ____ / ____ / ____</p>	
	<p>Disclaimer: Should approval be given to this application such approval will not extend to approving any other statutory or local government requirements relating to the property.</p>	
<p>Fees</p>	<p>No fees are required for licensing or processing unless the applicant's business operations are:</p> <ul style="list-style-type: none"> • Based outside the City of the Gold Coast. <p>The amendment fee of \$205.00 is required for businesses whose operations are based outside the City of the Gold Coast.</p> <p>For further clarification please contact Council's Licensing & Approvals Section on (07) 5581 6668 or visit Council's website at goldcoastcity.com.au</p>	
<p>Office use only</p>	<p>Receipt no:</p>	<p>Date:</p>
	<p>Amendment RE 98486 \$ _____</p>	

You must lodge all documentation (where applicable) to allow processing, otherwise the information will be requested and this may hold up approval processing.

Please tick the appropriate selection and attach additional page/s if necessary.

Please indicate what other applications have been submitted (where applicable).

Applicant checklist

If the amendment relates to structural alterations carried out to the premises, please complete the checklist below and ensure all necessary documentation (including plans) is submitted with the application.

Plans

- | | Applicant
Check | GCCC
Check |
|---|--------------------------|--------------------------|
| (a) Two copies of plan layout of all equipment, benches, storage cupboards (storage of staff personal items), sinks, basins, door/window openings, location of staff areas and chemical/cleaning equipment storage areas. Scale 1:100 | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) Two copies of 2 cross sections each drawn through separate areas of the preparation and customer service areas. Details are to include finishes to walls, floors and ceilings, heights of fixtures from floors and benches, junctions of walls and floors and lighting provisions. Scale 1:50 | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) Two copies of site plan showing location of premises/shop in regard to other premises including wastewater treatment devices (grease trap, etc), waste storage area and staff toilets. | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) Two copies of mechanical exhaust ventilation systems showing all dimensions, details of cooking equipment (i.e. gas, electricity) and external discharge points. Scale 1:50 | <input type="checkbox"/> | <input type="checkbox"/> |
| (e) Provide a detailed description of proposed structural amendments to the premises | <input type="checkbox"/> | <input type="checkbox"/> |
| (f) Correct fee / no fee | <input type="checkbox"/> | <input type="checkbox"/> |
| (g) Name of directors or management committee | <input type="checkbox"/> | <input type="checkbox"/> |
| (h) Attach existing licence certificate | <input type="checkbox"/> | <input type="checkbox"/> |

Applications lodged

- | | |
|--|--|
| <input type="checkbox"/> Planning Approval | <input type="checkbox"/> Liquid Waste |
| <input type="checkbox"/> Building Approval | <input type="checkbox"/> Advertising Signs |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Other Government Bodies |