

**1. Licensee holder details**

Licensee holder type	<input type="checkbox"/> Corporation	<input type="checkbox"/> Incorporated association	<input type="checkbox"/> Individual / other entity
Name (Family trust is not a legal entity for a food business licence)			ABN
Registered address (for correspondence)			
Suburb		State	Postcode
Business phone	Alternate phone	Mobile	
Email			
Preferred method of contact for correspondence:		<input type="checkbox"/> Email	<input type="checkbox"/> Post
For a corporation or incorporated association, provide details of all directors or management committee members below:			

*\*Please attach an additional sheet if the directors or management committee members do not fit.*

**2. Business details**

Business trading name		Settlement/Opening date	<input type="checkbox"/> N/A
Registered address (for correspondence)			
Suburb		State	Postcode
Business phone	Alternate phone	Mobile	
Preferred contact person		Contact phone	
Email		Fax	
Hours of Operation		Days of Operation	

**3. Licence type**

**Fixed Food Premises** – a food business where a building or other structure, or part of a building or other structure has a permanent address the business is conducted from.

**Mobile Food Premises** – a food business where the premises is a vehicle from which a person sells unpackaged food by retail. *Please note, each registered vehicle must hold a separate Food Licence and you may require approval to use council controlled land, contact council to find out more.*

**Temporary Food Premises** – a food business where the premises are neither fixed nor mobile, such as a stall, tent, cart. *Please note you may require approval to use council controlled land, contact council to find out more.*

**4. Premises details**

Lot number		Plan number		Property number	
Shop number	Street number		Street name		
Suburb		State	Postcode		
Water supply:	<input type="checkbox"/> Town	<input type="checkbox"/> Rain water	<input type="checkbox"/> Bore water	<input type="checkbox"/> Other:	
Is licence for mobile food premises?	<input type="checkbox"/> <b>Yes* – complete Item below and provide your garage/mooring details above.</b>				
	<input type="checkbox"/> <b>No – proceed to Item 5.</b>				
Vehicle/vessel details	Registration		Make	Model	

**Privacy**  
 Council will use any personal information provided by you for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the Local Government Act 2009 and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Council may provide information about you to any relevant Queensland State Department. Your personal information is dealt with in accordance with council's privacy policy.

[www.sunshinecoast.qld.gov.au](http://www.sunshinecoast.qld.gov.au) | [mail@sunshinecoast.qld.gov.au](mailto:mail@sunshinecoast.qld.gov.au) | T 07 5475 7272 F 07 5475 7277

Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

**Caloundra office** 1 Omrah Avenue Caloundra Qld 4551  
**Maroochydore office** 10 First Avenue Maroochydore Qld 4558  
**Nambour office** Corner Currie and Bury Streets Nambour Qld 4560

\* Note: you may require approval to use council controlled land, contact council to find out more.

5. Application type	
<input type="checkbox"/>	<b>New food business.</b>
<input type="checkbox"/>	<b>New licensee for existing business:</b> Food Licence Number: _____ Previous trading name: _____
<input type="checkbox"/>	<b>Amendment of current licence with alterations to premises (i.e. change to fitout):</b> Food Licence Number: _____
<input type="checkbox"/>	<b>Amendment of current licence with no alterations to premises (i.e. change to trading name, director's details):</b> Food Licence Number: _____
<i>Note: Application type will affect your fees; refer to this item when confirming fees.</i>	

6. Category type	
Category	Category description/example
<input type="checkbox"/> Food vehicle, van, caravan or boat	Food business conducted from a vehicle, van, caravan or boat which includes food preparation.
<input type="checkbox"/> Retail food vehicle	Retail food vehicle used in connection with fixed food business where the food is prepared and packaged at the fixed premises and the vehicle acts as a retail outlet. Each vehicle requires a separate application form. <b>Provide fixed food business licence name and number below.</b>
<input type="checkbox"/> Annual temporary	Regular market stall or tent that may operate at more than one location. <b>Provide any relevant details of how food will be stored, thawed, prepared, cooked, cooled, reheated, displayed, served and transported below.</b>
<input type="checkbox"/> 1 off Event (4 days maximum)	A tent, stall, cart etc. at a special event (i.e. food festivals, music festivals or sporting events). If you work a number of these events per year you are encouraged to apply for an Annual Temporary food business licence.
<input type="checkbox"/> 1 off Event (12 days maximum)	<b>Provide any relevant details of how food will be stored, thawed, prepared, cooked, cooled, reheated, displayed, served and transported below.</b>
<input type="checkbox"/> Multiple food preparation areas	Supermarket with deli, bakery, butcher. Resort with kitchen, kiosk, bar, café/bar. Restaurant / Hotel / Function / Reception Centre with multiple kitchen or service areas. Aged care facility or hospital with kitchen and multiple service areas. All food preparation areas must be at the same location and operated by the same licensee.
<input type="checkbox"/> Manufacturer* HIGH	Manufacturer of infant food, infant formula, fermented meats, raw seafood which does not require further processing before consumption.
<input type="checkbox"/> Manufacturer* MEDIUM	Manufacturer of bottled water, cakes/desserts, chocolate and cocoa products, milk, butter, cheese, yogurt, eggs and egg products, fruit juices, canned/processed/frozen fruit and vegetables, ice cream, canned meats, meat/vegetable pies, nuts and nut products, prepares/packaged meals, salads, sauces, canned/processed seafood, soya products.
<input type="checkbox"/> Manufacturer* LOW	Manufacturer of bread, biscuits, brewery, confectionary, condiments, cordials/syrups, cereals, dry pasta, oils, pastry, pickles, chips, pretzels, muesli bars, soft drinks, tea/coffee, vinegar, honey.
<input type="checkbox"/> Child care centre	Includes long day care, occasional day care and employer sponsored day care (does not include family day care).
<input type="checkbox"/> Off site caterer	Means serving potentially hazardous food at a place other than the principle place of business for the food business. <b>If you utilise another food business premises to carry on your food business provide licence number, name and current licensee signature below or attached to application.</b>
<input type="checkbox"/> Eating establishment	A food business which provides chairs and tables for its patrons. Includes Café, restaurant, bar and aged care facility with dining room only.
<input type="checkbox"/> Takeaway food bar	Chairs and tables are not provided for patrons by the food business. It is generally expected the food will be "taken away" for consumption soon thereafter. Fast food, kiosk, canteen, business in a food court.
<input type="checkbox"/> Bakery	This category covers bakery/café and bakery/takeaway food style premises.
<input type="checkbox"/> Retail food shop	Unpackaged foods requiring minimal food preparation for retail sale. Convenience stores, petrol stations, fruit and veg shop, ice cream only shop, deli slicing cold meats/cheese, sale of bread & bakery items. A retail shop does not have chairs/tables and/or takeaway foods.
<input type="checkbox"/> Accommodation premises	A food business that provides meals with accommodation, including a bed and breakfast and farm stay. If meals are provided to patrons other than guests of the accommodation, the premises must be categorised as an eating establishment.

**Provide explanation of food type and procedures based on the selected category. Attach additional sheet if needed.**

*Note: Category type will affect your fees; refer to this item when confirming fees.*

\*Manufacturer: includes packaging, peeling, canning, bottling, combining ingredients. This does not refer to food being made at premises for sale at/from the premises or vehicle.

## 7. Suitability of applicants

Provide details of skills and knowledge to sell safe and suitable food the applicant/s (or person providing this service) has:

Does applicant/s have a conviction (other than a spent conviction) for a breach of <i>any food legislation</i> <sup>1</sup> ?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
Has applicant/s had a licence suspended or cancelled under <i>any food legislation</i> <sup>1</sup> ?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
Has applicant/s ever been refused a licence under <i>any food legislation</i> <sup>1</sup> ?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No

\* Provide details and circumstances for all applicants (including applicants, directors or management committee members).

<sup>1</sup> Any food legislation refers to the Food Act 2006, the Food Act 1981 or a corresponding law.

## 8. Food Safety Supervisor

Do food safety supervisor details need to be updated or provided?	<input type="checkbox"/> Yes* – complete Item below.
	<input type="checkbox"/> No – proceed to Item 10.

A food business licensee must provide council with the name and contact details of each food safety supervisor for the business. A fee may apply if the information is not provided within 30 days of lodging this application.

For **each** food safety supervisor listed below a copy of the certificate of attainment for the relevant competencies must be attached to application. For current competencies refer to [www.lgtoolbox.qld.gov.au](http://www.lgtoolbox.qld.gov.au)

Penalties apply for failing to provide the required information.

### Food Safety Supervisor 1

Title	Surname	Given names	
Registered address			
Business phone	Alternate phone	Mobile	
Email			
Competencies held (attach a copy to application)			

### Food Safety Supervisor 2

Title	Surname	Given names	
Registered address			
Business phone	Alternate phone	Mobile	
Email			
Competencies held (attach a copy to application)			

## 9. Event details

Is licence for temporary food premises?	<input type="checkbox"/> Yes* – complete Item below.
	<input type="checkbox"/> No – proceed to Item 10.

Event name	Location	Day or date	Hours or times

\* Note: you may require approval to use council controlled land, contact council to find out more.

## 10. Plan assessment requirements

### Fixed Food Premises

**For amendment to licence with no alterations to premises: provide details (attach to the back of this application form) of changes and any relevant materials to assist council officers in assessing your application**

**For amendment to licence with alterations to premises: provide two copies of the proposed floor plan and one copy of the existing floor plan.**

**For new food business provide two copies of:**

- Plan layout with all equipment (including benches, storage cupboards, sinks, basins, door/window openings, location of staff areas and chemical/cleaning equipment storage areas) to a suitable scale (i.e.1:100). Details must include finishes to walls, floors and ceilings, heights of fixtures from floors and benches, junctions of walls and floors and lighting provisions. Additional supporting information will be required on the type and capacity of the hot water generating unit taking into consideration peak usage.
- Cross sections, each drawn through separate areas of the preparation and customer service areas to a suitable scale (i.e. 1:50).
- Site plan showing location of premises/shop with regard to other premises including wastewater treatment devices (i.e. grease trap), waste storage area and staff and public toilets.
- Two copies of mechanical exhaust ventilation systems showing all dimensions, details and specifications of cooking equipment (i.e. gas, electricity) and external discharge points to a suitable scale (i.e. 1:50) in accordance with AS1668.2 parts 1 and 2.

### Mobile Food Premises

**For amendment to licence with no alterations to premises: provide details (attach to the back of this application form) of changes and any relevant materials (including photos, videos and media) to assist council officers in assessing your application**

**For amendment to licence with alterations to premises: provide two copies of the proposed floor plan, one copy of the existing floor plan and any relevant materials (including photos, videos and media).**

**For new food business provide and any relevant materials (including photos, videos and media) and two copies of:**

- Mobile food vehicle plan, drawn to scale of not less than 1:50, showing layout with all equipment, fixtures and fittings in a bird's eye view (looking down on the vehicle) and the types of materials used.
- Sink details, including the type of sink (single bowl, double bowl, triple bowl, wash hand basin, and/or cleaner's sink), and the dimensions (size and depth).
- Sectional elevations, 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, including fixtures, fittings and equipment within cool rooms/freezer rooms (if applicable).
- Hydraulic Plans drawn to scale of not less than 1:50, showing location of water and sewerage pipes and connection types, tundishes, grease traps, potable water and waste water holding tanks and drainage outlets.
- Mechanical Exhaust Ventilation Plan drawn to scale of not less than 1:50 (if mechanical exhaust systems are to be installed) in accordance with AS1668.2 parts 1 and 2.

### Temporary Food Premises

**For amendment to licence with no alterations to premises: provide details (attach to the back of this application form) of changes and any relevant materials to assist council officers in assessing your application**

**For amendment to licence with alterations to premises: provide two copies of the proposed floor plan and one copy of the existing floor plan.**

**For new food business provide two copies of:**

- Floor Plan, drawn to scale not less than 1:50, showing layout of all equipment, fixtures and fittings in a bird's eye view.
- The floor plan should also indicate the type of materials and finishes used on equipment, fixtures, fittings, floors, walls and ceilings.
- Potable water and waste water holding tanks and drainage outlets locations and sink details, including the type of sink (single bowl, double bowl, triple bowl, wash hand basin, and/or cleaner's sink), and the dimensions (size and depth).
- Sectional elevations, 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, including fixtures, fittings and equipment within cool rooms/freezer rooms (if applicable).
- Food transport vehicle plan (if a vehicle is to be used), 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.
- Storage & handling conditions details of the food prior to and including delivery/transport of food to the market and point of sale. Such as the type of storage containers used (cleaning and maintenance) and details to ensure high and medium risk foods are maintained within the safe temperature zones.

## 11. Application checklist

Please indicate which information is provided at time of application lodgement	Applicant	Council customer contact
Fully completed application form and correct fees as per charges in Item 12	<input type="checkbox"/>	<input type="checkbox"/>
Two copies of plans as outlined in Item 10 Plan assessment requirements	<input type="checkbox"/>	<input type="checkbox"/>
Food safety supervisor competencies	<input type="checkbox"/>	<input type="checkbox"/>
Copy of not for profit registration (if claiming reduced fees)	<input type="checkbox"/>	<input type="checkbox"/>

## 12. Fees and charges

Amendment of current licence <u>with</u> alterations to the premises	\$260.00
Amendment of current licence <u>without</u> alterations to the premises	\$66.00

The following fees apply to new food businesses, new licensees for existing businesses and for alterations to existing food businesses:

Your application will not be processed unless the correct fees are paid upfront. To confirm the correct fees please contact council before you submit the application.

Category (please tick)	Plan assessment fee	Licence fee	Total fees payable
<input type="checkbox"/> Food Vehicle, Van, Caravan or Boat	\$554.00	\$477.00*	\$1,031.00**
<input type="checkbox"/> Retail Food Vehicle	\$311.00	\$189.00*	\$500.00**
<input type="checkbox"/> Annual Temporary	Nil	\$312.00*	\$312.00**
<input type="checkbox"/> 1 off Event (4 days maximum)	Nil	\$109.00 <i>No pro rata</i>	\$109.00
<input type="checkbox"/> 1 off Event (12 days maximum)	Nil	\$189.00 <i>No pro rata</i>	\$189.00
<input type="checkbox"/> Multiple Food Preparation Areas	\$965.00	\$950.00*	\$1,915.00**
<input type="checkbox"/> Manufacturer* HIGH	\$965.00	\$950.00*	\$1,915.00**
<input type="checkbox"/> Manufacturer* MEDIUM	\$554.00	\$477.00*	\$1,031.00**
<input type="checkbox"/> Manufacturer* LOW	\$311.00	\$312.00*	\$623.00**
<input type="checkbox"/> Child Care Centre	\$554.00	\$477.00*	\$1,031.00**
<input type="checkbox"/> Off Site Caterer	\$554.00	\$477.00*	\$1,031.00**
<input type="checkbox"/> Eating Establishment	\$554.00	\$477.00*	\$1,031.00**
<input type="checkbox"/> Takeaway Food Bar	\$554.00	\$477.00*	\$1,031.00**
<input type="checkbox"/> Bakery	\$554.00	\$477.00*	\$1,031.00**
<input type="checkbox"/> Retail Food Shop	\$311.00	\$312.00*	\$623.00**
<input type="checkbox"/> Accommodation Premises	\$311.00	\$312.00*	\$623.00**

### Please note:

Permits are valid from the date of issue to 31 August and incur an annual renewal fee.

\* Pro rata fees apply for the licence fee only (listed above) not including licence renewals of:

1 September - 30 November = Full fee, 1 December - 28 February = 3/4 of full fee, 1 March - 31 May = 1/2 of full fee, 1 June - 31 August = 1/4 of full fee

\*\* The total fees payable may need to be recalculated based on the above pro rata information.

Not for profit organisations are entitled to a 50% reduction in all fees where they can provide either a copy of the Certificate of Registration as a Charity or Certificate of Endorsement as a Charitable entity, this does not apply to agents or contractors of not for profit organisations. If certificates are not provided at time of application the full fees are payable.

## 13. Declaration of applicant

I/We, the applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with the Sunshine Coast Regional Council. Should any of the details given in relation to this application be changed in the future, the Applicant shall advise the Sunshine Coast Regional Council in writing prior to any such change being implemented.

I/We hereby make application for a food business licence under the *Food Act 2006* as set out in this form.

Name	Position	Signature	Date

## Additional Information

### Plan assessments

It is recommended you engage the services of a suitably qualified and experienced person to assist in the development of plans and specifications in accordance with the requirements of the *Food Act 2006*, the *Food Safety Standards and Australian Standard 4674-2004* and other legislation that may relate to the design of your premises.

For detailed information on the requirements relating to the design, installation and construction of a food premises refer to the fit-out guide located in the information package or log onto [www.lgtoolbox.qld.gov.au](http://www.lgtoolbox.qld.gov.au).

Where appropriate, photographs can be submitted to assist with plan assessment.

### Food Safety Program

**The *Food Act 2006* requires certain licensable food businesses must have a food safety program accredited by their local government. Licensed food businesses are required to have an accredited food safety program if:**

1. The food business involves off-site catering
2. The primary activity of the food business is on-site catering at the premises stated on the food business licence
3. The primary activity of the food business is on-site catering at part of the premises stated in the licence
4. The food business is carried on as part of a private hospital
5. The food business processes or serves potentially hazardous food for six or more *vulnerable persons*\*

\* A *vulnerable person* is a person who receives care from one of the following:

- (a) Hospital facilities including acute care, psychiatric, hospice, chemotherapy and renal dialysis facilities, aged care facilities including nursing homes, respite care, same day aged care and low care aged care facilities
- (b) Child care facilities, including long day care, occasional day care and employer sponsored child care (does not include family day care)
- (c) Is a client of a delivered meals organisation

**There are significant penalties for not having a food safety program.**

For further information on the development or accreditation of a food safety program, please contact council's Healthy Places Unit.

Food safety program fact sheets, resources and relevant application forms can be found at [www.lgtoolbox.qld.gov.au](http://www.lgtoolbox.qld.gov.au)

## OFFICE USE ONLY

Application no.	Amount paid	Date paid	Receipt no.	Initial	Date stamp

## 14. Payment options

In person	Customer service centres: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays).				
By mail	Cheque or money order to be made payable to: Sunshine Coast Regional Council.				
	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money order	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	
	Card number		Expiry date	Amount \$	
	Name on card		Signature of cardholder		
	Phone	Is a receipt required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	