



DRINKING WATER CARRIERS

Thank you for enquiring about operating a water carrier with Logan City Council. Enclosed in this information kit you will find information that will assist in making an application with Council.

All drinking water carriers are required to hold a food business under the *Food Act 2006*. Compliance with the Food Act will ensure you are providing safe drinking water for your customers. To obtain a food business licence you will need to submit a completed application with the prescribed fee to Council. The enclosed information will assist you in ensuring your application is complete.

APPLICATION PROCESS FOR A DRINKING WATER CARRIER

The application will take approximately 20 working days to process subject to all the required information being provided.

1. Completed application for food business licence form (with the prescribed fee)
2. Completed checklist (attached) outlining that the tanker complies with the standards.
3. Confirmation that the delivery hoses comply with the relevant Australian Standards, such as AS2070- 1999 (Plastic materials or food contact use) or other international standard.
4. Confirmation that the lining materials used with the containers and fittings comply with Australian Standard 2040-2005 (Testing of products for use in contact with drinking water)
5. Provide certification from a laboratory outlining that the tanker is properly sanitized before use.
6. A basic plan of the tanker showing all the items required (signage, valves etc)

APPLICATION PROCESS FOR AN EXISTING DRINKING WATER CARRIER

If you are buying a water carrier that is already operating, you will need to apply for a new food business licence. It is not possible to transfer an existing food business licence to a new owner or operator. A new owner or operator must apply and receive approval for a food business licence before commencing trade.

If you are making changes to the water carrier, you will need to lodge a design application and follow the same process as starting a new water carrier.

For further information please contact Council's Environmental Health Program on phone (07) 3412 3412

Food Business Licence Application - New Licence / Amendment / Restoration & Food Safety Program Accreditation / Amendment

Food Act 2006

I / We hereby make an application for a food business (*please tick*):

- Change of ownership of an existing licensed food business Existing food business licence no: _____
- New licence -- **NOTE:** A design approval is required for new premises (separate form)
- Food safety program accreditation
- Restoration of a licence
- Amendment to an accredited food safety program
- Amendment of existing licensed food business

Note: An application for a food business licence should not be made more than 30 days before commencing trade.

Have you applied for a design assessment for this food business licence? Please provide reference No: _____

Section 1 – Applicant(s) Details*

Applicant name(s):

Individual's Full Name or Company i.e. the Licensee. E.g. Robert Smith or Robert Smith Pty Ltd

Please note: A trading name or trust cannot hold a licence.

NOTE: The *Food Act 2006* requires a Corporation or Incorporated Association to provide the names of the directors or members of the management committee. Please attach a complete list of all directors or members of the management committee and registered office details for your organisation. Your application may be delayed or refused if this information is not attached.

Business trading as:

(i.e. Business trading name. E.g. Bob's Burger's)

Premises address: (where is the premises located?)

Postal address of applicant: (if different to site address)

Contact person name: (the best person to talk to about this application)

Business ph:

Mobile ph:

Email:

* Logan City Council is collecting applicant details in accordance with section 85 (3) of the Food Act 2006 (Qld) in order to assess your application for food business licence, restoration or amendment. This information will only be accessed by employees and/or Councillors of Logan City Council for Council business related activities only. Some of this information may be given to Queensland Health for the purpose of maintaining the register of mobile food vendors and requisite local government reporting to Queensland Health. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

Council use only

LOGAN CITY COUNCIL
PO BOX 3226
LOGAN CENTRAL DC QLD 4114
AB & GST NUMBER
26-627-796 435
WWW.LOGAN.QLD.GOV.AU

ENVIRONMENT & SUSTAINABILITY
ENQUIRIES: ENVIRONMENTAL HEALTH OFFICER
TEL: (07) 3412 3412
FAX: (07) 3412 3444
EMAIL: COUNCIL@LOGAN.QLD.GOV.AU
DOC# 8986537 / FILE # 878465-1

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Section 2 - Food Safety Supervisor Details

All licensable food businesses are required to have a nominated food safety supervisor. The food safety supervisor must be reasonably available to both Council and food handlers whilst food is being handled. The food safety supervisor must also be able to supervise and give directions to staff about matters of food safety.

Name of food safety supervisor: _____

Business hours contact number: _____

Section 3 – Food Business Details

Type of food premises or vehicle (please tick)

- | | |
|---|---|
| <input type="checkbox"/> Aged care facility (food safety program required) | <input type="checkbox"/> Café/restaurant |
| <input type="checkbox"/> Bed & breakfast | <input type="checkbox"/> Child care centre (food safety program required) |
| <input type="checkbox"/> Caterer (on site /off site catering – food safety program required) | <input type="checkbox"/> Food shop |
| <input type="checkbox"/> Food manufacturer/packer | <input type="checkbox"/> Private hospital (food safety program required) |
| <input type="checkbox"/> Mobile food vehicle (including water carriers) | <input type="checkbox"/> Takeaway food bar |
| <input type="checkbox"/> Supermarket | <input type="checkbox"/> Food vending machine |
| <input type="checkbox"/> Non-profit organisation that sell meals 12 times or more per calendar year | <input type="checkbox"/> Limited food business (green grocer) |
| <input type="checkbox"/> Bakery/pastry cook | <input type="checkbox"/> Home based food business |
| <input type="checkbox"/> Annual food stall | |

Food Safety Programs (FSP)

Some food businesses require a food safety program, if you are submitting a food safety program as part of this application please tick below and ensure the **additional fee** is included:

- Food safety program attached without approved auditors written advice.
- Food safety program attached with approved auditors written advice.

Food Handler Training – I'M ALERT

Logan City Council provides free online food safety training for business operators and food handlers. To access this training please visit www.logan.imalert.com.au.

Mobile Food Vehicles, Annual Stalls or Food Vending Machines

If operating a mobile food vehicle / annual stall / vending machine, please indicate where and when trade will occur:

If operating a mobile food vehicle / annual stall / vending machine, please indicate where and when food will be prepared and stored:

Vehicle registration no: _____

Make and model: _____

Vending machine serial number, unique ID number or mark: _____

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Section 4 – Amendments

Existing Premises- Amendments:

If this is an amendment application, please specify nature of change. **NOTE:** amendments to the food business fit out will require a food business design application form to be completed (separate form)

Section 5 – Certification *(please tick)*

I authorise the person nominated as the food safety supervisor in section 2 to supervise and give directions about matters relating to food safety to persons who handle food in the food business.

As the applicant, I apply for a food business licence in accordance with the information provided. I am aware that it is an offence to knowingly provide false and misleading information and declare:

- That I am authorised to sign on behalf of the person (meaning a corporation or individual/s) and commit this person (meaning a corporation or individual/s) in all respects.
- That the information supplied is correct to the best of my knowledge or that I could reasonably obtain.
- I **have not** been convicted of an offence or had a licence refused, cancelled or suspended under the *Food Act 2006, Food Act 1981, Food Hygiene Regulation 1989* or any grounds of other related legislation within Australia.

Applicant signature (s): _____

Date: _____

Name (s) in full: _____

Position: _____

Note: If you are unable to tick box 3 above, please attach further details to support this application.

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Section 6 - Fees

New Food Business Type	Licence Fee
Aged Care Facility	\$641.00* + FSP accreditation fee
Bakery / pastry cook	\$636.00*
Bed & Breakfast	\$303.00*
Café / restaurant	\$636.00*
Caterer	\$398.00* (may require FSP accreditation)
Child care centre	\$315.00* + FSP accreditation fee
Domestic water distribution	\$158.00*
Food manufacturer	\$586.00*
Home Based Food Business/ Limited food business (Manufacturing only one line of food eg cake, decorator, jams and spreads) (change of ownership)	\$302.00*
Home Based Food Business/ Limited food business (Manufacturing only one line of food eg cake, decorator, jams and spreads) with recent Design assessment approval	Nil fee
Food shop	\$641.00*
Food stall	\$303.00*
Food vehicle	\$448.00*
Private Hospital	\$618.00* * + FSP accreditation fee
Supermarket(change of ownership)	\$641.00 *
Supermarket with recent Design & Fit-out assessment	Nil fee
Takeaway food bar	\$636.00*
Other Type	Fee
Application to amend an existing licence	\$545.00
Additional Inspection fee	\$ 271.00 + \$135.00 p/hr if over 2 hrs
Application for food safety program accreditation (FSP)	\$699.00
Application for Food Safety Program Accreditation with written advice of an approved 3 rd party auditor supplied (FSP)	\$310.00
Application to Amend an Accredited Food Safety Program	\$310.00
2 nd Party Compliance Audit of an Accredited Food Safety Program	\$509.00 + \$129.00 p/hr over 3hrs
Consideration of subsequent additional written advice	\$136.00 + \$135.00 p/hr

*Pro-rata licence/renewal fees will apply for applications made within 3 and 6 months from end of August.

Registered charitable organisations, churches & non-profit organisations may receive 50% off the prescribed fee subject to production of appropriate verification of such unless otherwise prescribed in the respective fee description.

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PAYMENT OPTIONS



Paying by Mail:

Make your cheque or money order payable to **LOGAN CITY COUNCIL**.
Complete the application form and return it to Council.



Paying by Phone:

Call Logan City Council on (07) 3412 5318 to pay with Mastercard or Visa.
Please ensure you also return the signed application form to Council.



Paying in Person:

Cash, cheque, money order, EFTPOS, Mastercard or Visa.
Complete the details on this application form and present to:

Council's Administration Centre

150 Wembley Road, Logan Central, 8am to 5pm weekdays (except public holidays), or

Council's Customer Service Centres

18-22 Honora Street, Jimboomba, 8am to 4.45pm weekdays (except public holidays), or
58-60 Manila Street, Beenleigh, 8.am to 4.45pm weekdays (except public holidays).

Credit Card for Mail Payments Only

Credit Card Details

Mastercard

Visa

Card number

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Expiry date

--	--	--	--

Cardholders name _____ Amount \$ _____

Signature _____

Contact phone number _____

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This fact sheet is designed as a guidance tool only. Water carriers delivering drinking water must apply for a Mobile Food Licence to comply with the *Food Act 2006*.

Guidelines

- Vehicle must not be used for any other purpose than domestic water distribution.
- Carriers are required to be available for inspection by a Council officer at any time.
- Carriers may only source treated drinking water from an approved potable water source, eg Council standpipe.
- Adequate measures must be taken to prevent contamination of the source of supply, distribution tank and container into which the water is being transferred.
- Water carriers are required to be licensed with only one Council, even if they are delivering water to multiple council areas.

Duty of carriers

- Carriers must notify the Council of the district in which the business is registered, prior to undertaking the bulk cartage of drinking water.
- The operator of the vehicle must be trained and be proficient in its operation.
- Carriers must ensure that all persons involved in the bulk cartage of potable water are adequately trained.

Signage on tanks

The following information must be prominently displayed in signage:

- Trading name and phone number – not less than 75mm in height each
- The licence number and tanker approval number – not less than 100mm in height each
- Sign - “DRINKING WATER ONLY” – not less than 150mm in height
- Mobile food vehicle licence number.

Hoses, pumps, fittings and water tank inner lining

- Pump and related fittings (including hoses and pipes) are to be used only for drawing water for human consumption.
- Delivery hoses must comply with relevant Australian Standards, such as 2070–1999 (Plastic materials for food contact use) or relevant international standard.
- Hoses, fittings, pump and water tank must be kept leak-free in a clean and well-maintained condition externally and internally at all times.
- Suitable storage areas for fittings and hoses must be provided on the tanker to prevent contamination; the delivery fittings attached to the delivery pump must be adequately capped and protected to prevent contamination of couplings and fittings.
- Lining materials used within containers and fittings must comply with Australian Standard 4020-2005 (Testing of products for use in contact with drinking water).
- Inner tank must be rust-free. If rust proofing is required, an approved rust-proof treatment suitable for drinking water must be used and applied in accordance with the manufacturer's instructions
- Internal coating of mild steel for water distribution tanks must not be carried out until all welding has been completed and the interior surfaces of the tank have been thoroughly de-scaled and cleaned.
- Queensland Water Resources Commission Technical Bulletin (TB19/1992) states that “coal tar-based products” are not recommended as internal coatings or linings for drinking water storages. Organic chemicals, leaching from these products, act as a food source for bacteria, consequently promoting bacterial regrowth.

For more information, contact your local Council

Back flow prevention

Vehicles must be fitted with backflow prevention systems in accordance with Australian Standard 3500-2003 (Plumbing and drainage set). Back flow devices on tanks used solely for the bulk cartage of drinking water must conform to the medium hazard rating of Australian Standard/New Zealand Standard 3500.1-2003 (Plumbing and drainage - water services). The vessel must also display a back flow approval sticker from Council on the rear driver's side of the vessel.

Sanitising of tank, fittings and hoses

Cleaning and sanitising, with a solution of 35ml of sodium hypochlorite (12.5% available chlorine) per 1000L of water, must be done on a regular basis. This dose rate must give a free residual chlorine level of not less than 1 part per million (ppm) after 30 minutes contact time. The solution must then be disposed of in an approved manner, and the tanks, hoses and fittings flushed with clean water.

Log books

Details required in a log book include:

- place where water is obtained, the amount drawn and the metered standpipe readings
- place and date where water is delivered and the amount at each location
- printed name and signature of driver for each delivery
- any treatment carried out to the tanker
- any rejection of water.

General information

If applying for a Mobile Food Licence, for the first time as a water carrier, other approvals may include:

- access to Council standpipes
- Local Law permits if applicable
- debtors account with Council

Complaints regarding water quality from Council standpipes

To reduce the likelihood of complaints about contaminated water, the operator is encouraged to check the quality of water they collect from a Council-approved water source. If at any stage, the operator believes Council's water supply from the standpipes is contaminated, Council must be contacted immediately. The resident is also encouraged to check water quality (eg smell, taste, odour) prior to the water being discharged to their rainwater tank.

The majority of problems appear to occur when high organic content has built up in a customer's rainwater tank and this organic matter, algae and sludge have reacted with the delivered treated chlorinated supply, causing an unpleasant taste and odour problems.

Certain by-products can be produced or stirred up from the sludge and algae on the bottom and sides of the tank when chlorinated water is added to the tank. These by-products can include iodine, chlorine, ammonia, hydrogen sulphide (rotten egg gas) etc. Tanks that are underground, partly submerged or covered in vegetation are more susceptible to this reaction.

This checklist is designed to be completed in conjunction with the conditions of your Food Business Licence, *Food Act 2006*, *Water Act 2000* or any other relevant legislation.

Mobile premises - water carrier

Checklist for operators

This checklist is designed as a guidance tool to ensure food premises operators are prepared for an inspection by a Council Officer. These requirements are based on the Food Safety Standard 3.2.2 (Food safety practices and general requirements) and Food Safety Standard 3.2.3 (Food premises and equipment). It does not limit your legal responsibilities and obligations under the *Food Act 2006*.

Licence	✓
The licence or a copy of the licence is displayed within/on the vehicle.	
Identification	✓
The wording, "DRINKING WATER ONLY", is printed on each side of the vehicle at not less than 150mm in height.	
Exterior surfaces of vehicle/trailer	✓
Paintwork is in good order.	
Vehicle/trailer is kept in clean condition	
Tanker fittings and equipment	✓
Tanker fittings and equipment are structurally sound and in good order.	
Tanker fittings and equipment are appropriate to prevent contamination during loading, travelling and delivery.	
A backflow system is installed.	
Tank interior	✓
The internal coating/lining is suitable for drinking water and applied in accordance with manufacturer's instructions.	
The interior is in a clean and hygienic condition.	
The interior is free from rust and foreign matter.	
Delivery hoses and pipes	✓
The distribution pipes are capped when not in use to prevent contamination.	
The interior surfaces of the hoses are structurally sound.	
The interior surfaces of the hoses are regularly cleaned and sanitised to prevent a build-up of slime.	
Log books	✓
Log books are carried in each water tanker detailing: <ul style="list-style-type: none"> • place where water is obtained, the amount drawn and the metered stand pipe readings • place and date where water is delivered and the amount at each location • printed name and signature of the driver for each delivery • any treatment carried out to the tanker • any rejection of water. 	

Your name: _____ Date: _____

For more information, contact your local Council

Water carriers

Operator knowledge assessment – question sheet

Food business name	
Your name	
Position	
Date	

The following questions are designed to allow Council to ascertain your knowledge in food hygiene matters and your suitability to run a food business. The questions are based on the requirements of the *Food Act 2006* and Food Safety Standards, and are the types of things a Council Officer will be assessing when conducting routine audits of your business.

This assessment is to be completed by the person who is responsible for the day-to-day operations of the food business. This completed assessment is to be retained on-site and presented to the inspecting Council officer upon request.

Questions	
1.	The Food Licence (Mobile) of a water carrier must be displayed in a prominent position at all times. a) True b) False
2.	“DRINKING WATER ONLY” must be printed, not less than 150mm in height, on a licensed water tank. a) True b) False
3.	A licensed water carrier may carry multiple types of liquids in the water tank. a) True b) False
4.	The delivery fittings, attached to the delivery pump of a water tanker, must be adequately stored and capped to prevent contamination during loading, travelling and delivery. a) True b) False
5.	As long as a water carrier handles water deliveries responsibly, no backflow prevention devices are required. a) True b) False
6.	Water carriers must access treated drinking water from approved potable water sources only. a) True b) False
7.	A log book must be kept to record the date of all water deliveries, collection point of water, delivery point of all water sales, driver’s name and signature for each water delivery, and any rejections of water deliveries. a) True b) False
8.	Water carriers must be issued a licence from every Council that they deliver water to. a) True b) False

If you have any issues you wish to discuss further, list them below and a Council officer will discuss them with you during an inspection visit.

For more information, contact your local Council