

Food Business Licence Application Form

Privacy Notice: Council is collecting personal information you supply on this form for the purpose of processing your application. Council is authorised to collect this personal information under section 85 of the *Food Act 2006*. Some information may be given to the State Government authority responsible for administering the *Food Act 2006*. Council deals with your personal information in accordance with law including the *Information Privacy Act 2009*.



This form is to be used when applying for a food business licence with or without an accredited food safety program for a business carried on by the applicant. The application must be submitted with the relevant fee, food safety program and written advice from a food safety auditor (if applicable) and business details.

P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Applicant Details			
Applicant name: <i>(if partnership or company)</i>		ABN:	
Applicant name: <i>(if individual)</i>			
First	Middle	Last	
Residential address: <i>(if individual)</i>			
Street number and name		City	State Postcode
Postal address <i>(if different)</i> :			
Preferred contact number:		Email:	
Preferred delivery method: <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Collect – (Rockhampton, Gracemere, Mt Morgan) <i>Email is the standard form of delivery. If this method is unsuitable please select an alternative.</i>			
Company Details			
Registered office address: <i>(if corporation or incorporated association)</i>			
Postal address:			
Corporation director name/s of members of the management committee:			
Contact name:			
Preferred contact number:		Email:	
Premises Details			
Premises type: <input type="checkbox"/> Fixed premises <input type="checkbox"/> Mobile premises <input type="checkbox"/> Temporary premises			
Trading name:			
Description of proposed business: <i>(caterer, bakery, takeaway, café, restaurant, hospital)</i>			
Manager/s name:			
Manager/s contact number:		Email:	

OFFICE USE ONLY	Date:	CSO:	Information checked: Y / N
	Amount:	Receipt number:	Application number:

Fixed Premises		
Fixed premises address:		
Lot number:	Plan number:	Floor area (m ²):
Do you have current approvals? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Development approval number:		Trade waste approval number:
Building approval number:		Plumbing and drainage approval number:
Does your business provide offsite catering? <i>(If selected yes, please also complete details for Mobile Premises)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Mobile Premises		
Address where mobile premises can be inspected:		
Floor area (m ²):	Vehicle registration number:	
Registered vehicle owner:	Vehicle type: <i>(car, van, trailer, caravan)</i>	
Vehicle make:	Vehicle model:	
Temporary Premises <i>(please attach list of location and dates if more than one location)</i>		
Temporary premises address:		
Premises type: <i>(tent, marque, stall)</i>	Floor area (m ²):	
Short Term Event		
Is this licence for a short term event? <i>(if selected yes, please complete below details)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Event name:		
Event address:		
Event location:	Event date/s:	
Food Safety Program		
<p>Under the <i>Food Act 2006</i>, certain licensable food businesses in Queensland must have an accredited food safety program. Food businesses require an accredited food safety program if they provide offsite catering; onsite catering at the premises stated in the licence or part thereof; operate as part of a private hospital under the <i>Private Health Facilities Act 1999</i>; or produce potentially hazardous food for vulnerable populations at child care, aged care and hospital facilities.</p> <p>Rockhampton Regional Council requires the applicant to obtain a 'Notice of Written Advice' from an approved auditor as to whether the food safety program meets the criteria for food safety programs set out in section 104 of the <i>Food Act 2006</i>. Please visit the Queensland Health website https://publications.qld.gov.au/dataset/food-safety-auditing/resource/62aaf1c5-f60b-4e0f-b726-488ac27d5a93 for a list of approved food safety auditors.</p>		
Are you required to submit a food safety program? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Business type:	<input type="checkbox"/> Offsite catering	<input type="checkbox"/> Child care centre	<input type="checkbox"/> Aged care facility	<input type="checkbox"/> Onsite catering
	<input type="checkbox"/> Private hospital	<input type="checkbox"/> Other (please specify):		

Food Safety Supervisor

If the details of the food safety supervisor/s are unknown at the time of application, please do not complete this section. This will not affect the processing of your application. However, you must provide the contact details of the food safety supervisor/s and a copy of the Statement of Attainment for the relevant qualification within 30 days of receiving the food business licence.

Food safety supervisor name:

First	Middle	Last
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Postal address:

Preferred contact number:	Email:
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Food safety supervisor name:

First	Middle	Last
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Postal address:

Preferred contact number:	Email:
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Applicant Suitability (if selected 'yes' for one or more boxes, please submit details with your application)

(a) Has the applicant, executive officer, or any other member of the management committee been convicted of a relevant offence other than a spent conviction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the applicant, executive officer, or any member of the management committee previously held a licence under the <i>Food Act 2006</i> , <i>Food Act 1981</i> or a corresponding law that was cancelled or suspended?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Has the applicant, executive officer, or any member of the management committee been refused a licence under the <i>Food Act 2006</i> , <i>Food Act 1981</i> or a corresponding law?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

Food Safety Program

- Copy of the food safety program
- 'Notice of Written Advice' from an approved safety auditor

Food Safety Supervisor

- Copy of the Statement of Attainment for the food safety supervisor/s qualification

Food Business Details

- Recall system details (if the business is a wholesaler, supplier, manufacturer or importer)
- Detailed food menu
- List of potentially hazardous ingredients
- Details on the materials used in the design and construction of the premises/vehicle
- Copy of each plan, drawn to scale, and complying with the Food Safety Standards 3.2.3:
 - Site plan
 - Floor plan
 - Sectional elevation plans
 - Hydraulic plan

- Mechanical exhaust ventilation plan
- Transport vehicle
- Premises layout detailing:
 - Details, position and size of all plumbing fixtures
 - Details, position and size of food preparation benches
 - Details, position and size of exhaust canopies
 - Details of all surface finishes (*floors, walls, ceilings and bench surfaces*)
 - Details of all surface joining methods
 - Details, position and specifications of all food preparation equipment

Declaration

I submit this Food Business Licence Application Form with the relevant fee and supporting documentation as required.

Applicant name:

Applicant signature:

Date:

Signatory name:

(if partnership or company)

Signatory position:

(if partnership or company)

Fees and Charges

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#).

Payment Information

In person | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

By phone | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

By post | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.