

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: rockhamptonregion.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
Preferred contact number:	Email:	
Preferred delivery method: <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Collect – Rockhampton, Gracemere, Mount Morgan <i>Email is the standard form of delivery except for approvals/certificates and returned applications. If this method is unsuitable, please select an alternative.</i>		
Residential Address <i>(if individual)</i>		
Street number and name:		
Suburb:	State:	Postcode:
Postal address <i>(if different)</i> :		
Company Details		
Registered Office Address <i>(if corporation or incorporate association)</i>		
Street number and name:		
Suburb:	State:	Postcode:
Postal address:		
Corporation director name/s of members of the management committee:		
Contact name:		
Preferred contact number:	Email:	

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

Premises Details

Premises type: Fixed premises Mobile premises Temporary premises

Trading name:

Description of proposed business: Caterer Bakery Takeaway Cafe Restaurant Hospital
 Other (please specify):

Manager/s name:

Manager/s contact number:

Email:

Fixed Premises

Street number and name:

Suburb:

State:

Postcode:

Lot number:

Plan number:

Floor area (m²):

Do you have current approvals? Yes No

Development approval number:

Trade waste approval number:

Building approval number:

Plumbing and drainage approval number:

Does your business provide offsite catering? Yes – please complete details for Mobile Premises below. No

Mobile Premises

Address where mobile premises can be inspected:

Floor area (m²):

Vehicle registration number:

Registered vehicle owner:

Vehicle type: Car Van Trailer Caravan Other (please specify):

Vehicle make:

Vehicle model:

Temporary Premises (please attach list of location and dates if more than one location)

Street number and name:

Suburb:

State:

Postcode:

Premises type: Tent Marque Stall Other (please specify):

Floor area (m²):

Short Term Event

Is this licence for a short term event? Yes – please complete below details. No

Event name:

Event address:

Event location:

Event date/s:

Food Safety Program

Under the *Food Act 2006*, 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 as the primary activity at the premises stated in the licence or part thereof; operate as part of a private hospital under the *Private Health Facilities Act 1999*; or produce potentially hazardous food for vulnerable populations at child care, aged care and hospital facilities.

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 *Food Act 2006*. Please visit the Queensland Health website <https://www.qld.gov.au/health/staying-healthy/food-pantry/food-safety-programs-and-auditors> for a list of approved food safety auditors.

Are you required to submit a food safety program? Yes No

Food safety auditor's name:

Please identify the relevant business type:

Offsite catering Onsite catering Child care centre Aged care facility Private hospital

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 One

Food safety supervisor name:

First

Middle

Last

Postal address:

Preferred contact number:

Email:

Food Safety Supervisor Two

Food safety supervisor name:

First

Middle

Last

Postal address:

Preferred contact number:

Email:

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? Yes No

(b) Has the applicant, executive officer, or any member of the management committee previously held a licence under the *Food Act 2006*, *Food Act 1981* or a corresponding law that was cancelled or suspended? Yes No

(c) Has the applicant, executive officer, or any member of the management committee been refused a licence under the *Food Act 2006*, *Food Act 1981* or a corresponding law? Yes No

Supporting Documentation

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

Food Safety Program

Two copies of the food safety program.

'Notice of Written Advice' from an approved safety auditor.

Food Safety Supervisor

- 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 Standards Code – Standard 3.2.3 – Food Premises and Equipment](#):
- 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.