

Food Business Licence Amendment Form



Privacy Notice: Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this 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 an amendment to a food business licence for a food business carried on by the applicant. The application must be submitted with the relevant fee and current food business licence.

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Current Licence Details		
Licensee name: <i>(if partnership or company)</i>	Licence number:	
Licensee name: <i>(if individual)</i>	First	Middle Last
Premises type: <input type="checkbox"/> Fixed premises <input type="checkbox"/> Mobile premises <input type="checkbox"/> Temporary premises		
Vehicle registration number: <i>(if applicable)</i>		
Trading name:		
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. If this method is unsuitable, please select an alternative.</i>		
Premises Address		
Street number and name:		
Suburb:	State:	Postcode:
Change to Current Licensee Details <i>(this is not required if only the licensees postal address is changing)</i>		
New Residential Address of Licensee		
Street number and name:		
Suburb:	State:	Postcode:
New postal address of licensee:		
Preferred contact number:	Email:	
Proposed Licensee Details <i>(complete if proposed new licensee)</i>		
Proposed licensee name: <i>(if partnership or company)</i>	ABN:	
Proposed licensee name: <i>(if individual)</i>	First	Middle Last
Proposed trading name:		
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. If this method is unsuitable, please select an alternative.</i>		

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

Residential Address <i>(if individual)</i>		
Street number and name:		
Suburb:	State:	Postcode:
Postal address <i>(if different)</i> :		
New 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 number:		
Preferred contact number:	Email:	
Description of proposed business: <input type="checkbox"/> Caterer <input type="checkbox"/> Bakery <input type="checkbox"/> Takeaway <input type="checkbox"/> Cafe <input type="checkbox"/> Restaurant <input type="checkbox"/> Hospital <input type="checkbox"/> Other <i>(please specify)</i> :		
Food Safety Supervisor Details		
<i>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.</i>		
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:	

Change to Premises Details *(complete if changing fixtures, fittings or equipment in the food premises)*Fit out and/or change to food preparation area: Minor (<20%) Major (>20%)

Please provide a brief description of the proposed changes:

Do you have current approvals? Yes No

Trade waste approval number:

Plumbing and drainage approval number:

Does your business provide offsite catering? Yes – please complete details for Relocation to New Mobile Premises below. No**Relocation of Fixed Premises** *(complete if new fixed premises proposed)*

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 Relocation to New Mobile Premises below. No**Relocation to New Mobile Premises** *(complete if new mobile premises proposed)*

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:

Proposed or New Licensee 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:

Change to Licensee Details

- Current food business licence (original copy) (mandatory).
- Statement of Attainment for the food safety supervisor/s qualification.

Minor/Major Fit Out or Change to Food Preparation Area / Relocation of Fixed Premises / Relocation to New Mobile Premises

- Current food business licence (original copy) (mandatory).
- 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.
- Two copies 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 *(proposed licensee to complete)*

I submit this Food Business Licence Amendment Form with supporting documentation as required.

Applicant name:

Applicant signature:

Date:

Signatory name:

(if partnership or company)

Signatory position:

(if partnership or company)

Declaration *(current licensee to complete)*

I submit this Food Business Licence Amendment 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.