



# Food Business Licence Application

**Food Act 2006**

Contact Council if you have any specific enquiries regarding fees or how to complete this form. Type or print clearly and select boxes where applicable. Enter “n/a” if the question does not apply.

<b>Application is for</b>					
<b>Application</b>		<input type="checkbox"/> Fee \$			
<b>Renewal</b>		<input type="checkbox"/> Fee \$			
<b>Amendment</b>		<input type="checkbox"/> Fee \$			
<b>Company name</b>					
<b>CAN/ARBN</b>					
<b>Family Names</b>					
<b>Given Names</b>					
<b>Position</b>					
<b>I declare the information provided in this application to be true correct</b>					
<b>Signature</b>					
<b>Date</b>					
<b>Title</b>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Other <input type="checkbox"/>
<b>Family Name</b>					
<b>Given Names</b>					
<b>Position</b>					
<b>I declare the information provided in this application to be true correct</b>					
<b>Signature</b>					
<b>Date</b>					

<b>Current Food Business Licence No.</b>	
<b>Licence No.</b>	
<b>Expiry Date</b>	
<b>Contact Details</b>	
<b>Business</b>	
<b>Private</b>	
<b>Contact person</b>	
<b>Postal Address</b>	
<b>Locality/Suburb</b>	
<b>State</b>	
<b>Postcode</b>	
<b>Contact Phone</b>	
<b>Contact Fax</b>	
<b>Mobile</b>	
<b>Email</b>	
<b>Business Details</b>	
<i>Business name must be registered with the Office of Fair Trading</i>	
<b>Business Details</b>	
<b>ABN</b>	
<i>If vehicle or stall – advise exact location</i>	
<b>Street Address</b>	
<b>Locality/Suburb</b>	
<b>State</b>	
<b>Postcode</b>	
<i>Enter postal address if different from street address</i>	
<b>Postal address</b>	

<b>Locality/Suburb</b>			
<b>State</b>			
<b>Postcode</b>			
<b>Contact Person</b>			
<b>Contact Phone</b>			
<b>Mobile</b>			
<b>Contact Fax</b>			
<b>Email</b>			
<b><i>Real property description – refer to Rates Notice</i></b>			
<b>Lot No.</b>			
<b>Reg. plan no.</b>			
<b>Parish</b>			
<b>County</b>			
<b>Description of food business: (e.g. Café, restaurant, cannery, etc.)</b>			
<b>Does your business involve any off-site caterings?</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>	
<b>Vehicle Details</b>			
<b><i>If there are additional vehicles, please attach additional vehicle information to this form</i></b>			
<b>Do you deliver food in a vehicle?</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>	
<b>Do you handle or prepare food in the vehicle?</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>	
<b>If yes, how many vehicles do you use?</b>	<input type="checkbox"/> 1-5	<input type="checkbox"/> 6-10	<input type="checkbox"/> 11+
<b>Type</b>	<b>Reg No.</b>		
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Current approval details		
<i>Please insert your approval number for each approval type issued by Local Government</i>		
Approval Type	Approval No.	Office Use Only
Building approval		
Plumbing and drainage approval		
Development approval		
Trade waste approval		
Other – please specify		
Suitability of person to hold a licence		
<i>Skills &amp; knowledge of applicants to sell safe and suitable food:</i>		
<p><i>Have any of the applicants been convicted for a breach of any food legislation? If the applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included.</i></p> <p> <input type="checkbox"/> NO           <input type="checkbox"/> YES if Yes, please attach details         </p>		
<p><i>Have any of the applicants previously held a licence under the Food Act 2006, the Food Act 1981 or a corresponding law that was suspended or cancelled? If the applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included.</i></p> <p> <input type="checkbox"/> NO           <input type="checkbox"/> YES if Yes, please attach details         </p>		
<p><i>Have any of the applicants been refused a licence under the Food Act 2006, the Food Act 1981 or a corresponding law? If the applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included.</i></p> <p> <input type="checkbox"/> NO           <input type="checkbox"/> YES if Yes, please attach details         </p>		
Nomination of food safety supervisor		
<p><i>Note: If you do not know the details of your food safety supervisor(s) at this time, do not complete this section. This will not affect the decision made on your application. However, you are required to provide the local government details of your food safety supervisor(s) within thirty (30) days of receiving your licence.</i></p>		
Name		
Address		
Business hours contact no.		

<b>Amendments</b>
<i>Complete only if applying for an amendment</i>
<b>Provide details of proposed amendments</b>
<b>Attachments</b>
<b><i>Please attach - NOTE: Applications for Renewal of Licence do not require attachments to be resubmitted.</i></b>
<ol style="list-style-type: none"> <li>1. Two (2) copies of a Site Plan, drawn to scale not less than 1:100, showing the food premises location, waste storage, car parking, staff and public toilet facilities and adjacent land uses.</li> <li>2. Two (2) copies of a Floor Plan, drawn to scale not less than 1:50, showing details of the layout of all equipment, fixtures and fittings in a bird's eye view (looking down on the premises). Sink details should be provided, including the type of sink (single bowl, double bowl, triple bowl, wash hand basin, or cleaner's sink), and the dimensions (or the size and depth of the sink). The floor plan should also indicate the type of materials and finishes used on equipment, fixtures, fittings, floors, walls and ceiling (such as stainless steel or laminated work benches, walls and ceilings finished in a high gloss paint and ceramic tiled floor with epoxy grouting).</li> <li>3. Two (2) copies of a Sectional Elevation, 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, equipment and fixtures, including fixtures, fittings and equipment within cool rooms / freezer rooms (if applicable). -</li> <li>4. Two (2) copies of a Hydraulic plan (plumbing and drainage plan), drawn to scale not less than 1:50, showing the location of water and sewage pipes and connection types, tundishes and grease traps.</li> <li>5. Two (2) copies of a Mechanical Exhaust Ventilation Plan, drawn to scale of not less than 1:50, if mechanical exhaust systems are to be installed.</li> <li>6. Two (2) copies of a Transport Vehicle Plan, 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.</li> <li>7. Full explanation of selected box/es in the Suitability of person to hold a licence section (if applicable).</li> </ol>
<b>Please note: This application and fee MUST be lodged with your Council.</b>

OFFICE ONLY	
<b>Entered By</b>	
<b>Application No.</b>	
<b>Received By</b>	
<b>Date Received</b>	



**PO BOX 18, Richmond QLD 4822**



**65 Goldring Street, Richmond QLD 4822**



**(07) 4719 3377**



**[enquiries@richmond.qld.gov.au](mailto:enquiries@richmond.qld.gov.au)**

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