

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.

Application is for					
Application		Fee S	5		
Renewal		Fee S	5		
Amendment		Fee S	5		
Company name					
CAN/ARBN					
Family Names					
Given Names					
Position					
I declare the information provided in t		this applic	ation to be	true correct	
Signature					
Date					
Title	Mr 🗌	Mrs 🗌	Ms 🗌	Miss 🗌	Other 🗌
Family Name					
Given Names					
Position					
I declare the information provided in		his applic	ation to be	true correct	
Signature					
Date					

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

Locality/Suburb						
State						
Postcode						
Contact Person						
Contact Phone						
Mobile						
Contact Fax						
Email						
Real property description – refer to R	ates No	otice				
Lot No.						
Reg. plan no.						
Parish						
County						
Description of food business: (e	e.g. Ca	afé, restau	rant, c	ann	ery, et	c.)
Does your business involve any	off-s	ite caterin	gs?	YES	S [NO 🗌
Vehicle Details						
If there are additional vehicles, please	e attach	n additional	vehicle	info	rmation	to this form
Do you deliver food in a vehicle			YES		NO	
Do you handle or prepare food in		vehicle?	YES		NO	
If yes, how many vehicles do yo			1-5	5	<u> </u>	0 11+
Туре		Reg No.				
Туре		Reg No.				
Туре		Reg No.				
Туре		Reg No.				
Туре		Reg No.				

Current approval details				
Current approval details Please insert your approval n	number for each	annroval type	issued by Local Government	
Approval Type	Approval No		Office Use Only	
	Approvarite	,	omice due omy	
Building approval				
Plumbing and drainage approval				
Development approval				
Trade waste approval				
Other – please specify				
Suitability of person to h				
Skills & knowledge of applica	ants to sell safe	and suitable fo	od:	
			of any food legislation? If the n, an executive officer of the	
corporation or a member of the				
□NO		YES if Ye	s, please attach details	
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.				
□NO	J		s, please attach details	
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.				
□NO		☐ YES if Ye	s, please attach details	
Nomination of food safety supervisor				
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.				
Name				
Address				
Business hours contact	no.			

Amendments
Complete only if applying for an amendment
Provide details of proposed amendments

Attachments

Please attach - NOTE: Applications for Renewal of Licence do not require attachments to be resubmitted.

- 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.
- 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).
- 3. Two (2) copies of a Sectional Elevation, drawn to scale not less than 1:50, showing a sideon 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). -
- 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.
- 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.
- 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.
- 7. Full explanation of selected box/es in the Suitability of person to hold a licence section (if applicable).

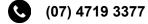
Please note: This application and fee MUST be lodged with your Council.

OFFICE ONLY				
Entered By				
Application No.				
Received By				
Date Received				

J	
Date Received	







enquiries@richmond.qld.gov.au