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 $470.00**				
Renewal	☐ **Fee $125.00**				
Amendment	☐ **Fee $95.00**				
Company name					
CAN/ARBN					
Family Names					
Given Names					
Position					
I declare the information provided in this application to be true correct					
Signature					
Date					
Title	Mr ☐	Mrs ☐	Ms ☐	Miss ☐	Other ☐
Family Name					
Given Names					
Position					
I declare the information provided in this application to be true correct					
Signature					
Date					

PRIVACY NOTICE: Any personal information you have supplied to or is collected by the Richmond Shire Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.

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 location	
Street Address	
Locality/Suburb	
State	
Postcode	
Enter postal address if different from street address	
Postal address	

PRIVACY NOTICE: Any personal information you have supplied to or is collected by the Richmond Shire Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.

Locality/Suburb	
State	
Postcode	
Contact Person	
Contact Phone	
Mobile	
Contact Fax	
Email	
Real property description – refer to Rates Notice	
Lot No.	
Reg. plan no.	
Parish	
County	

Description of food business: (e.g. Café, restaurant, cannery, etc.)		
Does your business involve any off-site caterings?	**YES** ☐	**NO** ☐

Vehicle Details			
If there are additional vehicles, please attach additional vehicle information to this form			
Do you deliver food in a vehicle?	**YES** ☐	**NO** ☐	
Do you handle or prepare food in the vehicle?	**YES** ☐	**NO** ☐	
If yes, how many vehicles do you use?	☐ **1-5**	☐ **6-10**	☐ **11+**

Type	**Reg No.**
Type	**Reg No.**
Type	**Reg No.**
Type	**Reg No.**
Type	**Reg No.**

PRIVACY NOTICE: Any personal information you have supplied to or is collected by the Richmond Shire Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.

Current approval details		
Please insert your approval number for each approval type issued by Local Government		
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
Skills & knowledge of applicants to sell safe and suitable food:
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.
☐ **NO** ☐ **YES if Yes, 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** ☐ **YES if Yes, 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 Yes, 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.	

PRIVACY NOTICE: Any personal information you have supplied to or is collected by the Richmond Shire Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.

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 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). -
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	

PO BOX 18, Richmond QLD 4822

65 Goldring Street, Richmond QLD 4822

(07) 4719 3377

enquiries@richmond.qld.gov.au

PRIVACY NOTICE: Any personal information you have supplied to or is collected by the Richmond Shire Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.