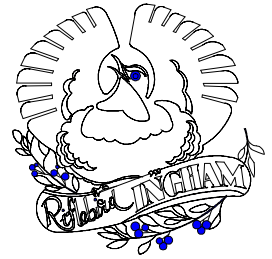


Hinchinbrook Shire Council

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Food Act 2006

Food Business Licence Application

Contact Council if you have any 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

- New Application Fee \$ _____
- Annual Renewal Fee \$ _____
- Amendment Fee \$ _____

Applicant/s details

If applicant is a company, insert company name and ACN / ARBN

Company name _____ ACN / ARBN _____

Title Mr Mrs Ms Miss Other (specify)

Family name _____

Given names _____

Position _____

I declare the information provided in this application to be true and correct.

Signature _____ Date / /

Title Mr Mrs Ms Miss Other (specify)

Family name _____

Given names _____

Position _____

I declare the information provided in this application to be true and correct.

Signature _____ Date / /

Current Food Business Licence No.

Licence no. _____ Expiry date _____

Select as applicable.

Contact details

- Business Private

Contact person _____

Postal address _____

Locality / Suburb _____ State Postcode

Contact ph. Mobile

Contact fax Email _____

Office Use Only

Entered by _____

Application no. _____

<p>Business name must be registered with the Office of Fair Trading.</p> <p>If a vehicle or stall – advise exact location??</p> <p>Enter postal address if different from street address.</p>	Business details		
	Business name		BN <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Street address		
	Locality / Suburb		State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Postal address		
	Locality / Suburb		State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Contact person		
	Contact ph. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Mobile <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Contact fax <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Email <input type="text"/>
	<p>Real property description – refer to Rates Notice.</p>	Lot no.	Reg. plan no.
Description of food business: (eg. café, restaurant, cannery, etc)			
Does your business involve any off-site catering? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Vehicle details – if applicable			
Do you deliver food in a vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you handle or prepare food in the vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many vehicles do you use? <input type="checkbox"/> 1 - 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11+			
<p>If there are additional vehicles, please attach additional vehicle information to this form.</p>	Vehicle details		
	Type	Reg no.	
	Type	Reg no.	
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			
Details of training courses undertaken + skills & knowledge of applicants to sell safe and suitable food:			
Have any of the applicants been convicted for a breach of any food legislation? <i>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> <div style="text-align: right;"><input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, attach details</div>			
Have any of the applicants previously held a licence under the <i>Food Act 2006, the Food Act 1981</i> or a corresponding law that was suspended or cancelled? <i>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> <div style="text-align: right;"><input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, attach details</div>			
Have any of the applicants been refused a licence under the <i>Food Act 2006, the Food Act 1981</i> or a corresponding law? <i>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> <div style="text-align: right;"><input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, attach details</div>			

Nomination of food safety supervisor

Note: The new Food Act 2006 requires that every food premises nominates a person that is responsible for the day to day food hygiene of the food business. This person must have accredited training and be readily contactable. You are required to provide Council details of your food safety supervisor(s) on this form **or** within thirty (30) days of receiving your licence.

Food safety supervisor details

Name

Address

Business hours contact no

Complete only if applying for an amendment

Improvements proposed or completed since last inspection.

For structural changes, new walls, new counters etc you may need Building Approval.

Please attach.

Attachments: to accompany an application for a new premises.

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, hand wash 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 finished used on equipment, fixtures, fittings, floors, walls and ceilings (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 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, including fixtures, fittings and equipment within cool rooms / freezer rooms (if applicable).
4. Two (2) copies of Hydraulic plan (plumbing and drainage plan), drawn to scale of not less than 1:50, showing the location of water and sewerage 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. In particular, the level of food hygiene training undertaken or proposed by the applicant and staff.

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

Office use only

Fee	Date / /
Scheduled category	File no.
Receipt no.	Access no.
Registration no.	Licence no.