

The *Food Business Licence Application, Renewal and Management* form is to be used by individuals or businesses wishing to apply for, renew or amend a Food Business Licence, or to apply for accreditation or amendment of a Food Safety Program (for applicable businesses).

Under the *Food Act 2006* Chapter 3 Section 49, a person must not carry on a licensable food business unless the person holds a licence to carry on the business. Maximum penalty—1,000 penalty units.

Applicants must complete all relevant sections of this form and submit the form with the required supporting documentation and fees. **Council has 30 days to assess your application and supporting documents.** It is an offence to operate a food business without displaying a current food business licence.

To return your completed form or for further information, please contact Council's Development and Regulatory Services Department via email, council@hinchinbrook.qld.gov.au, phone 07 4776 4600, in person at Council's Main Office, 25 Lannercost Street INGHAM QLD, or via post PO Box 366, INGHAM QLD 4850.

Note for Applicants: A trading name is the name a business uses to operate or promote itself (for example, a shop name), but it is not a legal entity. **Council cannot issue a licence to a trading name.** A licence must be issued to the legal person or entity responsible for the business, such as an individual, a corporation, or an incorporated association. Please select and complete the correct type of Applicant below.

APPLICANT DETAILS – CORPORATION or COMPANY

A corporation generally includes companies registered under the Corporations Act 2001, often ending in Pty Ltd, Ltd or similar, and having Directors and a Registered Office.

Applicant Name – Corporation or Company	
Names of Directors	
Address of Registered Office under the Corporations Act	

APPLICANT DETAILS – INCORPORATED ASSOCIATION

An Incorporated Association generally includes community or not-for-profit organisations registered under the Associations Incorporation Act 1981 (Qld), often ending in Inc or Incorporated, and having a Management Committee.

Applicant Name - Incorporated Association	
Names of Management Committee Members	
Nominated Address under the Associations Incorporation Act 1981	

APPLICANT DETAILS – OTHER THAN CORPORATION or INCORPORATED ASSOCIATION

This section applies to individuals, partnerships or unincorporated groups operating in their own name.

Applicant Name – Individual (Not a Trading Name)	
Address	

SUITABILITY OF PERSON TO HOLD A LICENCE

Have any of the applicants ever:

Note: Applicants also include executive officers of a corporation and management committee members of an incorporated association.

If YES, please attach details.

Been convicted for a breach of any food legislation?

☐ No ☐ Yes

Previously held a licence under the *Food Act 2006*, or corresponding law that was suspended or cancelled?

☐ No ☐ Yes

Been refused a licence under the *Food Act 2006*, the *Food Act 1981* or a corresponding law?

☐ No ☐ Yes

TYPE OF APPLICATION - 1 July 2026 to 30 June 2027

Food Business Licence

*A separate application fee, which includes internal fit-out with floor plan assessment (multiple inspections), will be advised upon submission of form

☐ Renewal - Existing food premises

☐ New - The premises has not previously been used as a food business*

☐ New - Existing food business with **no** major internal fit-out alterations

☐ New - Existing food business **with** major internal fit-out alterations*

Restoration or Amendment of Food Business Licence

☐ **\$110**

Restoration (within 60 days of lapse)

☐ **\$123**

Amendment of existing Food Business Licence
(Please attach details of amendment required and effective date)

Food Safety Program

☐ **\$505**

New Accreditation

☐ **\$77**

Amendment of existing Food Safety Program

FOOD BUSINESS LICENCE FEES – 1 July 2026 to 30 June 2027

Select relevant category

Please note:

- **New Licence** - Pro-rata fees are applicable dependant on the date of payment. Fees will be confirmed prior to payment/issue of invoice.

75% - 1 October to 31 December

50% - 1 January to 31 March

25% - 1 April to 30 June

- **Renewal of Licence** - The fee is the full amount listed.

- **Expiry** - Licences expire on 31 August each year.

☐ **\$330 - Level 1**

Bed and Breakfast, home based domestic kitchens preparing low risk food not requiring temperature control (dry storage food only such as jams, pickles, biscuits, cakes without cream, custard or ganache).

☐ **\$395 - Level 2**

Takeaways, cafes, restaurants, childcare centres, convenience stores, service stations, mobile food vehicles/vans/trailers, motels, hotels, bakeries, delicatessens, manufacturers, existing domestic kitchens preparing food requiring temperature control (Cheesecakes, cream/custard/ganache cakes etc).

☐ **\$440 - Level 3** - On-site and off-site caterers

(A Food Safety Program will be required for this licence category).

☐ **\$990 - Level 4** - Businesses with more than one food preparation area.

☐ **Fee exempt - Level 5**

Not-for-profit organisations such as aged care facilities, Meals on Wheels, Private School tuckshops are subject to licence but are fee exempt. Proof of charity status maybe required. A not-for-profit organisation is an organisation engaged in charitable, cultural, educational, political, social welfare, sporting or recreational purpose and is not carried out for the profit or gain of its individual members.

APPLICANT CONTACT DETAILS	
Authorised Contact Person	
Contact Phone	
Contact Email	

FOOD SAFETY SUPERVISORS <i>(Attach separate page if necessary)</i> <i>A copy of qualifications must be provided with new applications, or 14 days from any changes for existing licensed premises</i>		
Name/s		
Phone		
Date Qualification Issued		

FOOD BUSINESS DETAILS	
Existing Food Business Licence Number <i>(if applicable)</i>	
Street Address of Food Premises	
Water Supply Source	☐ Town Water ☐ Rainwater ☐ Bore Water ☐ Other
Mobile Van Registration Number <i>(if applicable)</i>	
Business Phone Number	
Business Email Address	
Description of Business <i>(ie. café, restaurant, catering, grocery store, takeaway, mobile food van etc)</i>	
Type of Food Being Sold	
Contact Name	
Contact Phone <i>(if different to Applicant details)</i>	
Contact Email <i>(if different to Applicant details)</i>	

INVOICING DETAILS	
Payment Method	☐ Exemption Requested <i>(Charitable organisations must provide proof of Charity or Not-for-profit status; community organisations must provide supporting letter.)</i> ☐ Over the phone <i>(A Council Officer will be in touch to organise payment.)</i> ☐ In person at Council's Front Counter <i>(Please attend at 25 Lannercost Street Ingham to submit form and make payment.)</i> ☐ Invoice prior to payment <i>(Please contact Council on 4776 4600 to discuss requirements. Requests may not be able to be processed for new licences or within 20 days of the expiry date of an existing licence).</i>

Privacy Notice and Disclaimer

The information collected on this form will be used by the Hinchinbrook Shire Council for the purpose of processing and assessment of your Food Business Licence application. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the *Right to Information Act 2009* and *Information Privacy Act 2009*). This information will be stored on Council's database. The information collected will be retained as required by the *Public Records Act 2023*.

Declaration

- ☐ I declare that the information provided by me in this application is true and correct;
- ☐ I have provided the necessary supporting documentation; and
- ☐ I understand failure to complete this form in full may delay the processing of the application.

Supporting Documentation *(Please tick if attached)*

- ☐ Details required under Suitability of Person to Hold a Licence.
- ☐ Names of Directors/Management Committee.
- ☐ Details of reason for amendment to existing licence.
- ☐ Names and contact details of nominated Food Safety Supervisors.
- ☐ Food Safety Supervisor qualifications, where copies have not previously been supplied to Council in the last five years.
- ☐ Proof of Charity or Not-for-profit status; and/or
- ☐ Plan of site layout – including location of existing structure and equipment (for new and amended applications only).

SIGNATURE REQUIRED (Signed by or for the Applicant)

Applicant Name			
Signature		Date	

OFFICE USE ONLY – REGULATORY SERVICES/ADMINISTRATION TO COMPLETE

Checked by RS		Fee Category		Fee Amount		FBL#	
Payment Method	☐ Card ☐ Cash	Date Paid		Amount Pd		Rec #	