

# Food Business Application Licenses for Fixed or Mobile

Part 1 – I/We are making an application for (please tick)		Existing Food License No / Design assessment number
<input type="checkbox"/>	New fixed premises or home-based food business license	
<input type="checkbox"/>	New fixed food business license with footpath dining/obstruction permit (complete separate Footpath Dining/Obstruction Permit application form)	
<input type="checkbox"/>	Notification of change of Food Safety Supervisor	
<input type="checkbox"/>	Change of ownership of an existing food business license	
<input type="checkbox"/>	Amendment of existing food/mobile business license	
<input type="checkbox"/>	Administrative amendment of existing food/mobile business license	
<input type="checkbox"/>	Design/layout refurbishment	
<input type="checkbox"/>	Food safety program accreditation	
<input type="checkbox"/>	Amendment of an existing accreditation food safety program	
<input type="checkbox"/>	Administrative amendment of an existing accreditation food safety program	
<input type="checkbox"/>	Restoration of a food/mobile business license within 30 days of license expiring	
<input type="checkbox"/>	Restoration of a food/mobile business license after 30 days of license expiring	

**NOTE 1:** For a one off or annual temporary food stall, please complete the temporary food stall application form.

**NOTE 2:** For a new food business design assessment/amendment to existing design please complete the food business design assessment application form.

**NOTE 3:** An application for a food business license should not be made more than 30 days before commencing trade.

**NOTE 4:** Applications that are incomplete will not be processed until all the required information has been submitted.

PART 2–APPLICANT DETAILS (individual's full name)					
Title		Given names		Surname	
Postal address					
Suburb			State/Territory		Postcode
Home phone			Mobile		
Email					
Title		Given names		Surname	
Postal address					
Suburb			State/Territory		Postcode
Home phone			Mobile		
Email					

## Correspondence

Chief Executive Officer  
PO Box 815 MOUNT ISA QLD 4825  
Visit 23 West Street, Mount Isa

**ABN**  
**Phone**  
**Fax**

48 701 425 059  
(07) 47 47 3200  
(07) 47 47 3209



[www.mountisa.qld.gov.au](http://www.mountisa.qld.gov.au)  
[city@mountisa.qld.gov.au](mailto:city@mountisa.qld.gov.au)  
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**Note:** a trading name or trust cannot hold a license

Entity type	<input type="checkbox"/> Sole Trader
	<input type="checkbox"/> Partnership
	<input type="checkbox"/> Copy of photo ID attached (if no ABN)

## PART 3 – BUSINESS DETAILS (Company must be a legal entity)

Company name					
Business trading name					
ABN/ACN (mandatory)					
Title		Given names		Surname	
Position					
Business No.			Mobile		
Email					

**Important:** By providing your email you are agreeing to receive all correspondence electronically including licensing renewal information, letter, inspection reports, legal notices, and other licensing related information.

Complete this section if you're applying for (tick one):

☐ Fixed Premises / Delivery of Packaged Water Bottles (e.g., 15L) ☐ Home-Based Business ☐ Sporting Canteen

Lot No.		Plan No.	
Premises Address			
Suburb		State/Territory	
		Postcode	
Approximately number of packaged water delivery vehicles			

Complete this section if you're applying for (tick one):

☐ Mobile Food ☐ Food Vending Machine License

Make		Model	
Rego no.		Colour	
Locations of operations			

### Food vending machine

Serial no.		Unique ID	
Locations of operations			

Description of proposed food business (e.g. café, restaurant, cannery etc)	Proposed business hours
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Provide a brief description of your proposed food business (eg. making pies, sandwiches, cakes, delivery of packaged water etc)

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## PART 4 – Corporations Officeholder Details

The Food Act 2006 requires a corporation or Incorporation Association to provide names of directors or members on a management committee. Your application may be refused or delayed if this information is not attached.

**Note:** A business trading name or trust/trustee is not a legal entity and can't hold a license. Council can only provide license to a legal entity.

Name of Corporation or Incorporation Association					
Details of the Trustee for the Trust					
Postal address					
Suburb		State/Territory		Postcode	
Business phone		Mobile			
Email					
Title	Given names	Surname			
Business No.		Mobile			
Email					
<input type="checkbox"/>	Attach a current company extract from the Australian Securities & Investment Commission (ASIC)				

## PART 5 – FOOD SAFETY SUPERVISOR

All licensable food businesses are required to have a nominated Food Safety Supervisor. The Food Safety Supervisor must be reasonably available to both Council and food handlers whilst food is being handled. The Food Safety Supervisor must also be able to supervise and give directions to staff about matters of food safety. From 8 December 2022 Food Safety Supervisor recertification and training must be completed **every 5 years** as per *Food Act 2006*.

If you don't know the details of your food safety supervisor, you have **thirty (30) days** to notify the Council after your license is issued.

**Failure to comply with Division 2 Section 86 of Act, maximum penalty of 50 units applies.**

Title	Given names	Surname			
Contact No.					
Date Food Safety Supervisor obtained					
Signature					
Title	Given names	Surname			
Contact No.					
Date Food Safety Supervisor obtained					
Signature					

# Food Business Application Licenses for Fixed or Mobile

## PART 6 – SUITABILITY OF PERSON / ORGANISATION TO HOLD A FOOD LICENSE

Skills & knowledge of applicants / organization 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, please attach details.

Have any of the applicants previously held a license 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, please attach details.

Have any of the applicants been refused a license 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, please attach details

## PART 7 – FOOD SAFETY PROGRAM

A Food Safety Program is a documented program that identifies and controls food safety hazards in the handling of food in a food business. Certain licensable food businesses must have a Food Safety Program accredited by the Council. Licensable food businesses are required to have an Accredited Food Safety Program if:

- a. food business involves off-site catering.
- b. The primary activity of the food business is on-site catering at the premises stated in the license.
- c. primary activity of the food business is on-site catering at part of the premises stated in the license to cater to 200 or more people on 12 or more occasions in any 12-month period.
- d. food business is carried on as part of the operations of a private hospital or otherwise processes or serves potentially hazardous food to six or more vulnerable people (*You supply foods directly to organisations that cater to the sick, elderly, children under 5 years of age or pregnant women (such as hospitals, nursing homes or child care centers)*)

### Section 98 of the Food Act states that a food safety program must:

- a. Systematically identify food hazards that are reasonably likely to occur in food handling operations of the business; and
- b. Identify where in a food handling operation of the food business, each hazard identified in paragraph (a) can be controlled and the means of control; and
- c. Provide the systematic monitoring of the means of control; and
- d. Provide for appropriate corrective action to be taken when a hazard identified under paragraph (a) is not under control; and
- e. Provide regular review of the program to ensure it's appropriate for the food business; and
1. f. Provide for the keeping of appropriate records for the food business, including records about action taken to ensure the business is carried on in compliance with the program.

# Food Business Application Licenses for Fixed or Mobile

Does your business / organisation require a Food Safety Program?

☐

Yes (complete below)

☐

No (go to Part 8)

Is yes, what type of food business is this application for? Tick all applicable

- ☐ Aged care (sickly, elderly) / Nursing facility / Pregnant women
- ☐ Child-care center with food preparation
- ☐ On-site catering (serving more than 200 persons onsite i.e., hotel accommodation with food, function room for hire with food)
- ☐ Off-site catering (serving to more than 200 persons i.e., catering for events/functions requiring food delivered to other location)
- ☐ Private hospital
- ☐ Other, please provide details.

Is this a new application or an amendment of existing Food Safety Program?

☐

NEW / EXISTING FSP

☐

AMENDED FSP

This application must be accompanied by

One copy of the food business accredited Food Safety Program to be accredited (new/existing/amended) ☐

Contact details for a person that Council can liaise with during the accreditation process ☐

Complete Only if FSP Amended - information clearly identifying the sections of the accredited Food Safety Program amended/proposed to be amended. **Specify changes to existing Food Safety Program**

You must also submit

The application must include the written advice from an auditor with their application for accreditation of their food safety program. Is a copy of the auditor's comment attached? ☐

A statement by a Queensland Health approved auditor that did not develop the Food Safety Program stating that the Food Safety Program complies with section 98 of the *Food Act 2006* and implementation of the program is reasonably likely to effectively control the food safety hazards of the food business to which the program relates ☐

## AUDITORS DETAILS

Title		Given names		Surname	
Contact No.					
Business name					
Approval no.					

Section 103(2) of the Act states that 'the local government must obtain and consider the written advice of an auditor about whether or not the auditor considers the food safety program complies with the criteria in section 104'.

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Chief Executive Officer  
PO Box 815 MOUNT ISA QLD 4825  
Visit 23 West Street, Mount Isa

**ABN**  
**Phone**  
**Fax**

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## PART 8 – FOOD CLASSIFICATION QUESTIONNAIRE (Low, Medium or High Risk)

Please complete all sections by circling the most appropriate score in each section.

Total your Business Score down the bottom and indicate which risk level your score falls in.

If more than one option applies, please select the one which attracts the highest score.

### SECTION 1 - Food Type and Intended Use by Customer

You provide high-risk foods that are ready-to-eat (eg. Oysters, salami, cooked rice, salads, tofu, cooked chicken/meats, cooked pasta, pies, sushi type products, quiches, cream/custard filled cakes, including imitation cream)	35
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You provide medium-risk foods that are ready-to-eat (e.g. orange juice, ice cream, peanut butter, pasturised milk, canned meat, cut fruit)	25
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You provide high-risk foods that are <u>not</u> ready-to-eat (e.g. raw meats and raw seafood)	15
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You provide medium-risk foods that are <u>not</u> ready-to-eat (e.g. unprocessed or uncut fruit and vegetables)	5
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You provide low-risk foods that may or may not be ready-to-eat (e.g. carbonated beverages, grains, cereals, sugar-based confectionary, alcohol, fats and oils)	0
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SECTION 1 SCORE

### SECTION 2 - Activity of Food Business

You handle high and medium-risk ready-to-eat foods during the processing or manufacturing of food (Processing includes cooking, making, preparing, serving, washing, storing and transporting)	25
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You portion high and medium-risk ready-to-eat foods before receipt by the customer	20
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You handle low-risk or not-ready-to-eat foods during the processing or manufacturing of food	15
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You only store, distribute or sell pre-packaged foods	5
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SECTION 2 SCORE

### SECTION 3 - Method of Processing

You use a pathogen reduction step during processing prior to sale (A pathogen reduction step may include cooking, canning, fermentation, pasteurisation or any other step that is capable of significantly reducing the level of pathogens present)	10
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You <u>do not</u> use a pathogen reduction step during processing prior to sale	0
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SECTION 3 SCORE

### SECTION 4 - Customer Base

Your food business is <u>not</u> a small business	10
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Your food business is a small business (Less than 10 employees in service sector and less than 50 in manufacturing sector)	5
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SECTION 4 SCORE

**TOTAL SCORE**

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RISK CLASSIFICATION		
RISK	SCORE	TICK
Low	39 or less	
Medium	40 – 64	
High	65 or more	

## Additional Questions

You are a catering business that serves food at a <u>different</u> location to where it is prepared: (Serving includes slicing, plating or further processing at a different location to where the food is prepared. Serving does NOT include delivering)	<input type="checkbox"/> Yes <input type="checkbox"/> No
You supply food directly to at risk groups: (You supply foods directly to organisations that cater to the sick, elderly, children under 5 years of age or pregnant women (such as hospitals, nursing homes or childcare centers))	<input type="checkbox"/> Yes <input type="checkbox"/> No
You <u>do not</u> supply food to at risk groups and not applicable to your business	<input type="checkbox"/> Yes <input type="checkbox"/> No

**IMPORTANT! If you have answered Yes to any of the above additional questions, your business requires a FOOD SAFETY PROGRAM as outlined in PART xx of this application**

## PART 9 – FLOOR PLAN

As part of the application process for new or an amendment of an existing food business, floor plan must have the following information showing details of layout of all equipment, fixtures, fitting in a bird's eye (looking down on the premises). **Refer to application guidance of examples of floor plans.**  
**Professional design and drawn plans are recommended**

<input type="checkbox"/>	Floor Plan and Elevation 1:50 scales <ul style="list-style-type: none"> <li>• layout of all equipment</li> <li>• fixtures</li> <li>• fittings</li> </ul> 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)
<input type="checkbox"/>	Site Plan and Elevation 1:100 scales <ul style="list-style-type: none"> <li>• food premises location</li> <li>• waste storage location,</li> <li>• car parking</li> <li>• staff and public toilet</li> <li>• adjacent land uses (if applicable)</li> </ul>
<input type="checkbox"/>	Sink details with dimensions/size. <ul style="list-style-type: none"> <li>• single/double/triple bowl</li> <li>• handwashing sink</li> <li>• cleaners sink</li> </ul>
<input type="checkbox"/>	Sectional Elevation 1:50 scale (side-on view of the walls of the premises) indicating: <ul style="list-style-type: none"> <li>• height of structures</li> <li>• benches</li> <li>• equipment and fixtures including fixtures</li> <li>• fittings and equipment within cool rooms / freezer rooms</li> </ul>
<input type="checkbox"/>	Hydraulic plan (plumbing and drainage plan) 1:50 scale, showing location of: <ul style="list-style-type: none"> <li>• water</li> <li>• sewage pipes</li> <li>• connection types</li> <li>• grease traps</li> </ul>

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<input type="checkbox"/>	<p>Evidence of Ventilation System Complies to AS 1668.2</p> <ul style="list-style-type: none"> <li>• certification issued by licensed personnel (QLD Building Servicing Authority)</li> <li>• Documentation by an licensed engineer (must be registered)</li> <li>• Written statement from suitable and qualified licensed personnel and/or installation certification from exhaust ventilation company/manufacture</li> </ul>
<input type="checkbox"/>	Town planning approval documentation indicating Material Change of Use application
<input type="checkbox"/>	Full explanation of selected box/es in the Suitability of person to hold a license section (if applicable)

PART 10 – DECARATION (please tick)	APPLICANT 1	APPLICANT 2
I/we authorise the person nominated as the Food Safety Supervisor to supervise and give directions about matters relating to food safety to persons who handle food in the food business. As the applicant, I am applying for a Food Business License in accordance with the information provided. I am aware that it is an offence to knowingly provide false and misleading information and declare:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
That I/we am authorised to sign on behalf of the person (meaning a corporation or individual/s) and commit this person (meaning a corporation or individual/s) in all respects.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
That the information supplied is correct to the best of my knowledge or that I could reasonably obtain.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
I/we have not been convicted of an offence or had a license refused, cancelled or suspended under the <i>Food Act 2006</i> , <i>Food Act 1981</i> , <i>Food Hygiene Regulation 1989</i> or any grounds of other related legislation within Australia.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
I/we will notify the council if there is a change of ownership of business and/or ceasing of operation immediately (under Food Act 2006 Section. transfer of food business license in not allowed and penalties apply if found)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>I/we understand that the information provided in accordance with this application may be disclosed publicly under the Freedom of Information Act 1992 and the Evidence Act 1977.</p> <p>I/we am aware that it is an offence to knowingly provide false or misleading information.</p> <p>I/we declare the information provided in this application to be true and correct</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

	APPLICANT 1	APPLICANT 2
Name		
Signature		
Position		
Date		



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## PART 11 – PRIVACY STATEMENT

The information collected on this Form will be used by Mount Isa City Council Environmental Health Section in accordance with the processing or assessment of your application. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by government legislation. This information may be stored in the Council database and will be retained as required by the Public Records Act 2002."

## CHECKLIST FOR OTHER APPROVALS YOU MAY REQUIRE

### COUNCIL RELATED

Planning Check with Council to find out what your land use approvals are and if you require additional approval.	<input type="checkbox"/>
Building You will require approvals for new buildings or structures, tenancy fit outs, installation of cool or freezer rooms, installation of mechanical exhaust ventilation, etc. Contact Council or a private certifier to find out what you need to do.	<input type="checkbox"/>
Plumbing and drainage You will need to gain approval for the installations required for the food business. Contact Council to find out what you need to do.	<input type="checkbox"/>
Advertising devices You may require approval for the installation of certain advertising devices on site. Contact Council to find out what you need to do.	<input type="checkbox"/>
Outdoor dining You will need to gain approval to have outdoor dining on public land and must provide appropriate public liability insurance. You will need to submit an Footpath Dining/Obstruction Permit application for commercial use of roads available at <a href="https://www.mountisa.qld.gov.au/homepage/101/food-license">https://www.mountisa.qld.gov.au/homepage/101/food-license</a>	<input type="checkbox"/>
Goods on footpath You will need to gain approval to place items or other displays on public land and must provide appropriate public liability insurance. You will need to submit an Footpath Dining/Obstruction Permit application for commercial use of roads available at <a href="https://www.mountisa.qld.gov.au/homepage/101/food-license">https://www.mountisa.qld.gov.au/homepage/101/food-license</a>	<input type="checkbox"/>
Trading on public land You will need to gain approval to conduct your business on public land (e.g. roadside vending, parks, etc) and must provide appropriate public liability insurance. You will need to submit an application for commercial use of roads	<input type="checkbox"/>
Trading from a Council owned or controlled facility. You will need to gain owner's consent to conduct your business from a Council owned or controlled facility. Contact the manager of the facility to find out what you need to do.	<input type="checkbox"/>
Refuse storage and disposal. You will need to provide adequate storage for refuse on site, means for washing of refuse containers and access. for refuse collection. Contact Council to find out what you need to do.	<input type="checkbox"/>

### NON-COUNCIL RELATED

Labelling, date marking, nutritional, allergy etc. requirements Labelling, date marking, nutritional, allergy etc. requirements under the <i>Food Act 2006</i> are administered by: Queensland Health 13HEALTH (13 43 25 84) <a href="http://Health.qld.gov.au/food%20safety">Health.qld.gov.au/food safety</a>	<input type="checkbox"/>
Trade waste (QUU) You will need to obtain approval to release trade waste to the sewer and may have to install a grease interceptor trap or similar which will require ongoing servicing. Contact Queensland Urban Utilities on 13 26 57 to find out what you need to do.	<input type="checkbox"/>

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