

Food Business Licence Application for Fixed or Mobile

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

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Note: A trading name or trust cannot hold a licence

Entity type	☐ Sole Trader
	☐ Partnership
	☐ 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 agree to receive all correspondence electronically including licensing renewal information, letters, 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
Approximate number of packaged water delivery vehicles		

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

☐ Mobile Food	☐ Food Vending Machine Licence
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 (e.g. making pies, sandwiches, cakes, delivery of packaged water etc.)



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PART 4 – Corporation 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 licence. Council can only provide a licence to a legal entity.

Name of Corporation or Incorporation Association					
Postal address					
Suburb		State/Territory		Postcode	
Business phone		Mobile			
Email					
Title		Given names		Surname	
Business No.		Mobile			
Email					
☐		Attach a current company extract from the Australian Securities & Investment Commission (ASIC)			

PART 5 – FOOD SAFETY SUPERVISOR (A copy of the Food Safety Supervisor Certificate must be provided)

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 licence 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					

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

Skills & knowledge of applicants / organisation to sell safe and suitable food:

Have any of the applicants been convicted of 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 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, 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, please attach details

PART 7 – FOOD SAFETY PROGRAM

- a. A Food Safety Program is a documented program that identifies and controls food safety hazards in the handling of food in the 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:
 - b. food business involves off-site catering.
 - c. The primary activity of the food business is on-site catering at the premises stated in the license.
 - d. 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.
 - e. 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:

- f. Systematically identify food hazards that are reasonably likely to occur in food handling operations of the business;
- g. 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;
- h. Provide the systematic monitoring of the means of control;
- i. Provide for appropriate corrective action to be taken when a hazard identified under paragraph (a) is not under control;
- j. Provide regular review of the program to ensure it's appropriate for the food business;
- k. 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.



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Does your business / organisation require a Food Safety Program?

☐ Yes (complete below)

☐ No (go to Part 8)

If 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 people onsite i.e., hotel accommodation with food, function room for hire with food) Off-site catering (serving to more than 200 people 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 to the 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'.

PART 8 – Water Management Plan (Required for Mobile Food Businesses only)

A Water Management Plan is implemented to ensure that all water used within the mobile food business is safe, suitable for food preparation, and compliant with relevant food safety standards.

This plan identifies the water source (reticulated or non-reticulated) and outlines all treatment, filtration, storage, and maintenance processes to ensure water quality is maintained at a potable (drinking) standard. Procedures are also in place for the regular cleaning, disinfection, and ongoing maintenance of water storage tanks and associated systems. Effective water management is critical to minimising contamination risks and protecting public health.

The business ensures that all water used for food-related activities is potable and fit for human consumption. This includes water used for:

- *Washing food and ingredients*
- *Cooking*
- *Adding to food and beverages*
- *Ice production*
- *Cleaning food contact surfaces*
- *Cleaning utensils and food containers*
- *Personal hygiene (e.g. handwashing)*

This requirement is particularly important where the business does not have access to a reticulated (town) water supply.

Where a reticulated potable water supply is unavailable, the business will demonstrate that any alternative water source is safe for use. Non-potable water will only be used for non-food-related purposes, such as cleaning floors or other non-food contact surfaces, where there is no risk to food safety.

Non-Reticulated Water Supply

Non-reticulated water refers to water that is not supplied directly by a water utility or local Council. Potential sources may include:

- *Rainwater (e.g. tank water)*
- *Groundwater (e.g. bore water)*
- *Surface water (e.g. rivers or lakes)*
- *Transported water (e.g. from a licensed water carrier)*

In circumstances where a reticulated water supply is interrupted (e.g. due to treatment failure, fire, flooding, or other emergencies), the water will be treated as non-potable until its safety can be verified.

The business will implement appropriate treatment and validation measures for any non-reticulated supply to ensure it meets potable water standards before use in food-related activities.

For further information, refer to: <https://www.mountisa.qld.gov.au/Community/Public-Health/Food-Safety/Food-Licence>

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PART 9 – ESTABLISHMENT TYPE

Please select the option that best describes your food business.

Large Establishment

Communal kitchen with multiple food preparation areas and/or large-scale food production.

- ☐ Food manufacturer/packer
- ☐ Large hospital/aged-care facility
- ☐ Large hotel/accommodation
- ☐ Supermarket
- ☐ On-site catering

Other, please describe: _____

Hospitals, aged care facilities, and businesses providing catering services may be required to submit a Food Safety Program with this application.

Medium Establishment

Commercial kitchen with one (1) food preparation area.

- ☐ Retail bakery/pastry cook
- ☐ Café/restaurant
- ☐ On-site catering
- ☐ Off-site catering
- ☐ Childcare Centre
- ☐ Aged-care facility
- ☐ Takeaway food bar
- ☐ Medium-sized hotel/accommodation

Other, please describe: _____

Childcare centres, aged-care facilities, and businesses providing catering services may be required to submit a Food Safety Program with this application.

Small Establishment

Kitchen with minimal food preparation.

- ☐ Domestic kitchen
- ☐ Bed and breakfast
- ☐ Small motel/hotel accommodation
- ☐ Water carrier

Other, please describe: _____

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PART 10 – 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 (e.g. 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 meat 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 receiving 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)	☐ Yes ☐ No
You supply food directly to at risk groups: You supply food 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)	☐ Yes ☐ No
You supply food to at risk groups and require a food safety program	☐ Yes ☐ 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 7 of this application

PART 11 – 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.

☐	Floor Plan and Elevation 1:50 scales • layout of all equipment • fixtures • fittings 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)
☐	Site Plan and Elevation 1:100 scales • food premises location • waste storage location, • parking • staff and public toilet • adjacent land uses (if applicable)
☐	Sink details with dimensions/size. • single/double/triple bowl • handwashing sink • cleaners sink
☐	Sectional Elevation 1:50 scale (side-on view of the walls of the premises) indicate: • height of structures • benches • equipment and fixtures • including fixtures • fittings and equipment within cool rooms / freezer rooms
☐	Hydraulic plan (plumbing and drainage plan) 1:50 scale, showing location of: • water • sewage pipes • connection types • grease traps

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☐	Evidence of Ventilation System Complies to AS 1668.2 - certification issued by licenced personnel (QLD Building Servicing Authority) - Documentation by a licenced engineer (must be registered) - Written statement from suitable and qualified licenced personnel and/or installation certification from exhaust ventilation company/manufacture
☐	Town planning approval documentation indicating Material Change of Use application
☐	Full explanation of selected boxes in the Suitability of person to hold a licence section (if applicable)

PART12– DECLARATION (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 people 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:	☐ Yes ☐ No	☐ Yes ☐ 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.	☐ Yes ☐ No	☐ Yes ☐ No
That the information supplied is correct to the best of my knowledge or that I could reasonably obtain.	☐ Yes ☐ No	☐ Yes ☐ No
I/we have not been convicted of an offence or had a licence 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.	☐ Yes ☐ No	☐ Yes ☐ 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 licence in not allowed and penalties apply if found)	☐ Yes ☐ No	☐ Yes ☐ No
I/we understand that the information provided in accordance with this application may be disclosed publicly under the <i>Freedom of Information Act 1992</i> and the <i>Evidence Act 1977</i> . I/we am aware that it is an offence to knowingly provide false or misleading information. I/we declare the information provided in this application to be true and correct	☐ Yes ☐ No	☐ Yes ☐ No

	APPLICANT 1	APPLICANT 2
Name		
Signature		
Position		
Date		

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PART 13 – 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*.

PART 14 – CHECKLIST FOR THE APPROVALS YOU MAY REQUIRE

COUNCIL RELATED

Town Planning Approval

Contact Council's Town Planning Department to determine whether planning approval is required for the proposed food business.

☐

Building Approval

Contact Council's Town Planning Department or a private building certifier to determine whether building approval is required for any building works, fit-outs, cool/freezer rooms, or mechanical exhaust ventilation installations.

☐

Advertising Signage

Contact Council's Town planning Department to determine whether approval is required for any advertising signage.

☐

Plumbing and Drainage

Contact Council's Water & Sewer Department to confirm whether plumbing and drainage approvals are required.

☐

Outdoor Footpath Dining

Contact Council's Environmental Services Department to gain approval to have outdoor dining on public land. You will need to submit an Footpath Dining/Obstruction Permit application along with this food business application.

☐

Use of Public Land (Goods on Footpaths / Trading on Public Land)

Contact Council's Local Laws Department to determine whether approval is required to place goods or displays on public land or footpaths, or to conduct business activities on public land (e.g. roadside vending, markets or parks).

☐

Council-Owned or Controlled Facility

Contact Council's Local Laws Department to determine whether approval is required to operate from a Council-owned or controlled facility.

☐

Refuse storage and disposal.

Ensure adequate waste storage and disposal arrangements are in place for the business. Contact Council's Revenue Department to determine whether waste collection services are available at the premises or whether a private waste contractor is required. Businesses are responsible for arranging appropriate disposal of trade waste, including waste oil and grease, where applicable.

☐

NON-COUNCIL RELATED

Food Labelling Requirements

Ensure compliance with food labelling, date marking, nutrition information and allergen declaration requirements. Contact Queensland Health on 13 HEALTH (13 43 25 84) or visit health.qld.gov.au/foodsafety for further information.

☐

Trade Waste Approval (Queensland Urban Utilities)

Contact Queensland Urban Utilities to determine whether trade waste approval is required. Installation and ongoing maintenance of a grease interceptor and/or other pre-treatment devices may be required.

☐

Liquor Licence (if applicable)

Contact the Office of Liquor and Gaming Regulation (OLGR) to determine whether a liquor licence is required.

☐