

The *Food Business Licence Application Form* is to be used to apply for a Food Business Licence with Council.

To return your completed form or for further information, please contact Council's **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.

APPLICANT DETAILS - (Must be a person, company or corporation, <u>not</u> a Business Name)	
Applicant	
ACN (if applicable)	Not the ABN
Address (Registered Office Address if a Corporation or Incorporated Association)	
Phone	
Email	

NAMES OF DIRECTORS OF CORPORATION (if applicant is a Corporation) or MEMBERS OF MANAGEMENT COMMITTEE (if Applicant is an Incorporated Association) (Attach a separate sheet if required)	
Name	
Name	

PRIMARY CONTACT DETAILS (if different from the Applicant)	
Contact's Name	
Address	
Phone	
Email	

BUSINESS DETAILS	
Business Name (Must be registered with the Australian Securities & Investment Commission)	
ABN	
Street Address (Garage address if a mobile food van)	
Postal Address	
Description of Business (ie. café, restaurant, catering, delicatessen, grocery store, mobile food van etc.)	

FOOD SAFETY SUPERVISOR (Note: Attachments required)

(The *Food Act 2006* requires that every food business nominate a food safety supervisor who is responsible for the day to day food hygiene of the food business. This person must have accredited training and be readily contactable.)

Name	
Address	
Phone	
Email	
Qualification	

HOURS OF OPERATION

Monday – Friday	From ____am/pm to ____am/pm AND from ____am/pm to ____am/pm
Saturday	From ____am/pm to ____am/pm AND from ____am/pm to ____am/pm
Sunday	From ____am/pm to ____am/pm AND from ____am/pm to ____am/pm
Other / Closed	

VEHICLE DETAILS (Details required only for mobile food vans in which food preparation is conducted.)

Type of vehicle?	Powered vehicle	<input type="checkbox"/>	Trailer	<input type="checkbox"/>
Make and Model			Registration number	

SUITABILITY OF PERSON TO HOLD A LICENCE

(In accordance with s.57 of the *Food Act 2006* Council will give consideration to the following criteria to determine whether the person is a suitable person to hold a Food Business Licence.)

Has the applicant (or any of them) 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 If Yes, attach details

Has the applicant (or any of them) 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, 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, attach details

CHARITABLE AND COMMUNITY ORGANISATIONS (These organisations may be eligible for fee exemption)

Annual licence fees for food businesses operated by community and charitable organisation are set at nil. Community and charitable organisation are defined as a locally managed Incorporated Association that raises funds solely for community and charitable causes and not for personal financial gain.

Do you wish to apply for exemption of fees on the grounds of being a community or charitable organisation:

☐ No ☐ Yes – You must attach proof of registration as a charity or not for profit status

NEW PREMISE APPROVALS (Only complete if your premises is newly constructed or renovated)

Building Approval Number		Development Approval Number	
Plumbing and Drainage Approval Number		Trade Waste Approval Number	

NEW PREMISE

If this *Food Business Licence Application* applies to a newly constructed premise, you must attach the following:

- | | |
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| <ul style="list-style-type: none"> Floor plan approval documentation Hydraulic plan approval documentation | <ul style="list-style-type: none"> Trade waste approval documentation Food safety program approval (if applicable) |
|--|--|

Signature: Date:

OFFICE USE ONLY – CUSTOMER SERVICE TO COMPLETE (Receipting Code 444)

Fee Paid		Date		Receipt Number	
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OFFICE USE ONLY – REGULATORY SERVICES TO COMPLETE

Approved	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Food Business Licence Number	
Special Conditions (if applicable)						
Risk Level	Low	<input type="checkbox"/>	Medium	<input type="checkbox"/>	High	<input type="checkbox"/>
Approved by						
Signature				Date		

Privacy Notice and Disclaimer

Hinchinbrook Shire Council is collecting your personal information to process your submission for a Food Business Licence as stated in this form. The collection of this information is authorised under the *Local Government Act 2009*. Your personal information will not be disclosed to a third party unless required by law. You may access this information on the appropriate form obtainable from Council's website at any time.