

Food Business Licence



Application Type

- New Licence** – Complete section 1, 2, 3, 4, 9 & 10
(You must complete the Design Approval form prior to applying for your licence.)
- Amendment** – Complete section 1, 3, 5, 6 & 10
- Transfer** – Complete section 1, 2, 3, 4, 7, 9 & 10
(The current owner must complete a separate Food Business Licence form to surrender their licence)
- Surrender** – Complete section 1, 3, 8 & 10

1. Licensee Details

Title: Mr Mrs Ms Miss

Given name(s)

Surname

Company (if applicable)

ABN

Postal address

Suburb

Postcode

Phone (W) (H)

Mobile

Email address

Please note the email address listed above will be used for the delivery of your renewal notice and inspection report.

Text message reminders will also be sent to the above mobile number. It is important these remain up to date at all times. If you would prefer to receive your renewal notice via post, please advise Council's Health & Environment Unit in writing.

2. Certificate of Licence

Who is to be listed on the Certificate of Licence?

- Company Person

The Licensee must be a legal entity e.g. Person(s) or Company. A business name, trust or shop name is not a legal entity and cannot be the licence holder.

Office Use Only

FP number

CSC

Amount

Date

Receipt

Relevant Sections Completed

3. Business Details

Existing Licence Number

Business Name

Address

Suburb

Postcode

Business phone

Contact person

Phone - home

Mobile

If Mobile Premises, please include:

Registration

Make and Model

Location of vehicle

4. Food Safety Skills and Knowledge

Do you have a Food Safety Supervisor for your Food Business holding a relevant competency?

- No – Please contact Council regarding this requirement
- Yes – Please provide name and contact details below and attach copies of their Statement of Attainments from a registered training organisation.

Food Safety Supervisor's Details

Title: Mr Mrs Ms Miss

Given name(s)

Surname

Postal address

Suburb

Postcode

Phone (W) (H)

Mobile

Email address

Food Safety Supervisor Signature

Date

CREDIT CARD DETAILS – VISA / MASTERCARD ONLY

Charge amount \$ Expiry / CCV Card holder name

Card number

Signature

Information Privacy Act 2009 - Redland City Council is collecting your personal information in accordance with the *Food Act 2006* in order to process this application. The information will only be used by authorised Council Officers for the purpose of this Food Business Licence and ensuring our records are accurate. Your information will not be given to any other person or agency unless you have given us permission or we are required by law to do so.

Further Information

5. Amendment to Licence

Are you applying for an Amendment to Licence?

Yes No

Note: You already hold the licence and plan on making alterations to the operations/premises.

A fee of \$450.00 may apply (Register of Fees 2022/2023)

What amendment/s are you making?

Details: (plans must also be provided)

Amendment to business name (no fee applies)

Current Business Name

ABN

Proposed Business Name

ABN

6. Amendment Plan Requirements

All requirements are to be provided and all boxes to be ticked.

1 sets of plans to scale 1:100 or 1:50

Plan view

2 sectional views

Hydraulic plans

Layout of all equipment, fittings & fixtures

Schedules of surface finishes & equipment

Mechanical exhaust ventilation

Transport vehicle (if applicable)

7. Transfer of Licence

Does the Food Business hold a current licence?

Yes - The current Licensee must complete a separate Food Business Licence form to surrender their licence (please attach)

No - A transfer Application is not applicable if the business does not hold a current food licence

Is there footpath dining on Council land?

No Yes – Please complete Footpath Dining Approval form

Is a food safety program required?

No Yes – Please complete Food Safety Program form

Are any major changes being made to the approved premises?

No Yes – please note all of the changes below (a transfer application may not be applicable)

The Environmental Health Team will contact you to pay the Food Licence Transfer Fee of \$370.00 + the Pro-Rata Licence Fee. This payment is required upon submitting application. (Schedule of Fees and Charges 2022/2023)

8. Surrender of Licence

Are you surrendering your licence?

Yes

Date ceased operation:

Is someone taking over your premises?

No

Yes – New owner must complete a separate Food Business Licence form to transfer the licence

Note: The licence that is to be surrendered must accompany this application.

9. Applicant Suitability Statement

Have you ever had a licence refused, suspended or cancelled, or been found guilty of an offence under the **Food Hygiene Regulations 1989, Food Act 1981, Food Act 2006** or corresponding law in any other states or territories?

No

Yes – please provide details in an attachment

10. Licensee Declaration

I hereby certify that the above information is true and correct.

Full Name

Signature

Date

CSHE002 - 01/07/2022