

ANNUAL RETURN FOR FOOD BUSINESS LICENCE

PRIVACY COLLECTION NOTICE

Isaac Regional Council is collecting personal information you supply on this form in accordance with the *Information Privacy Act 2009*. Your personal information will be accessed by Council Officers who have been authorised to do so. Your information will not be given to any other person or agency unless required by law or unless your permission is sought. Personal information is handled in accordance with the *Information Privacy Act 2009*.

PLEASE ENSURE YOU SUBMIT THIS APPLICATION WITHIN 60 DAYS BEFORE YOUR LICENCE ENDS.

IF WE DO NOT RECEIVE AN APPLICATION FOR RENEWAL, YOUR LICENCE WILL BE CONSIDERED CANCELLED.

Operating without a licence is an offence against the *Food Act 2006*.

CONTACT DETAILS

CONTACT PERSON'S NAME:	
PHONE NUMBER:	
MOBILE / OTHER PHONE:	
EMAIL ADDRESS:	

APPLICANT DETAILS

INDIVIDUAL(S) SOLE TRADER/ COMPANY/ INCORPORATED ASSOCIATION	Name/s of the individuals responsible for the business; OR Name of Corporation; OR Name of the Incorporated Association.		
BUSINESS NAME:		LICENCE NUMBER:	FB _ _ _ _
ADDRESS OF FOOD PREMISES OR STORAGE LOCATION OF MOBILE PREMISES:	Line 1:		
	Line 2:		
	Suburb/Town:		State and Postcode:
REGISTERED POSTAL ADDRESS FOR THIS FOOD BUSINESS: <small>*cannot be a PO Box</small>	Line 1:		
	Line 2:		
	Suburb/Town:		State and Postcode:
CURRENT IA/ABN:			11 digits for ABN

ANNUAL RETURN FOR FOOD BUSINESS LICENCE

Have there been any changes to the directors or management committee members?

<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Please attach a current, <u>complete</u> list of directors or management committee members.		

Which of the following low risk activities apply to your business? *(select any which apply)*

<input type="checkbox"/> Ice manufacturing Packaged ice cubes, block ice, etc.	<input type="checkbox"/> Bakery (low risk activities) Only low risk ready-to-eat foods such as bread, shelf-stable cakes with no potentially hazardous toppings or fillings (dairy, custard, etc.).
<input type="checkbox"/> Child care centre (low risk activities) Supplying only low risk food such as confectionary.	<input type="checkbox"/> Confectionary or Low Risk manufacturing Manufacture of sugar-based foods, and foods which are not considered to be potentially hazardous foods.
<input type="checkbox"/> Grocery store with low risk food only	<input type="checkbox"/> Low pH sauce manufacturer sauces with a pH 4.6 or below
<input type="checkbox"/> Home-based food business (low risk activities) Low risk ready to eat foods such as confectionary, shelf stable cakes with no potentially hazardous fillings (dairy, custards, etc.)	<input type="checkbox"/> Honey producer (Refer to fees and charges, separate fee) Including activities such as decanting, filtering, and packaging honey and/or honeycomb for human consumption.
<input type="checkbox"/> Breakfasts with non-potentially hazardous foods Including cereal, toast, pastries, bread, jams and spreads.	
<input type="checkbox"/> Other low risk activity: <i>(Please specify)</i>	

Which of the following minor prep activities apply to your business? *(select any that apply)*

<input type="checkbox"/> Manufacture and/or bottling of carbonated or pasteurised beverages Manufacturing and bottling of beverages which are non-potentially hazardous, such as carbonated beverages or pasteurised juices. <u>Excludes:</u> kombucha, unpasteurised juices, milk.	<input type="checkbox"/> Fruit and vegetable cutting Cutting, slicing, dicing, and/or packaging fresh fruit and vegetables for sale at that location.
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ANNUAL RETURN FOR FOOD BUSINESS LICENCE

<input type="checkbox"/> Grocery shop re-packaging/decanting food for sale at that location Repackaging food for sale at that location. <u>Does not include:</u> the sale of unpackaged snack food, which may be placed into a single-use packaging at the time it is purchased by the customer.	<input type="checkbox"/> Pre-made, unpackaged ready-to-eat foods such as pies and sausage rolls Pre-made foods which are unpackaged and ready-to-eat and are potentially hazardous, such as pies and sausage rolls. These items must be made and supplied by a licensed premises.
<input type="checkbox"/> Sale of pre-made ice-cream Serving of ice-cream which has been supplied by a licensed manufacturer.	<input type="checkbox"/> Fruit and vegetable juicing/processing Making fruit and vegetables juices, smoothies, beverages etc, at point of sale.
<input type="checkbox"/> Other low risk minor prep activity: (Please specify)	

Which of the following medium risk activities apply to your business? (select any that apply)

<input type="checkbox"/> Restaurant / Café / Take-away serving potentially hazardous foods Ready to eat foods such as salads, fish and chips, rice or pasta dishes, burgers, sandwiches, and other cooked meals.	<input type="checkbox"/> Self-service buffet Including foods such as hot meals, refrigerated desserts and fruits, where consumers serve themselves, for example from bain-maries.
<input type="checkbox"/> Manufacturing / Packaging of potentially hazardous foods <u>Excludes:</u> preparing food at a particular place for retail sale at the place, including sale for immediate consumption.	<input type="checkbox"/> Onsite Catering at part of your premises for less than 200 people on less than 12 occasions. At part of premises being a dedicated function room or similar from which the food business is carried on. <u>Does not include:</u> self-service buffet.
<input type="checkbox"/> Ice-cream processing Includes processing, dispensing, producing, manufacturing, and packaging of ice-cream products.	<input type="checkbox"/> Unpasteurised juice manufacturer Making fruit and vegetables juices for bottling and retail distribution.
<input type="checkbox"/> Sale of unpackaged food by retail Including delicatessens and supermarkets processing potentially hazardous foods such as sliced hams.	<input type="checkbox"/> Bakery or Patisserie producing potentially hazardous food Including foods such as meat pies, sausage rolls, slices, tarts, and cakes with potentially hazardous fillings such as dairy, custard, egg etc.
<input type="checkbox"/> Meals provided as part of accommodation Potentially hazardous foods such as cooked meals and salads. Includes room service.	<input type="checkbox"/> Manufacture and/or bottling of beverages Includes the manufacture and/or bottling of potentially hazardous beverages such as unpasteurised juices, dairy, kombucha, etc.
<input type="checkbox"/> Other medium risk activity: (Please specify)	

ANNUAL RETURN FOR FOOD BUSINESS LICENCE

Do you carry out any of these following high risk activities which require a council accredited food safety program? *(select any that apply)*

<input type="checkbox"/> Onsite Catering at part of your premises for 200 or more people on 12 or more occasions At part of a premises being a dedicated function room or similar from which the food business is carried on. Does note include: self-service buffet.	<input type="checkbox"/> Onsite catering as primary or sole activity Involves food of a predetermined type, for a predetermined number of persons, served at a predetermined time, and for a predetermined cost.
<input type="checkbox"/> Offsite Catering Serving potentially hazardous food at a place other than the principle place of business. Does not include merely delivering food.	<input type="checkbox"/> Aged Care An aged care facility that processes and/or serves potentially hazardous food to at least six (6) persons in the facilities care at a time.
<input type="checkbox"/> Child care facility A child-care facility that processes potentially hazardous food for at least six (6) children in the facilities care at a time. Note: care facilities for school-aged children do not require a food safety program.	<input type="checkbox"/> Ready-for-consumption-food business A business whose principle activity is processing ready-for-consumption potentially hazardous food for service in another facility, such as an aged care home or private hospital, to at least six (6) persons in the at a time.
<input type="checkbox"/> Private (Hospital) Health facility Private hospitals and clinics which process or serve food.	<input type="checkbox"/> Processing food for delivery by a delivered meals organisation A food business whose principle activity is processing ready-for-consumption potentially hazardous food for delivery by a delivered meals organisation to at least six (6) persons at a time.
<input type="checkbox"/> Other high-risk activity: <i>(Please specify)</i>	

IF YOU CONDUCT A FOOD SAFETY PROGRAM ACTIVITY, YOU MUST ENSURE:

1. That you have a current food safety program which has been accredited by council.
2. That your auditor has provided council with the details of your most recent audit.

Food Business Licence Applications for activities that require Food Safety Programs cannot be approved without the accreditation of the Food Safety Program.

The Food Safety Program must be accredited by council for the licence to be approved.

ANNUAL RETURN FOR FOOD BUSINESS LICENCE

Have you informed all of your food handlers working for your food business of their Health and Hygiene Obligations?

<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p>Please keep all signed documents on record as you be asked to show them an authorised officer upon request.</p>	<p>You may consider using Template 4 from the Know You Food Business document. Please contact Isaac Regional Council and ask to speak to an EHO for more information.</p>

Have all food handlers working for your food business undergone food handling training appropriate to their food handling activities? All food handlers must be appropriately trained before commencing food handling activities.

<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p>Please store all staff training records as you may be asked to provide them to an authorised officer upon request.</p>	<p>You may consider accessing the free online training I'm Alert. For more information, contact Isaac Regional Council.</p>

You may also consider having current staff do the free I'm Alert online course as a refresher to ensure that their skills and knowledge are up-to-date and current. Available at <https://isaac.imalert.com.au>.

Do you have a probe thermometer for measuring temperatures of potentially hazardous foods?

<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
<p>If you receive and handle potentially hazardous foods, you need to purchase a probe thermometer accurate to $\pm 1^{\circ}\text{C}$. To achieve this level of accuracy, a digital probe thermometer is best.</p>	<p>A probe thermometer is required for all businesses handling potentially hazardous foods, as temperatures need to be checked when receiving food, when cooking food, cooling food, reheating food, and to ensure food is held at safe temperatures.</p>	<p>A probe thermometer is not required if no potentially hazardous foods are being handled.</p>

Have you carried out any renovations or made structural changes to your premises?

<input type="checkbox"/> YES Please provide a description of changes made	
<input type="checkbox"/> NO	

Any changes to the design and fit-out or renovations to the kitchen may require for you to submit a design and fit-out assessment application.

ANNUAL RETURN FOR FOOD BUSINESS LICENCE

Who is/are your current Food Safety Supervisor/s? ***Contact numbers are required.**

DETAILS OF FOOD SAFETY SUPERVISOR (1):	Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____	
	Family / Last Name:		
	Given / First Name:		
	*Contact Number/s:	Mobile:	Other:
DETAILS OF FOOD SAFETY SUPERVISOR (2):	Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____	
	Family / Last Name:		
	Given / First Name:		
	*Contact Number/s:	Mobile:	Other:

Note: Any changes to Food Safety supervisors must be advised to council in writing within fourteen (14) days. You may nominate more than one Food Safety Supervisor, please attach any additional details to this application. A Food Safety Supervisor must be reasonably available upon request.
The licensee must at all times continue to have a food safety supervisor for the food business under the licence. Failure to comply carries a maximum penalty of 50 penalty units.

Have any of your food transport vehicles and/or mobile food business received a new registration number, or do you have any new vehicles that need to be declared? *(if applicable)*

Excluding vehicles used for delivery of food ONLY (i.e. pizza delivery)

<input type="checkbox"/> YES		<input type="checkbox"/> NO																						
Please provided updated details below:																								
<input type="checkbox"/> Vehicle 1 previous registration if applicable: <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> New Registration: <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																						<i>Make and model:</i> <table border="1" style="width: 100%; height: 30px;"> <tr> <td></td> </tr> </table> Do you handle or prepare any food in this vehicle? <input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> Vehicle 2 previous registration if applicable: <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> New Registration: <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																						<i>Make and model:</i> <table border="1" style="width: 100%; height: 30px;"> <tr> <td></td> </tr> </table> Do you handle or prepare any food in this vehicle? <input type="checkbox"/> YES <input type="checkbox"/> NO		

ANNUAL RETURN FOR FOOD BUSINESS LICENCE

DECLARATION

- If the application is made by a corporation or incorporated association, the person signing is legally entitled to make the application on behalf of the corporation or incorporated association.
- I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge. I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*;
- I understand that all information supplied on or with this application form may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977*;
- I understand that legal action may be taken against me under the relevant Acts and Regulations if the information provided is known to me to be false or misleading at the time of supplying the information.

APPLICANT'S SIGNATURE:		DATE: ____/____/____
PRINT NAME:		

Once completed please send form, payment, and any attachments to ONE of the following:	records@isaac.qld.gov.au OR;
	Isaac Regional Council PO Box 97 Moranbah QLD 4744 OR;
	Deliver in person to your local Isaac Regional Council Office.

DEPARTMENT USE ONLY

PROCESSED BY	Signature	Date:
	Print Name	