

APPLICATION FOR A FOOD BUSINESS LICENCE – TEMPORARY PREMISES OR TEMPORARY USE OF FACILITY

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.

INSTRUCTIONS FOR FORM

1. Use a BLACK or BLUE pen.
2. Use BLOCK letters.
3. This form is for TEMPORARY PREMISES this may include a temporary use of a permanent structure.
4. Read through all of the questions before beginning your application.
5. Applications that do not have required sections completed will not be accepted or may be refused.

Please ensure you submit this application no more than thirty (30) days before intended commencement of trade.

Commencing trade prior to receiving a Food Business Licence is an offence against the *Food Act 2006* and may result in legal action being taken against you.

Applications made by agents or consultants on behalf of an applicant will be refused.

Please note the following:

- I have submitted plans of the premises set-up and layout

All temporary stalls when set up must be set-up according to the plans submitted with this application.

◆ **If you are a non-profit organisation**

Preparing meals from a partiaulr place on less than 12 days per financial year **does not** require a licence. Please refer to the food notification for non-profit organisation application.

- ◆ **Pre-lodgement advice and information is available upon request.**



WHAT IS NOT A TEMPORARY PREMISES?

Fixed Premises – “Application for a Fixed Premises Food Business Licence” form.

Mobile Premises – “Application for a Food Business Licence – Mobile Premises” form.

Event Notification for Non-Profit Organisations – “Food Notification for Non-Profit Organisations” form.

RISK CATEGORY

Are you intending to conduct a low risk or minor prep activity? (Q 9)

YES NO

Are you intending to conduct a medium risk activity? (Q 9)

YES NO

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TYPE OF APPLICANT

Question 1. I am an: *(please tick one)*

<input type="checkbox"/> Individual / Sole Trader <i>Go to → Question 2</i>	An individual responsible for the business.
<input type="checkbox"/> Corporation <i>Go to → Question 3</i>	Group or organisation recognised under the <i>Corporations Act 2001</i> .
<input type="checkbox"/> Incorporated Association <i>Go to → Question 4</i>	Group or organisation recognised under the <i>Associations Incorporation Act 1981</i> .

Note: A family trust is not a legal entity for owning a food business.

APPLICANT DETAILS *(COMPLETE THE RELEVANT SECTION ONLY)*

Question 2. Please provide Individual / Sole Trader details below:

NAME OF PERSON (1) RESPONSIBLE FOR BUSINESS:	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:									
NAME OF PERSON (2) RESPONSIBLE FOR BUSINESS:	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:									
POSTAL ADDRESS*:	Line 1:									
	Line 2:									
	Suburb/Town:								State and Postcode:	
ABN / ACN:										(11 digits for ABN)

* A PO Box is not a valid postal address for the serving of legal notices and documents such as licenses.

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Question 3. Please provide the Corporation details below:

NAME OF CORPORATION:											
NAMES OF ALL DIRECTORS:											
REGISTERED OFFICE ADDRESS*: CORPORATIONS ACT 2001	Line 1:										
	Line 2:										
	Suburb/Town:					State and Postcode:					
ABN / ACN:											(9 digits for ACN, 11 digits for ABN)
LOT ON PLAN NO.										If in Isaac Regional Council area.	
Go to → Question 5											

* A PO Box is not a valid postal address for the serving of legal notices and documents such as licenses. Please provide a complete list of all directors. Any changes to this list must be advised to Council.

Question 4. Please provide Incorporated Association details below:

NAME OF INCORPORATED ASSOCIATION:											<input type="checkbox"/> I am a non-profit organisation preparing meals from a particular place on 12 or more days per financial year.
NAMES OF MANAGEMENT COMMITTEE MEMBERS:											
REGISTERED OFFICE ADDRESS*: ASSOCIATIONS INCORPORATION ACT 1981	Line 1:										
	Line 2:										
	Suburb/Town:					State and Postcode:					
IA / ABN:											(5 digits for IA, 11 digits for ABN)
LOT ON PLAN NO.										If in Isaac Regional Council area.	

* A PO Box is not a valid postal address for the serving of legal notices and documents such as licenses. Please provide a complete list of all management committee members. Any changes to this list must be advised to Council.

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PRIMARY CONTACT PERSON DETAILS *(FOR APPLICATION AND LICENCING)*

Question 5. Please provide details for the primary contact person below:

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

POSTAL ADDRESS: <small>A PO Box is not a valid address for the serving legal documents such as licences.</small>	Line 1:			
	Line 2:			
	Suburb/Town:		State and Postcode:	

Question 6. Do you have an existing food business licence with Isaac Regional Council?

DO YOU HAVE AN EXISTING LICENCED FIXED OR MOBILE PREMISES? <small>Within the Isaac Regional Council area</small>	<input type="checkbox"/> YES My Food Business Licence Number is: FB# _ _ _ _ Will you be doing food preparation at that premises in conjunction with the temporary premises? <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> NO I do not have a licensed premise in the Isaac Regional Council Region	
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ADDRESS OF EXISTING LICENCED PREMISES: <small>(or location where mobile premises is normally stored / garaged)</small>	Line 1:			
	Line 2:			
	Suburb/Town:		State and Postcode:	

Note: A temporary food premises licence is used to sell food at an occasional event, such as a fete, fair, festival, market or show, usually lasting a matter of hours or days and is not for private functions such as birthdays, weddings, corporate meetings, or other occasions.

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TYPE AND TERM OF LICENCE

Question 7. I will be:

<input type="checkbox"/> Using a facility e.g. kitchen, kiosk, etc.	<p><u>Please attach, or draw the plan in the space provided, of:</u></p> <ul style="list-style-type: none"> The existing kitchen in the premises; and The set-up of any additional equipment being used. <p>Please note that for shared kitchen/facilities you will require <u>written permission from the primary kitchen operator and from the owner.</u></p> <p>All food businesses and community groups using a shared facility are responsible for ensuring that it is in a clean and sanitary condition before and after use.</p>
<input type="checkbox"/> Setting up a temporary premises e.g. stall or tent	<p>You will require a stall with a:</p> <ul style="list-style-type: none"> Roof or other covering (not including indoor set-ups); and Two (2) walls/sides, with provision for third wall should it be required; and Impervious flooring. <p><u>Please attach or draw below the plan of the proposed set-up.</u></p>
<input type="checkbox"/> Other: (please specify)	<p>_____</p> <p>_____</p> <p><u>Please attach or draw below the plan of the proposed set-up.</u></p>

Question 8. I will be operating a: *(please tick one)*

<input type="checkbox"/> Using a facility or setup up at temporary stall for a <u>single event</u> <i>Single Event Licence</i>	Name of Event:	
	Event Date(s):	
	Event Organiser/Liaison:	Name:
	Address of Event OR Address of premises being used	Phone or email:

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<input type="checkbox"/> A temporary stall or marquee used <u>multiple times</u> throughout the year <i>(Please select one)</i>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> 6 month temporary premises licence MAXIMUM 6 MARKETS & 2 EVENTS PER LOCATION </div> <div style="width: 45%;"> <input type="checkbox"/> 12 month temporary premises licence MAXIMUM 12 MARKETS & 4 EVENTS PER LOCATION </div> </div> <p>Please provide the addresses of the proposed location(s) of operation below, and the name of the event/market:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> </table>												
<input type="checkbox"/> A facility being used for <u>multiple events</u> throughout the year. If you use more than one council owned/controlled facility throughout the year, please complete a licence application form for each facility.	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> 6 month temporary premises licence MAXIMUM 6 EVENTS </div> <div style="width: 45%;"> <input type="checkbox"/> 12 month temporary premises licence MAXIMUM 12 EVENTS </div> </div> <p>Please list below the names and locations of nominated events</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;">1. </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;">2. </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;">3. </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;">4. </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;">5. </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;">6. </td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	1.		2.		3.		4.		5.		6.	
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	7.
	8.
	9.
	10.
	11.
	12.

If you are using a facility:

<p>Please describe the type of facility you will be using:</p>	
<p>Is this facility?</p>	<p><input type="checkbox"/> A council facility</p> <p><input type="checkbox"/> A privately-owned community group facility</p> <p><input type="checkbox"/> Privately owned</p> <p><input type="checkbox"/> Other:</p> <p>_____</p> <p>_____</p> <p>_____</p>

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PREMISES DETAILS

Please provide a plan of the stall/kitchen below:

Please ensure that your detailed floor plan includes:

- Clearly marked and labelled locations of sinks/20 litre drums and their purpose (i.e. handwashing, utensil washing, etc.)
- Specify the structural materials for walls, ceiling, flooring, and benches.
- Clearly label all equipment e.g. tables for food preparation and handling, BBQ, bain-marie, money handling equipment.

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Question 9. I will be doing the following:

You do not require a licence if you are doing **only** the following:

- Selling pre-packaged foods only (made and packaged by a licenced food business)
- Selling pre-made baked goods with no fillings of frostings which require refrigeration (made by a licenced food business)
- Selling coffee, tea, soda, bottled juices, and unpackaged snack foods like crisps, nuts, etc.

Which of the following activities do you intend to carry out at your temporary food premises:

<input type="checkbox"/> Processing fruit and vegetables, such as cutting or making juices, smoothies, etc. Minor Prep	<input type="checkbox"/> Serving pre-made potentially hazardous foods made at licensed location, such as pies, sausage rolls, cakes and pastries made with dairy/custard fillings, etc. I.e. Food is merely served, not assembled, or further processed in any way. Minor Prep
<input type="checkbox"/> Making low risk foods where final product is a shelf-stable, non-potentially hazardous food. Low Risk	
<input type="checkbox"/> Cooking or processing potentially hazardous foods, includes activities such as sausage sizzles, curries, crepes, hot chips, meat, soups, spring rolls, rice, pasta, etc. Medium Risk	<input type="checkbox"/> Food prepared at a licensed fixed premises (for which the applicant holds the licence) and further processed at the stall. Medium Risk
<input type="checkbox"/> Other activity: <i>Please specify</i>	

Question 10. Please ensure that you comply with the following requirements.

Has the proposed site been visited to ensure that it is suitable? <ul style="list-style-type: none"> - Check for access to toilet facilities - Check proximity to silage pits, soak ways, and holding tanks - Check proximity to other potential sources of contamination 	<input type="checkbox"/> YES <input type="checkbox"/> NO
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<p>Have you made arrangements for the availability of drinking water?</p> <ul style="list-style-type: none"> - Be wary of water tanks – check with the owner/council to find out if the water is potable. - If drinking quality water is not available, it will need to be transported to the site. 	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>		
<p>Have you made suitable arrangements for hand-washing facilities?</p> <table border="0"> <tr> <td data-bbox="119 750 526 1276"> <p>1. Stalls require:</p> <ul style="list-style-type: none"> - A 20 Litre drum with a tap for washing hands under running water; and - Soap for washing hands and paper towels for drying hands; and - A bucket to catch the water from handwashing is also required; and - A bin to throw away used paper towels. </td> <td data-bbox="558 750 989 1332"> <p>2. Facilities require:</p> <ul style="list-style-type: none"> - A dedicated hand-wash basin for the sole purpose of washing hands, arms, and face; and - Soap for washing hands and paper towels for the drying of hands; and - A bin to throw away used paper towels. <p>If a handwash basin is not available, ensure that you supply a 20L drum for the washing of hands.</p> </td> </tr> </table>	<p>1. Stalls require:</p> <ul style="list-style-type: none"> - A 20 Litre drum with a tap for washing hands under running water; and - Soap for washing hands and paper towels for drying hands; and - A bucket to catch the water from handwashing is also required; and - A bin to throw away used paper towels. 	<p>2. Facilities require:</p> <ul style="list-style-type: none"> - A dedicated hand-wash basin for the sole purpose of washing hands, arms, and face; and - Soap for washing hands and paper towels for the drying of hands; and - A bin to throw away used paper towels. <p>If a handwash basin is not available, ensure that you supply a 20L drum for the washing of hands.</p>	<p><input type="checkbox"/> YES – Method 1</p> <p><input type="checkbox"/> YES – Method 2</p>
<p>1. Stalls require:</p> <ul style="list-style-type: none"> - A 20 Litre drum with a tap for washing hands under running water; and - Soap for washing hands and paper towels for drying hands; and - A bucket to catch the water from handwashing is also required; and - A bin to throw away used paper towels. 	<p>2. Facilities require:</p> <ul style="list-style-type: none"> - A dedicated hand-wash basin for the sole purpose of washing hands, arms, and face; and - Soap for washing hands and paper towels for the drying of hands; and - A bin to throw away used paper towels. <p>If a handwash basin is not available, ensure that you supply a 20L drum for the washing of hands.</p>		
<p>Have you made suitable arrangements for the washing of utensils and equipment?</p> <table border="0"> <tr> <td data-bbox="119 1500 526 1816"> <p>1. Stalls require:</p> <ul style="list-style-type: none"> - A 20 Litre drum with a tap for washing and rinsing utensils under running water; and - A bucket to catch the water; and - Food-grade sanitiser to sanitise clean utensils; </td> <td data-bbox="558 1500 989 1803"> <p>2. Facilities require:</p> <ul style="list-style-type: none"> - A sing bowl sink for washing and a dishwasher for sanitising; or - A double bowl sink, with one sink for washing and the other sink for sanitising. </td> </tr> </table>	<p>1. Stalls require:</p> <ul style="list-style-type: none"> - A 20 Litre drum with a tap for washing and rinsing utensils under running water; and - A bucket to catch the water; and - Food-grade sanitiser to sanitise clean utensils; 	<p>2. Facilities require:</p> <ul style="list-style-type: none"> - A sing bowl sink for washing and a dishwasher for sanitising; or - A double bowl sink, with one sink for washing and the other sink for sanitising. 	<p><input type="checkbox"/> YES – Method 1</p> <p><input type="checkbox"/> YES – Method 1</p>
<p>1. Stalls require:</p> <ul style="list-style-type: none"> - A 20 Litre drum with a tap for washing and rinsing utensils under running water; and - A bucket to catch the water; and - Food-grade sanitiser to sanitise clean utensils; 	<p>2. Facilities require:</p> <ul style="list-style-type: none"> - A sing bowl sink for washing and a dishwasher for sanitising; or - A double bowl sink, with one sink for washing and the other sink for sanitising. 		

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<p>Do you have a probe thermometer to regularly check the temperatures of potentially hazardous foods?</p> <ul style="list-style-type: none"> - The probe must be a digital probe capable of measuring temperature accurately to $\pm 1^{\circ}\text{C}$. - Must check temperatures before and after transport, and to check that food is maintaining temperature. - You also required sanitiser for sanitising the probe before use. 	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input type="checkbox"/> N/A – no potentially hazardous food being handled</p>
<p>Do you have FOOD GRADE SANITISER for sanitising utensils, equipment, and all food preparation and food contact surfaces?</p> <ul style="list-style-type: none"> - General spray and wipe cleaners ARE NOT acceptable. - Sanitiser is required to be commercial FOOD-GRADE - The label should state the sanitiser is safe for use on food preparation surfaces. 	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>

<p>Types of meals to be prepared: Please attach a menu if you have one prepared.</p>	
<p>Will you be doing any deep frying?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If you are indoors, deep fryers will trigger ventilation – kitchen exhaust hood requirements under the Building Code of Australia, AS/NZ Standard 1668.1 and 1668.2.</p>
<p>What waste-water disposal facilities are available for use at the premises? (select all which apply)</p>	<p><input type="checkbox"/> A cleaners sink</p> <p><input type="checkbox"/> Floor waste (indoors only)</p> <p><input type="checkbox"/> Water will be collected and disposed of after the event at an approved waste-water disposal point.</p> <p>Other: _____</p>

If you are unsure about any of these requirements or have any questions, please contact Isaac Regional Council on 1300 472 227 and ask to speak to an Environmental Health Officer.

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SUITABILITY OF PERSON(S) TO HOLD A LICENCE

Question 11. What Food Handling training has been undertaken by food handling staff?

Note: Please attach any qualifications, certificates, and supporting documentation such as training records. You may consider having food handlers complete the free online training **I'M ALERT** available at <http://isaac.imalert.com.au>.

Question 12. Have you informed the food handlers working at your food business of their legal Health and Hygiene Obligation? All food handlers must be informed of their Health and Hygiene legal obligations.

<input type="checkbox"/> YES	<input type="checkbox"/> NO
Please attach a copy of the template / form being used, and keep all signed documents on record.	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.

FOOD SAFETY SUPERVISOR

Question 13. Please provide the contact details for the nominated Food Safety Supervisor:

<input type="checkbox"/> I will nominate a Food Safety Supervisor within 30 days of receiving my Food Business Licence.	
<input type="checkbox"/> I would like to nominate a Food Safety Supervisor now: <i>(please provide details below)</i>	
NAME OF FOOD SAFETY SUPERVISOR:	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: _____
MAIN CONTACT PHONE NO.:	
MOBILE NUMBER:	
EMAIL ADDRESS:	
EXPERIENCE AND/OR RELEVANT QUALIFICATION:	

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Question 14. Please read the below statements carefully

Statement 1.	Do any of the applicants (or, an executive officer of the corporation or a member of the association's management committee) have a conviction for a breach of food legislation, other than a spent conviction* ?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
		(please provide details below)	
If you answered YES, please provide details of the offence and the circumstances of its commission:			
Statement 2.	Have any of the applicants (or, an executive officer of the corporation or a member of the association's management committee) ever had a food licence suspended or cancelled?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Statement 3.	Have any of the applicants (or, an executive officer of the corporation or a member of the association's management committee) ever been refused a food licence under this Act or the <i>Food Act 1981</i> or a corresponding law?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

* A spent conviction is a criminal conviction that has lapsed after a period of time and has been removed from a person's criminal record.

APPLICANT CHECKLIST

I have **answered all questions**. Please contact Isaac Regional Council if you require assistance.

I have attached the following documentation:

- Evidence of training / qualifications
- Health and Hygiene Obligations template

I have paid / will supply payment details on the credit card payment form.

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DECLARATION

- 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.