

APPLICATION FOR A FOOD BUSINESS LICENCE – MOBILE PREMISES

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 MOBILE PREMISES ONLY.
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.

ADDITIONAL REQUIREMENTS

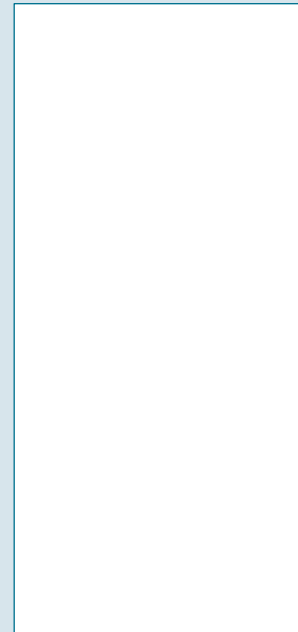
I have spoken with Regulatory Services regarding Commercial Use of Roads:

YES NO (Contact Regulatory Services for advice)

I have checked whether I require a **Plan Assessment Application** (see Q10):

YES NO (Check prior to proceeding with this application)

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



WHAT IS NOT A MOBILE PREMISES?

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

Temporary Premises – “Application for a Temporary Premises Food Business Licence” 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 low prep activity? (Q 11A and 11B)

YES NO

Are you intending to conduct a medium risk activity? (Q 11C)

YES NO

Are you intending to conduct a high risk activity? (Q 11D)

YES NO


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BEFORE BEGINNING YOUR FOOD BUSINESS LICENCING APPLICATION

Question 1. Have you spoken with Regulatory Services about any requirements such as Commercial Use of Roads Permits?

Have you spoken with Regulatory Services?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
	You will need special permission to trade on Council Lands, and you will need to contact state departments to trade on state land or state-controlled roads.		
	You are still required to comply with all other relevant legislation and local laws.		
Approval of a Food Business Licence does not automatically guarantee approvals of other permits such as Commercial Use of Roads.			

Question 2. Have you spoken with Building Services to discuss the Building, Plumbing, and Trade Waste requirements for the Food Business?

2.1 Does any plumbing or drainage modifications or improvements need to be installed to existing design?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If you are improving or upgrading existing plumbing or drainage, you will need an approval through Councils building services		
2.2 Have you spoken about the Trade Waste requirements for your business?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Most activities will require a Trade Waste Permit. You must contact Building Services in relation to trade waste permits.		
 You must speak to Building Services about all plumbing, and trade waste requirements.		

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TYPE OF APPLICANT

Question 3. Who is making this application? *(please tick one)*

<input type="checkbox"/> An Individual / Sole Trader <i>Go to → Question 4</i>	An individual responsible for the business.
<input type="checkbox"/> A Corporation <i>Go to → Question 5</i>	Group or organisation recognised under the <i>Corporations Act 2001</i> .
<input type="checkbox"/> An Incorporated Association <i>Go to → Question 6</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 4. 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:	11 digits for ABN
LOT ON PLAN NO.	If in Isaac Regional Council area.
Go to → Question 7	

* 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 5. Please provide the Corporation details below:

NAME OF CORPORATION:											
NAMES OF ALL DIRECTORS:											
REGISTERED OFFICE ADDRESS*: <i>CORPORATIONS ACT 2001</i>	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 7											

* 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 6. 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 more than 12 days per financial year. (tick if applicable)
NAMES OF MANAGEMENT COMMITTEE MEMBERS:											
REGISTERED OFFICE ADDRESS*: <i>ASSOCIATIONS INCORPORATION ACT 1981</i>	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'S DETAILS (APPLICATION AND LICENSING PURPOSES)

Question 7. Please provide details for the primary contact person below:

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

FOOD BUSINESS DETAILS

Question 8. Please provide the following information:

NAME OF FOOD BUSINESS:			
PREVIOUS TRADING NAME: (If applicable)	<input type="checkbox"/> N/A	PREVIOUS LICENCE NUMBER (if applicable and if known)	FB _____ <input type="checkbox"/> N/A
INTENDED DATE OF COMMENCEMENT OF TRADE:	<input type="checkbox"/> ____ / ____ / ____ OR; <input type="checkbox"/> As soon as licence issued  You cannot commence trade prior to receiving a licence!	WILL THE PREVIOUS LICENCE BE SURRENDERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A or Not sure
ADDRESS WHERE VEHICLE IS TO BE STORED OR GARAGED:	Line 1:		
	Line 2:		
	Suburb/Town:		State and Postcode:
LOT ON PLAN NO.:	If unknown, contact Council for assistance.		

Question 9. What is the registered address for receiving legal documents for this Food Business? The registered address CANNOT be a PO Box. (please select one option below)

<input type="checkbox"/> Same as Applicant Details		<input type="checkbox"/> Same as Address where vehicle is housed	
<input type="checkbox"/> I would like to nominate a different address: (provide details below)			
Line 1:			
Line 2:			
Suburb/Town:		State and Postcode:	
Lot on Plan No.	(if in Isaac Regional Council area)		

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PREMISES DETAILS

Question 10. The operation will be conducted from a: *(please tick one)*

<input type="checkbox"/> Mobile Van <i>(provide registration no.)</i> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>											<input type="checkbox"/> Mobile Trailer <i>(provide registration no.)</i> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>										
<input type="checkbox"/> Other* <i>(please specify):</i>	Description of Premises: <hr/> Unique Identifier <small>(serial no. or similar)</small>																				

Question 11. The Food Business will be: *(please tick one)*

<input type="checkbox"/> Using an existing mobile premises.	Plans <u>not required</u> if <u>evidence of suitability</u> of premises can be provided, otherwise <u>requires you to submit an application for plan assessment</u> .
<input type="checkbox"/> Fitting-out or altering an existing mobile premises.	Ensure that your new plans are compliant with the FS AS/NZ Standard 3.2.3. <u>Requires you to submit an application for plan assessment.</u>
<input type="checkbox"/> Constructing or fitting out a new mobile premises.	Ensure that your plans are compliant with the FS AS/NZ Standard 3.2.3. <u>Requires you to submit an application for plan assessment.</u>

Note: *It is recommended that plan assessment application is submitted prior to the food business licence application to ensure adequate time for construction and/or fit out activities – unless intended to be complete and operational within thirty (30) days.*

FOOD SECTOR / ACTIVITIES

The following activities are non-licensable if they are your **only** activities:

- Sale of coffee, tea, and/or bottled drinks;
- Sale of pre-packaged foods (made and packaged by licenced food businesses).
- Sale of pre-made cakes and biscuits that do not require refrigeration (made by licenced food business).
- Sale of unpackaged snack foods such as potato/corn chips, nuts, confectionary, etc. (sourced from licenced food businesses).

Note: Vehicles used for the transport and delivery of food do not require licence unless the food is being handled in the vehicle.

The following activities require a licence (11A, 11B, 11C, and 11D):

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Question 12A. Which of the following apply to your business? (select all that apply) Low Risk

<input type="checkbox"/> Breakfasts with non-potentially hazardous foods Including cereal, toast, pastries, bread, jams and spreads.	<input type="checkbox"/> Making low risk shelf-stable bread and cakes, biscuits, etc. Making only low-risk ready-to-eat foods with no potentially hazardous toppings or fillings (e.g. dairy, custard)
<input type="checkbox"/> Other low risk activity: <i>Please specify</i>	

Question 12B. Which of the following apply to your business? (select all that apply) Minor Prep

<input type="checkbox"/> Fruit and vegetable juicing/processing Making fruit and vegetables juices, smoothies, beverages etc, at point of sale.	<input type="checkbox"/> Fruit and vegetable cutting Cutting, slicing, dicing, and/or packaging fresh fruit and vegetables for sale at that location.
<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 premise.	<input type="checkbox"/> Sale of cakes, biscuits, muffins, slices, etc. with potentially hazardous toppings. When made by a licensed manufacturer.
<input type="checkbox"/> Sale of pre-made ice-cream Serving of ice-cream which has been supplied by a licensed manufacturer.	
<input type="checkbox"/> Other low risk minor prep activity: <i>Please specify</i>	

Question 12C. Which of the following apply to your business? (select all that apply) Medium Risk

<input type="checkbox"/> 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"/> Baking and 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"/> Sale of unpackaged food by retail Including delicatessens and supermarkets processing potentially hazardous foods such as sliced hams.	<input type="checkbox"/> Ice-cream processing Includes processing, dispensing, producing, manufacturing, and packaging of ice-cream products
<input type="checkbox"/> Other medium risk activity: <i>Please specify</i>	

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Question 12D. Which of the following apply to your business? (select all that apply) High Risk

<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"/> Other high-risk activity <i>Please specify</i>
<p style="text-align: center;">IF YOU CONDUCT A FOOD SAFETY PROGRAM ACTIVITY, YOU MUST SUBMIT:</p> <ol style="list-style-type: none"> 1. An Application for Accreditation or Amendment of a Food Safety Program form to be attached to this application. 2. Written Auditors Advice from an auditor to be attached to this application. 3. The Food Safety Program to be attached to this application. <p>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.</p>

Question 13. Please provide details regarding the activities and processes to be carried out:

13.1 Types of food and meals to be prepared: Please attach a menu if you have one prepared.	
13.2 What type of food-grade sanitiser will be used to sanitise food contact surfaces? Please provide the product name	

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<p>13.3 Do you have a probe thermometer to regularly check the temperatures of potentially hazardous foods?</p>	<p> <input type="checkbox"/> YES <input type="checkbox"/> NO </p> <p style="text-align: center;">OR</p> <p> <input type="checkbox"/> There will be no potentially hazardous food handled. </p> <p>The probe must be capable of measuring temperature accurately to $\pm 1^{\circ}\text{C}$. A digital probe thermometer will achieve this. You are also required to sanitise the probe before each use.</p> <p><u>Examples of when to check the temperature of food with a probe thermometer:</u></p> <ul style="list-style-type: none"> When food is received from supplier Regularly checking the temperature of food stored in the refrigerator When food is on display for retail or self-service in bain-marie, hot box, or display case To monitor temperatures when cooling foods When cooking and reheating foods
<p>13.4 Will there be foods that require preparation/cleaning by immersion in water, such as raw/uncooked fruits or vegetables served as (part of) food?</p>	
<p style="text-align: center;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </p> <p>Please explain where they will be washed: e.g. dedicated prep sink</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	
<p>13.5 Will you be doing any deep frying?</p>	<p style="text-align: center;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </p> <p style="text-align: center;">Use of deep fryers trigger ventilation – exhaust hood requirements under the Building Code of Australia, AS/NZ Standard 1668.1 and 1668.2.</p>
<p>13.6 What types of cooking equipment will you be intending to use?</p>	<p>Equipment with total electrical input over 8kW, or total gas power input over 29MJ/h triggers ventilation – exhaust hood requirements under AS/NZ Standard 1668.1 and 1668.2</p>

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<p>13.7 Are the walls in the mobile premises smooth and impervious?</p>	<p style="text-align: center;"><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="text-align: center;">Walls must be made of non-absorbent material. They must be free of gaps, cracks, crevices, dents, bumps, and grooves. If you answered NO, your activities may be limited or fit-out/alterations required.</p>
<p>13.8 Are the floors in the mobile premises smooth and impervious?</p>	<p style="text-align: center;"><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="text-align: center;">Floors must be made of non-absorbent material. They must be free of gaps, cracks, crevices, dents, bumps, grooves, and not allow ponding of water – non-slip stainless steel is acceptable. If you answered NO, your activities may be limited or fit-out/alterations required.</p>
<p>13.9 Is the ceiling in the mobile premises smooth and impervious?</p>	<p style="text-align: center;"><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="text-align: center;">Ceilings must be made of non-absorbent material. They must be free of gaps, cracks, crevices, dents, bumps, and grooves. If you answered NO, your activities may be limited or fit-out/alterations required.</p>
<p>13.10 What waste-water disposal facilities are available for use at the premises?</p>	<p style="text-align: center;"><input type="checkbox"/> A secure disposal tank or container of adequate capacity.</p> <p>Other: _____</p>
<p>13.11 How will waste-water be disposed of from the holding tanks?</p>	<p style="text-align: center;"><input type="checkbox"/> At an approved trade waste facility. Please specify the approved trade waste facility below:</p> <p>_____</p>

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<p>13.12 What is your process for the cleaning and sanitising of food contact utensils and equipment? (please select one)</p>	<p><input type="checkbox"/> All equipment and utensils will be washed in a <u>single bowl sink</u> and then sanitised in a dishwasher and/or glasswasher Require a single bowl for rinsing, and dishwasher for sanitising with heat or chemical.</p> <p><input type="checkbox"/> Some equipment will be washed and sanitised in a <u>double bowl sink</u>; and Some equipment will be washed in a single sink and sanitised in a dishwasher or glasswasher. One bowl for washing, the other for sanitising and dishwasher for sanitising.</p> <p><input type="checkbox"/> A double bowl sink only Must be able to fit largest piece of equipment in the sink. One bowl for washing, the other for sanitising.</p> <p><input type="checkbox"/> A triple bowl sink only Wash, rinse, sanitise procedure; or Wash, rinse/sanitise, rinse procedure.</p> <p><input type="checkbox"/> Other: _____</p>
<p>13.13 Which handwashing method will you be using?</p>	<p><input type="checkbox"/> Method 1:</p> <ol style="list-style-type: none"> 1. In warm running water using soap 2. Dried with a paper towel 3. Using a basin that is designated for the sole purpose of washing hands, arms, and face only. 4. Using a designated hand-wash basin that is within 5 meters of all food handling activities <p><input type="checkbox"/> Other Method (please describe):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>13.14 Where will waste, garbage, and recyclable matter be stored? (select all which apply)</p>	<p><input type="checkbox"/> In a bin with a secure, tight fitting lid</p> <p><input type="checkbox"/> Will be regularly emptied</p> <p><input type="checkbox"/> Liquid Waste (e.g. oil, waste water) protected from spillage e.g. undercover area with a bund wall, etc.</p> <p><input type="checkbox"/> Other: _____</p>

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SUITABILITY OF PERSON(S) TO HOLD A LICENCE

Question 14. What food handling training has been undertaken by food handling staff, and will be undertaken by any new food handlers?

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>, or alternatively visit Isaac Regional Council website and search food safety – Free online Food Safety Training

Question 15. Have you / will you inform your staff of their legal Health and Hygiene Obligation? All staff must be informed of their Health and Hygiene legal obligations.

<input type="checkbox"/> YES	<input type="checkbox"/> NO
<u>Please attach a copy of the template or form</u> being used, and keep all signed documents on record.	You may consider using Template 4 from the Know Your Food Business document. Please contact Isaac Regional Council and ask to speak to an EHO.

FOOD SAFETY SUPERVISOR

Question 16. Please provide the contact details for the nominated Food Safety Supervisor:

You must provide details of your Food Safety Supervisor within thirty (30) days of receiving your licence.

<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 OR QUALIFICATION:	_____

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.

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- A Food Safety Supervisor must be reasonably available upon request.
- A food business must have a Food Safety Supervisor at all times, failure to have a Food Safety Supervisor at all times carries a maximum penalty of 50 units.

Question 17. 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:			
<hr/> <hr/> <hr/>			
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 Food Act 1981 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

<input type="checkbox"/> I have answered all questions . Please contact Isaac Regional Council if you require assistance.
I have attached the following documentation: <ul style="list-style-type: none"> <input type="checkbox"/> Evidence of training / qualifications <input type="checkbox"/> Health and Hygiene Obligations template
Where a food safety program is required: <ul style="list-style-type: none"> <input type="checkbox"/> I have attached my Food Safety Program along with the accreditation application form and auditors written advice. OR <input type="checkbox"/> N/A
<input type="checkbox"/> I have paid / will supply payment details on the credit card payment form.

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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 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 and pay in person to your local Isaac Regional Council Office.