

Food Application Guidelines

- Please read the Food Application Guidelines and the Food Premise Design Construction and Fit Out Guide at www.ipswich.qld.gov.au/business/laws_regulations/ permits_licences before completing and submitting your application.
- 2. Applications that are incomplete will not be processed until all required information has been received.
- 3. Please determine from the flow chart on page 2 which part of the application you need to complete and submit.
- 4. For every application Parts A and B are compulsory.
- 5. Please see page 14 for payment details
 - Part A: Licensee and premise details
 - Part B: Food Safety Supervisors
 - Part C: Plan assessment for new businesses or changing business design
 - Part D: Food Safety Program
 - Part E: Amendment to a licence
 - Part F: Charitable / Non-profit organisation
 - Part G: Temporary Food Stall

Lodge your completed application form via:

- **Email:** council@ipswich.qld.gov.au
- In person: Ipswich City Council Customer Service Centre 143 Brisbane Street Cnr Ipswich City Mall, Ipswich
- Post: Ipswich City Council PO Box 191 IPSWICH QLD 4305

Notes in relation to Electronic Submissions

Council is transferring to a paperless system. Applicants making electronic submissions must attach files in pdf file format. All file attachments, especially drawings, must be clear and legible. If these criteria are not met then Council will not be able to commence processing the application until data clarity issues are resolved.

FOOD APPLICATION REQUIREMENTS CHART



FIXED BUSINESSES WHICH REQUIRE FOOD SAFETY PROGRAM

1. The food business involves off-site catering.

Off-site catering means serving potentially hazardous food at a place other than the principal place of business.

Off-site catering does not include:

- merely delivering food under an arrangement with, or on the order of a customer such as delivering pizzas from a takeaway pizza shop
- the sale of food from mobile food premises or temporary premises
- 2. The primary activity of the food business is on-site catering at the premises stated in the licence.

On-site catering means preparing and serving potentially hazardous food, to all consumers of the food at the premises from which the business is carried on, under an agreement under which the food is:

- of a predetermined type, and
- for a predetermined number of persons, and
- served at a predetermined time, and
- for a predetermined cost

On-site catering does not include:

- preparing and serving food at a restaurant, café or similar food business on the order of a person for immediate consumption by the person, or
- preparing and displaying food for self service by consumers such as buffets
- 3. The primary activity of the food business is onsite catering at part of the premises stated in the licence.

On-site catering has the same meaning as noted previously, however in the situation where onsite catering is the primary activity at part of the premises only. Those businesses using a section of their food business for catering to 200 or more people on 12 or more occasions per year are required to have a food safety program

4. The food business is carried on as part of the operations of a private hospital or otherwise processes or serves potentially hazardous food for six or more vulnerable persons.

A vulnerable person is a person who receives care from one of the facilities listed below or is a client of a delivered meals organisation:

- hospital facilities including acute care, psychiatric, hospice, chemotherapy and renal dialysis facilities
- aged care facilities including nursing homes, respite care, same day aged care and low care aged care facilities
- child care facilities, including long day care, occasional day care and employer sponsored child care (does not include family day care)

Other food businesses that are not required to have a food safety program may apply for accreditation of their food safety program. If they do so, they must have the program regularly audited and must comply with the food safety program.

CHECKLIST IDENTIFYING OTHER APPROVALS OR INFORMATION YOU MAY REQUIRE

COUNCIL RELATED

Planning

Check with Ipswich City Council to find out what your land use approvals are and if you require additional approval.

Building

You will require approvals for new buildings or structures, tenancy fit outs, installation of cool or freezer rooms, installation of mechanical exhaust ventilation, etc. Contact Council or a private certifier to find out what you need to do.

Plumbing & drainage

You will need to gain approval for the installations required for the food business. Contact Council to find out what you need to do.

Trade Waste

You will need to obtain approval to release trade waste to the sewer and may have to install a grease interceptor trap or similar which will require ongoing servicing. Contact Council to find out what you need to do.

Advertising Devices

You may require approval for the installation of certain advertising devices on site. Contact Council to find out what you need to do.

Outdoor Dining

You will need to gain approval to have outdoor dining on public land and must provide appropriate public liability insurance. You will need to submit an application for commercial use of roads available at www.ipswich.qld.gov.au/business/laws_regulations/ forms

Goods on Footpath

You will need to gain approval to place items or other displays on public land and must provide appropriate public liability insurance. You will need to submit an application for commercial use of roads available at www.ipswich.qld.gov.au/business/laws_regulations/ forms

Trading on Public Land

You will need to gain approval to conduct your business on public land (e.g. roadside vending, parks, etc) and must provide appropriate public liability insurance. You will need to submit an application for commercial use of roads available at www.ipswich.qld.gov.au/business/laws_regulations/ forms

☐ Trading from a Council owned or controlled facility

You will need to gain owner's consent to conduct your business from a Council owned or controlled facility. Contact the manager of the facility to find out what you need to do.

Refuse storage & disposal

You will need to provide adequate storage for refuse on site, means for washing of refuse containers and access for refuse collection. Contact Council to find out what you need to do.

NON-COUNCIL RELATED

Labelling, date marking, nutritional, allergy etc requirements

Labelling, date marking, nutritional, allergy etc requirements under the *Food Act 2006* are administered by:

Queensland Health 13HEALTH (13 43 25 84) www.health.qld.gov.au/foodsafety



APPLICATION FOR FOOD BUSINESS LICENCE PART A – LICENCE AND PREMISES DETAILS

1 APPLICANT(S) DETAILS

Individual's full name. Person/s applying to be the new licensee.

Title	Surname/Family Name	First Name	Middle Name

Corporation's/Incorporated Association's Full Name. Corporation/Incorporated Association applying to be a new licensee

Full names of all directors of a Corporation/management Committee members of an Incorporated Association

Title	Surname/Family Name	First Name	Middle Name

ABN

Registered Address – not a PO Box

Unit No.	Street No.	Street	
Suburb			Postcode

Postal Address (If same as registered address insert 'as above')

		<u> </u>	•	
PO Box	Suburb			Postcode

Business/Trading name

Contact person's name

Contact Details

Business Phone No.	Business Fax No.	Business Mobile No.,	
Email (Council is transferring to a paperless system ar	Email (Council is transferring to a paperless system and requires an email address for all correspondence.)		

Agent or Consultant

By making this application, I, the agent or consultant, declare that the applicant has given written consent to the making of this application on their behalf; or

I the applicant give written consent that the agent or consultant nominated below is authorised to correspond with Council about the application.

Name		
Address		
Business Phone No.	Business Fax No.	Business Mobile No.
Email (Council is transferring to a paperless system an	nd requires an email address for all correspondence.)	

For businesses being purchased from an existing licensed operator Current Licensee's Consent

Current Licensee's Name (individual or organisation)	Position (Proprietor, Director, Manager)
Name of Signatory (if applicant is an organisation)	Signature and Date

Alternatively, a letter of consent can be provided and attached by existing licensee.

Existing Food Business Licence Number

2 SIGNATURE OF APPLICANT(S)

I/We hereby make application for a food business licence and/or assessment or accreditation of particular items under the *Food Act 2006* as set out in all completed parts of this form.

I/We understand that the information provided in and with this application may be disclosed publicly under the *Freedom of Information Act 1992* and the *Evidence Act 1977*. I am aware that it is an offence to knowingly provide false or misleading information.

APPLICANT 1	Signature:	Date:
APPLICANT 2	Signature:	Date:
APPLICANT 3	Signature:	Date:
APPLICANT 4	Signature:	Date:

3 SUITABILITY OF APPLICANT(S)

No

No

Please provide details of the skills and knowledge the applicant(s) has to sell safe and suitable food (alternatively, provide details for the person providing this service to the applicant)

Does the applicant(s) have a conviction (other than a spent conviction) for a breach of any food legislation?

	No		Yes – please attach details of the conviction and the circumstances
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Has the applicant(s) had a licence suspended or cancelled under any food legislation?

	Yes – please	attach	details and	the	circumstance
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Has the applicant(s) ever been refused a licence under any food legislation?

Yes – please attach details and the circumstances

Food Application Guidelines – PART A

4 PREMISES' DETAILS

Premises' Address (Use official address of premises' location)

Unit No.	Street No.	Street	
Suburb	I		Postcode

Real Property Description

Lot	Plan	Lot	Plan

Location (eg Park etc.)

	0 /		
Unit No.	Street No.	Street	
Suburb	1		Postcode

5 RISK CATEGORIES OF FOOD PREMISES/FOOD BUSINESS

BUSINESS TYPE	RISK CATEGORY	SIZE
Accommodation Meals	High	m²
Bakery/Patisserie	Medium	m²
Beverage Manufacturing/ Bottler	Medium	m²
Café/Restaurant	Medium	m²
Care Facility Meals	High	m²
Catering	High	m²
Child Care Centre Meals	High	m²
Delicatessen	Medium	m²
Food Manufacturer or Packer	Low	m²
Cannery	Low	m ²
Mobile Food Van (excluding preparation)	Low	m²
Water Carrier	Low	m ²

BUSINESS TYPE	RISK CATEGORY	SIZE
Food Shop	Low	m ²
Temporary Food Stall (Annual Licence)	Medium	m²
Temporary Food Stall (one-off event - up to 4 days) No. of days Dates / / to / /	Medium	m²
Fruit and Vegetable Processing	Medium	m²
Hospital Meals	High	m²
Mobile Food Premises (involving preparation)	Medium	m²
Supermarket	Medium	m ²
Takeaway Food Premises	Medium	m²

Mobile Premises – eg. ice cream van, food van

Vehicle Details

Make	Model	Registration Number

Garaging Address

Unit No.	Street No.	Street	
Suburb			Postcode



APPLICATION FOR FOOD BUSINESS PART B – FOOD SAFETY SUPERVISORS

NOTE: This form must be submitted with Parts A and B completed, and any other part required by the Food Application Requirements Chart on page 2.

NOTE: Please provide contact details that can be used by Council to contact your Food Safety Supervisors when your food business is operating

1 NOMINATION OF FOOD SAFETY SUPERVISOR(S)

A food business licensee must advise Council of the name and contact details of each Food Safety Supervisor for the business:

for a new licence – Please note Council requires this prior to issue of licence

for a change in food safety supervisor – WITHIN 14 DAYS

for a change in a food safety supervisor's contact details – WITHIN 14 DAYS

Food Business Please note that penalties apply for failing to provide the required information.

Food Safety Supervisor

Title	Surname	First Name	Middle Name	
		Business Fax No.		
Mobile No		Alternative Phone No.		
Email				
Competencies Held (Please Attach)				

2 MORE INFORMATION

The role of Food Safety Supervisor, proof of competencies and required training information is available on Queensland Health's website at http://www.health.qld.gov.au/ph/documents/ehu/fs_guideline.pdf



APPLICATION FOR FOOD BUSINESS PART C – PLAN ASSESSMENT FOR NEW BUSINESS OR CHANGING BUSINESS DESIGN

NOTE: This form must be submitted with Parts A and B completed, and any other part required by the Food Application Requirements Chart on page 2.

NOTE: It is recommended that you engage the services of a suitably qualified and experienced person to assist in the development of plans and specifications in accordance with the requirements of the *Food Act 2006*, the Food Safety Standards and other legislation that may relate to the design of your premises.

NOTE: These items must also be submitted for **mobile premises** (food preparation vehicles) and **temporary premises** i.e. plans and specifications as set out in this checklist

CLASSIFICATION

If your application is classified as any of the following, complete Section 2 – CHECKLIST OF ITEMS TO BE SUBMITTED below. If your application is none of the following, do not complete Part B.

New Premises & Major Changes – Plan Assessment New premises or major changes to existing premises (e.g. change to structure, works that will cause disruption to business, plumbing works, etc).

Minor Changes – Plan Assessment

Minor changes to the premises (e.g. replacement of single benches, upgrading of equipment, rearrangement of existing fixtures/fittings/equipment not requiring structural changes, etc.)

Other Related Changes To Food Business Changes to type of food prepared, operation of food business, delivery vehicles used in business etc. – please provide full details

2 CHECKLIST OF ITEMS TO BE SUBMITTED

One copy of a Site Plan, drawn to scale not less than 1:100, showing the food premises' location, waste storage, car parking, staff and public toilet facilities and adjacent land uses.

One copy of a Floor Plan, drawn to scale not less than 1:50, showing details of the layout of all equipment, fixtures and fittings in a bird's eye view (looking down on the premises). FOR CHANGES TO EXISTING PREMISES, provide one copy of the existing floor plan and one copy of the proposed floor plan. The floor plan should also indicate the type of materials and finishes used on equipment, fixtures, fittings, floors, walls and ceilings (such as stainless steel or laminated work benches, walls and ceilings finished in a high gloss paint and ceramic tiled floor with epoxy grouting).

Sink details should be provided, including the type of sink (single bowl, double bowl, triple bowl, wash hand basin, and/or cleaner's sink), and the dimensions (or the size and depth of the sink).

One copy of Sectional Elevations, drawn to scale not less than 1:50, showing a side on view of the walls of the premises and should indicate the height of structures, benches, including fixtures, fittings and equipment within cool rooms/freezer rooms (if applicable).

One copy of Hydraulic Plans (plumbing and drainage plan), drawn to scale of not less than 1:50, showing the location of water and sewerage pipes and connection types, tundishes and grease traps.

One copy of a Mechanical Exhaust Ventilation Plan, drawn to scale not less than 1:50 (if mechanical exhaust systems are to be installed). Certification by an appropriately qualified person of design and installation in accordance with AS1668 'The use of ventilation and air conditioning in buildings' must be provided to Council within 30 days of completion of the premises.

One copy of a Food Transport Vehicle Plan, drawn to scale of not less than 1:50, showing details of the layout of all the equipment, fixtures and fittings and the types of materials used (if food transport vehicles are to be used).

3 FURTHER INFORMATION

Please refer to Council's website www.ipswich.qld. gov.au/business/laws_regulations/permits_licences/ (Fit Out Guide) for detailed information on the requirements relating to the design, installation and construction of a food premises.



APPLICATION FOR FOOD BUSINESS PART D – FOOD SAFETY PROGRAM

NOTE: This form must be submitted with Parts A and B completed, and any other part required by the Food Application Requirements Chart on page 2.

1 ACCREDITATION OF NEW FOOD SAFETY PROGRAM

This application must be accompanied by:

One copy of the Food Safety Program to be accredited

Contact details for a person that Council can liaise with during the accreditation process

You must also submit:

A statement by a Queensland Health approved auditor that did not develop the Food Safety Program stating that the Food Safety Program complies with section 98 of the *Food Act 2006* and implementation of the program is reasonably likely to effectively control the food safety hazards of the food business to which the program relates.

2 AMENDMENT OF EXISTING ACCREDITED FOOD SAFETY PROGRAM

This application must be accompanied by:

One copy of the food businesses accredited Food Safety Program

Two copies of the amended Food Safety Program

Information clearly identifying the sections of the accredited Food Safety Program proposed to be amended

Contact details for a person that Council can liaise with during the accreditation process

You may also submit:

A statement by a Queensland Health approved auditor that did not develop the Food Safety Program stating that the Food Safety Program complies with section 98 of the *Food Act 2006* and implementation of the program is reasonably likely to effectively control the food safety hazards of the food business to which the program relates.



APPLICATION FOR FOOD BUSINESS PART E – AMENDMENT TO A LICENCE

NOTE: This form must be submitted with Parts A and B completed, and any other part required by the Food Application Requirements Chart on page 2.

1 AMENDMENT OF LICENCE

Current licence number

This application must be accompanied by:

Your current licence

Please provide details of your requested amendment(s)

Please note that depending on the nature of your requested amendment(s), further information or application(s) may be required. If this is the case, you will be contacted and advised of these requirements.

2 REPLACEMENT OF LICENCE

Current licence number

This application must be accompanied by:

Your current licence if damaged

Please provide details of the circumstances in which the licence was damaged, destroyed, lost or stolen



APPLICATION FOR FOOD BUSINESS PART F – NON-PROFIT/CHARITABLE ORGANISATIONS

NOTE: This form must be submitted with Parts A and B completed, and any other part required by the Food Application Requirements Chart on page 2.

1 NON-PROFIT ORGANISATIONS

Non-profit organisation means an organisation that -

(a) is not carried on for the profit or gain of its individual members; and

(b) is engaged in activities for a charitable, cultural, educational, political, social welfare, sporting or recreational purpose

Source: Food Act 2006

This application must be accompanied by:

- A statement signed by an office holder duly appointed by the non-profit organisation for the purpose of making representations for and on behalf of the organisation stating that:
- the organisation is not carried on for the profit or gain of its individual members; and
- the organisation is engaged in particular activities (as per those listed above); and
- the organisation is not employing the services of an external agent or contractor to run the food business.

PLEASE NOTE – it is an offence to knowingly provide false or misleading information.

2 CHARITABLE ORGANISATIONS

Charitable organisation means a charitable organisation or entity recognised by the Office of Fair Trading, Queensland and/or the Australian Tax Office.

This application must be accompanied by:

A Certificate of Registration as a Charity under Section 19(15) of the *Collections Act 1996* issued by the Office of Fair Trading | 1300 QGOV (13 74 68) | www.fairtrading.qld.gov.au

AND/OR

A Certificate of Endorsement as a Charitable Entity issued by the Australian Taxation Office www.ato.gov.au/Non-profit

3 FEES

Subject to submission of sufficient evidence of status as a non-profit or charitable organisation, you will qualify for reduced fees for your food business.

PLEASE NOTE – If insufficient evidence is submitted to support this claim, you will be required to pay the full fee prior to your application being processed. The reduced fees DO NOT APPLY to agents or contractors of charitable or non-profit organisations.



APPLICATION FOR FOOD BUSINESS PART G – FOOD STALL ONE OFF/ANNUAL

NOTE: This form must be submitted with Parts A and B completed, and any other part required by the Food Application Requirements Chart on page 2.

1 PREMISES DETAILS

Minimum standards are located in the attached fact sheet.

Attach two copies of a site layout plan showing:

Food storage areas (dry, hot & cold

- Food preparation areas
- Food display areas
- Refuse storage areas
- Hand washing facilities
- Utensil washing facilities

AND details of:

- Water supply
- Wastewater disposal methods
- Power supply
- Walls, roof and floor (i.e. materials to be used)
- Finish to benches, tables, etc (e.g. laminate, stainless steel)
- Hot water supply
- Proposed protection from contamination (by people, insects, dust, etc)

PROPOSED OPERATING LOCATION(S)

NAME OF EVENT (if applicable)

2 FOOD BUSINESS DETAILS

Please provide a brief description of the food proposed to be prepared and sold

3 TERM OF LICENCE

One off event licences are valid for four consecutive days and annual permit is valid for each specified financial year to operate within Ipswich City Council area.

One off

Annual

PAYMENT OPTIONS

Cheque (make payable to Ipswich City Council), Cash, Money Order or Credit Car	Cheque ()	make pa	vable to	lpswich C	City Council),	Cash,	Money	Order or	Credit (Card
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Credit Card Type:	Visa	Mastercard					
Card Number:							
Expiry Date:							
Cardholder's Name:							
Cardholder's Signature:							
Amount Authorised: \$							

LODGEMENT

(Please lodge your completed application form to:

IN PERSON

Ipswich City Council Customer Service Centre 143 Brisbane Street Cnr Ipswich City Mall, Ipswich POST TO Ipswich City Council PO Box 191 IPSWICH QLD 4305 EMAIL council@ipswich.qld.gov.au

Ipswich City Council is collecting your personal information in accordance with Council's Local Laws and/or relevant legislations so that we can manage a variety of processes concerning the processing of this application. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. However, in order to perform the above functions we may need to disclose your personal information to the Chief Executive Officer who may in turn make this information available to others in accordance with the Act. By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council's Privacy Statement, Personal Information Digest and this collection notice.

OFFICE USE ONLY CUSTOMER SERVICE/ADMINISTRATION							
File reference/Register							
Application signed, all relevant fees nominated							
Checklist completed							
Plans, certified copies of competencies, etc submitted as required							
Receipting information							
Date	Number	Amount paid	Licence Number				



FACT SHEET FOR TEMPORARY FOOD STALLS

Please detach and keep this information

This Fact Sheet gives guidance on what is required by a stall operator to meet the legal obligations described in the *Food Act 2006* and the *Australian and New Zealand Food Safety Standards*. Compliance with these standards may be inspected by an authorised officer before or during the event.

STRUCTURE AND SITING

- Roof and three walls of durable plastic sheet, vinyl or other approved material. Sturdy construction, 2m height (min).
- 2. Floor to be constructed of a smooth, impervious material such as vinyl.
- 3. Sited with open face away from prevailing breeze.
- 4. Tables 750mm high (min) with sturdy supports, smooth impervious surface (laminated plastic or secured plastic sheeting), all surfaces maintained in clean hygienic condition.

WASHING FACILITIES

- 5. Separate hand washing facilities, using a 20 litre container with a tap labelled "Hand Washing Only".
- 6. Liquid soap dispenser and paper towel dispenser are required at the hand washing facility
- 7. Separate utensil washing facilities, using a 20 litre container with a tap labelled "Utensil Washing Only".
- 8. Additional 10 litres of hot water for emergency cleaning heated on site or stored in an insulated container.
- 9. Liquid wastes stored in a sealable container and disposed of into an approved disposal outlet, eg. sewer.
- Paper towel is to be used for site cleaning material cloths are NOT to be used.
- 11. All surfaces in food stall to be maintained in a clean and sanitary condition.
- 12. No utensils to be left in the stall overnight. All cooking utensils are to be removed from the stall at the end of the day and stored in a sealed container to protect from contamination.
- All cooking utensils are to be cleaned and sanitised at an approved dish washing facility – double bowl sink with hot (75°C) and cold water; or an approved automatic dishwasher, prior to commencing food handling operations on each day.

COOKING AND TEMPERATURES

14. All heating and cooking equipment shall be located within the stall.

- 15. Stall walls must be protected from splash, heat and flames (from BBQs, grills, etc). Contact the QLD Fire Service for information regarding fire safety.
- Raw foods must not be displayed outside the stall, and must be maintained at the correct temperature. Cold Foods: 5°C or below Hot Foods: 60°C or above

FOOD PREPARATION

- 17. Cover all foods when not in use plastic wrap or containers with close fitting lids.
- Provide adequate protection from potential customer contamination – 1.5m horizontal distance or physical screen (glass, perspex).
- 19. Utensils and equipment to be stored in such a way as to prevent contamination (e.g. sealed plastic containers).
- 20. Food is to be transported in an enclosed vehicle under temperature control.
- 21. Condiments are to be dispensed from squeeze bottles or in individual sealed packs.
- 22. Disposable eating and drinking utensils must be stored to prevent contamination (e.g. sealed plastic containers).
- 23. Utilise tongs, spoons, spatulas to prevent unnecessary contact with the food by food handlers.
- 24. Preparation benches must be designated for food preparation only.

PERSONAL HYGIENE

- 25. Clean clothes and aprons must be worn and food handlers are to be aware of personal appearance.
- 26. Hair should be tied back or clean caps worn.
- 27. Food handlers must wash their hands:
 - before beginning or resuming work
 - after visiting a sanitary convenience
 - after smoking
 - after handling a refuse container
 - after handling a handkerchief or tissue
 - after handling raw food and before handling cooked food
 - after handling any item which may contaminate the hands
- 28. Smoking is NOT PERMITTED within the food stall.
- 29. Personal effects are to be separated from food storage, handling and preparation areas.

WASTE DISPOSAL

 An approved waste container with a close-fitting lid and a suitable bin liner must be provided.

