

**Food Act 2006**

I / We hereby make an application for a food business (*please tick*):

- Change of ownership of an existing licensed food business Existing food business licence no: \_\_\_\_\_
- New licence — **NOTE:** A design approval is required for new premises (separate form)
- Food safety program accreditation
- Restoration of a licence
- Amendment to an accredited food safety program
- Amendment of existing licensed food business

**Note: An application for a food business licence should not be made more than 30 days before commencing trade.**

Have you applied for a design assessment for this food business licence? Please provide reference No: \_\_\_\_\_

**Section 1 – Applicant(s) Details\***

**Applicant name(s):** \_\_\_\_\_

Individual's Full Name or Company i.e. the Licensee. E.g. Robert Smith or Robert Smith Pty Ltd

**NOTE 1: A trading name or trust cannot hold a licence.**

**NOTE 2:** The *Food Act 2006* requires a Corporation or Incorporated Association to provide the names of the directors or members of the management committee. Please attach a complete list of all directors or members of the management committee and registered office details for your organisation. Your application may be delayed or refused if this information is not attached.

**Business trading as:** \_\_\_\_\_  
(i.e. Business trading name. E.g. Bob's Burger's)

**Premises address:** (where is the premises located?)  
\_\_\_\_\_

**Postal address of applicant:** (if different to site address)  
\_\_\_\_\_

**Contact person name:** (the best person to talk to about this application)

**Business ph:** \_\_\_\_\_ **Mobile ph:** \_\_\_\_\_

**Email:** \_\_\_\_\_

\* Logan City Council is collecting your name, the name and location of your business in accordance with the Food Act 2006 in order to assess your application. This information will only be accessed by employees and/or Councillors of Logan City Council for Council business related activities only. Some of this information may be given to Queensland Health for the purpose of maintaining the register of mobile food vendors and requisite local government reporting to Queensland Health. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

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LOGAN CITY COUNCIL  
PO BOX 3226  
LOGAN CENTRAL DC QLD 4114  
AB & GST NUMBER  
26-627-796 435  
WWW.LOGAN.QLD.GOV.AU

ENVIRONMENT & SUSTAINABILITY  
ENQUIRIES: ENVIRONMENTAL HEALTH OFFICER  
TEL: (07) 3412 3412  
FAX: (07) 3412 3444  
EMAIL: COUNCIL@LOGAN.QLD.GOV.AU  
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## Section 2 - Food Safety Supervisor Details

All licensable food businesses are required to have a nominated food safety supervisor. The food safety supervisor must be reasonably available to both Council and food handlers whilst food is being handled. The food safety supervisor must also be able to supervise and give directions to staff about matters of food safety.

Name of food safety supervisor:

Business hours contact number:

## Section 3 – Food Business Details

Type of food premises or vehicle (please tick)

- Aged care facility (food safety program required)
- Bed & breakfast
- Caterer (on site /off site catering – food safety program required)
- Food manufacturer/packer
- Mobile food vehicle (including water carriers)
- Supermarket
- Non-profit organisation that sell meals 12 times or more per calendar year
- Bakery/pastry cook
  
- Annual food stall

- Café/restaurant
- Child care centre (food safety program required)
- Food shop
- Private hospital (food safety program required)
- Takeaway food bar
- Food vending machine
- Limited food business (green grocer)
- Home based food business

### Food Safety Programs (FSP)

Some food businesses require a food safety program, if you are submitting a food safety program as part of this application please tick below and ensure the **additional fee** is included:

- Food safety program attached without approved auditors written advice.
- Food safety program attached with approved auditors written advice.

### Food Handler Training – I'M ALERT

Logan City Council provides free online food safety training for business operators and food handlers. To access this training please visit [www.logan.imalert.com.au](http://www.logan.imalert.com.au).

## Mobile Food Vehicles, Annual Stalls or Food Vending Machines

If operating a mobile food vehicle / annual stall / vending machine, please indicate where and when trade will occur:

If operating a mobile food vehicle / annual stall / vending machine, please indicate where and when food will be prepared and stored:

Vehicle registration no:

Make and model:

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Vending machine serial number, unique ID number or mark:

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## Section 4 – Amendments

### Existing Premises- Amendments:

If this is an amendment application, please specify nature of change. **NOTE:** amendments to the food business fit out will require a food business design application form to be completed (separate form).

Please be aware that the fit out of previously approved premises may have complied with older standards for how kitchens were to be built. Applications for the change of ownership and/ or major structural changes need to be assessed against current standards, which may require the upgrade or installation of additional fixtures and fittings. An Environmental Health Officer will speak with you about any change that may be required. It is recommended that you complete a search inspection prior to purchasing an existing food business. This will give you information on what changes may be needed.

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## Section 5 – Certification *(please tick)*

I authorise the person nominated as the food safety supervisor in section 2 to supervise and give directions about matters relating to food safety to persons who handle food in the food business.

As the applicant, I apply for a food business licence in accordance with the information provided. I am aware that it is an offence to knowingly provide false and misleading information and declare:

- That I am authorised to sign on behalf of the person (meaning a corporation or individual/s) and commit this person (meaning a corporation or individual/s) in all respects.
- That the information supplied is correct to the best of my knowledge or that I could reasonably obtain.
- I **have not** been convicted of an offence or had a licence refused, cancelled or suspended under the *Food Act 2006, Food Act 1981, Food Hygiene Regulation 1989* or any grounds of other related legislation within Australia.

Applicant signature (s):

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Date:

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Name (s) in full:

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Position:

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**Note: If you are unable to tick box 3 above, please attach further details to support this application.**

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## Section 6 - Fees (2015/2016 Financial Year)

New Food Business Type	Licence Fees
Aged Care Facility	\$674.00* + FSP accreditation fee
Bakery / pastry cook	\$668.00*
Bed & Breakfast	\$319.00
Café / restaurant	\$668.00
Caterer	\$418.00* (may require FSP accreditation)
Child care centre	\$331.00* + FSP accreditation fee
Domestic water distribution	\$166.00*
Food manufacturer	\$616.00*
Home Based Small Food Manufacturing business / Limited food business (Manufacturing only one line of food eg cake, decorator, jams and spreads)	\$318.00*
Food shop	\$674.00*
Food stall	\$319.00*
Food vehicle	\$414.00*
Private Hospital	\$649.00* * + FSP accreditation fee
Supermarket(change of ownership)	\$674.00*
Supermarket with recent Design & Fit-out assessment	Nil fee
Takeaway food bar	\$668.00*
Change of Ownership of Existing Licensed Food Business	New License Fees Apply (as above)
Other Type	Fee
Application to amend an existing licence	\$573.00
Additional Inspection fee	\$285.00 + \$142.00 p/hr if over 2 hrs
Application for food safety program accreditation (FSP)	\$734.00
Application for Food Safety Program Accreditation with written advice of an approved 3 <sup>rd</sup> party auditor supplied (FSP)	\$326.00
Application to Amend an Accredited Food Safety Program	\$326.00
2 <sup>nd</sup> Party Compliance Audit of an Accredited Food Safety Program	\$562.00 + \$142.00 p/hr over 3hrs
Consideration of subsequent additional written advice	\$143.00 + \$142.00 p/hr

\*Pro-rata licence/renewal fees will apply for applications made within 3 and 6 months from end of August.

Registered charitable organisations, churches & non-profit organisations may receive 50% off the prescribed fee subject to production of appropriate verification of such unless otherwise prescribed in the respective fee description.

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**PAYMENT OPTIONS**



**Paying by Mail:**

Make your cheque or money order payable to **LOGAN CITY COUNCIL**.  
Complete the application form and return it to Council.



**Paying by Phone:**

Call Logan City Council on (07) 3412 5318 to pay with Mastercard or Visa.  
Please ensure you also return the signed application form to Council.



**Paying in Person:**

Cash, cheque, money order, EFTPOS, Mastercard or Visa.  
Complete the details on this application form and present to:

- **Council's Administration Centre**  
150 Wembley Road, Logan Central, 8am to 5pm weekdays (except public holidays).
- **Council's Customer Service Centres**  
18-22 Honora Street, Jimboomba, 8am to 4.45pm weekdays (except public holidays), or  
58-60 Manila Street, Beenleigh, 8.am to 4.45pm weekdays (except public holidays).

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**Credit Card Details**

From 1<sup>st</sup> October 2014 a Merchant Service Fee of 0.5% will be charged on credit card payments

Mastercard

Visa

Card number


Expiry date

Cardholders name \_\_\_\_\_ Amount \$ \_\_\_\_\_

**I acknowledge that from 1<sup>st</sup> October 2014 a Merchant Service Fee of 0.5% will be charged and added to this credit card payment**

Signature \_\_\_\_\_

Contact phone number \_\_\_\_\_

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