

Food Business Licence Application

Design, New Licence, Amendment, Restoration, Food Safety Program (FSP) Accreditation

2023/24 Financial Year

Food Act 2006

I / we apply for (please tick):

- Change of ownership of an existing licensed food business. Existing food business licence no: PH/FSDM/
- New licence / design assessment for new premises
- Design and significant refurbishment
- Amendment of existing licence
- Administrative amendment to the licence
- Application for restoration within 30 days after the licence expiry date
- Application for restoration of licence more than 30 days after the licence expiry date
- Food safety program accreditation
- Amendment to an accredited food safety program
- Administrative transfer of an accredited food safety program

Additional applications are required for:

- Outdoor dining on Council land e.g. footpath
- Roadside vending of mobile food vans (other than on private land)
- Note: don't use this application form for home-based business licence applications or temporary food stall licence applications, each licence type has a specific form found on our website

Section 1 - Applicant Details

Applicant name/s:

Individual's Full Name (Company or Proprietor) i.e. the Licensee e.g. Robert Smith or Robert Smith Pty Ltd. **IMPORTANT:** A trading name or trust not accepted.

Business trading as:
(e.g. Bob's Burgers)

Site address:

ABN / ACN Number:

PRIVACY COLLECTION NOTICE: Council is collecting your personal information to be able to provide services and information in accordance with the *Food Act 2006*. It may be used to update records, contact you about Council business, including by mail, email or SMS and can only be accessed by Councillors, Employees and Authorised Contractors. To unsubscribe or opt out of electronic correspondence, please email your request to council@logan.qld.gov.au. All information is handled in accordance with Council's Privacy Policy and Procedure Visit: <https://www.logan.qld.gov.au/information-and-privacy/privacy>

Postal address (if different to site address):

Contact person's name:

Business phone number:

Mobile phone number:

Email:

IMPORTANT: By providing your email you are agreeing to receive all correspondence electronically including licensing renewal information, letters, inspection reports, legal notices and other licensing related information.

What date do you want to start trading?

Corporation Officeholder Details (if applicable)

The *Food Act 2006* requires a Corporation or Incorporated Association to provide the names of the directors or members of the management committee. Your application may be delayed or refused if this information is not attached.

Attach a current company extract from the Australian Securities & Investment Commission (ASIC).

Preferred contact person:

Contact person's phone number:

Section 2 - Food Safety Supervisor Details

All licensable food businesses must have a nominated food safety supervisor. Name of food safety supervisor:

Business hours contact number:

From 8 December 2023 Category 1 and 2 food businesses must have a food safety supervisor trained by a registered training organisation. Refer to the food business category section of our website for more information.

Food safety supervisor certificate attached

If you do not know the details of your food safety supervisor, you have thirty (30) days to notify Council after your licence is issued.

Section 3 – Plans, Amendments and Forms

Plan requirements (please tick)

An application for new fit out or an amendment of an existing food business must have the following information:

- Floor plan and elevations 1:50 scale
- Site plan 1:100 scale
- Evidence the mechanical ventilation system complies with AS 1668.2:
 - certification issued by a QLD Building Services Authority (QBSA) licensed person; or
 - documentation from an engineer registered through the Registered Professional Engineers of Queensland (RPEQ); or
 - a written statement from a suitably qualified and experienced person/reputable mechanical exhaust ventilation system installation company.

Please attach 1 (one) A3 sized copy of each plan (electronic version preferred). Electronic copies of plans can be emailed to council@logan.qld.gov.au. Professionally designed and drawn plans are recommended.

Please refer to Logan City Council's Design & Fit-out Guide for more information.

Section 4 – Food Business Details

Type of food premises or vehicle

- | | |
|---|---|
| <input type="checkbox"/> Bakery/pastry cook | <input type="checkbox"/> Non-profit organisation that sells meals 12 or more times per financial year |
| <input type="checkbox"/> Bed & Breakfast | <input type="checkbox"/> Supermarket |
| <input type="checkbox"/> Café/restaurant | <input type="checkbox"/> Takeaway food bar |
| <input type="checkbox"/> Food manufacturer/packer | |
| <input type="checkbox"/> Food shop | |
| <input type="checkbox"/> Food vending machine | |
| <input type="checkbox"/> Limited food business (greengrocer) | |
| <input type="checkbox"/> Mobile food vehicle (including Water Carriers) | |

Food safety program required (See Section 5)

- | |
|--|
| <input type="checkbox"/> Aged Care Facility |
| <input type="checkbox"/> Caterer (on site/off site catering) |
| <input type="checkbox"/> Childcare centre |
| <input type="checkbox"/> Private hospital |

Food business activities carried out

- | | | |
|--|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Acidification | <input type="checkbox"/> Packing | <input type="checkbox"/> Sous vide |
| <input type="checkbox"/> Cooking/Treating (e.g. heating) | <input type="checkbox"/> Preparation | <input type="checkbox"/> Storing |
| <input type="checkbox"/> Fermenting | <input type="checkbox"/> Processing | <input type="checkbox"/> Supplying |
| <input type="checkbox"/> Handling | <input type="checkbox"/> Serving | |
| <input type="checkbox"/> Other (please specify) | | |

Provide a brief description of your proposed food business (eg making pies, making sandwiches...)

Food handler training

Has the applicant undertaken food handler training?

No - provide details of proposed training.

Yes - provide details along with a copy of any supporting documentation.

Have the proposed staff undertaken food handler training?

No - provide details of proposed training.

Yes - provide details/copies of certificates.

Mobile Food Vehicles Stalls and Food Vending Machines

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

If operating a mobile food vehicle/stall/vending machine, please inform where and when food will be prepared and stored.

Provide evidence that the mobile food vehicle is registered to an address within Logan City Council.

Vehicle registration no:

Make and model:

Vending machine serial number, unique ID number or mark:

Section 5 – Food Safety Programs

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 auditor’s written advice.
- Food safety program attached with approved auditor’s written advice.

Section 6 – Amendment Application Details

If this is an amendment application, please specify nature of change.

Section 7 – Certification

As the applicant, I make application in accordance with the information provided. I am aware that it is an offence to knowingly provide false and misleading information and declare:

Certification	Applicant 1	Applicant 2
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.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
The information supplied is correct to the best of my knowledge or that I could reasonably obtain.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
I have never been convicted of an offence or had a licence refused, cancelled or suspended under the <i>Food Act 2006</i> , <i>Food Act 1981</i> , <i>Food Hygiene Regulation 1989</i> or other related legislation within Australia.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Applicant 1	Applicant 2	
Name in full:	Name in full:	
Applicant signature:	Applicant signature:	

Date:	Date:
Position:	Position:

Section 8 – Fees (Not subject to GST)

Food Business	Establish new food business (new application + licence fee) Includes design application and licence	Change of Ownership (new licence for existing licensed food business)
Supermarket (includes significant refurbishment to existing supermarket)	\$1,168.00 + \$768.00	\$398.00 + \$768.00
Aged care facility, Private Hospital	\$797.00 + \$666.00	\$398.00 + \$666.00
Bakery / Pastry cook, Café / Restaurant,	\$797.00 + \$861.00	\$398.00 + \$861.00
Food Manufacturer	\$797.00 + \$762.00	\$398.00 + \$762.00
Food Shop, Takeaway Food Bar	\$797.00 + \$814.00	\$398.00 + \$814.00
Food vehicle or vending machine	\$797.00 + \$451.00	\$398.00 + \$451.00
Caterer	\$797.00 + \$549.00	\$398.00 + \$549.00
Childcare centre	\$797.00 + \$440.00	\$398.00 + \$440.00
Bed & breakfast	\$797.00 + \$423.00	\$398.00 + \$423.00
Food Business		Fee
Limited food business (processing only cut fruit and vegetables/greengrocer)		\$398.00 + \$423.00
Domestic water distribution		\$398.00 + 223.00
Other		Fee
Express processing fee for change of ownership of a food business licence within 10 business days of application (in addition to application fee and licence fee)		\$183.00 + \$398.00 + licence fee
Application to amend an existing licence		\$646.00




Additional inspection fee (includes pre-fit out advice inspection and re-inspections)	\$367.00 + \$70.00 per hour over 2 hours
Application for restoration of licence (1-30 September)	\$148.00 + licence fee
Application to re-apply for a licence after it has expired (1-14 October)	\$398.00 + licence fee
Administrative amendment to the licence	\$257.00
Food safety program with 3rd party approved auditor's written advice supplied	\$435.00
Food safety program for accreditation (without approved auditor's written advice)	\$666.00
Application to amend of an accredited food safety program	\$435.00
Application for an administrative transfer an accredited food safety program only (with no amendments to the program required)	\$126.00

Your application cannot be processed unless the correct fees are paid in full and the form signed.

The licence period is 1 September to 31 August and fees are charged yearly. Pro-rata licence fees will apply for applications made after 1 March (50% reduction) and after 1 June (75% reduction).

Bona fide charitable or community organisations will be entitled to 50% off the prescribed fee subject to production of appropriate verification of such unless otherwise prescribed in the respective fee description.

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 3412 to pay with Mastercard or Visa. Ensure you also return the signed application form to Council A merchant surcharge fee of 0.34% will apply.
	Paying in person	Cash, cheque, money order, EFTPOS, Mastercard or Visa. Ensure you also return the signed application form to Council.
	Customer service centre locations	Council Administration Centre 150 Wembley Road, Logan Central Beenleigh - 105 George Street, Beenleigh Jimboomba - 18-22 Honora Street, Jimboomba

Phone: 07 3412 3412

Email: council@logan.qld.gov.au

DM #15632114

logan.qld.gov.au

