

# Food Business Licence Application

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

2024/25 Financial Year - **Food Act 2006**

I / we apply for (please tick):

A new food business licence:

- New licence / design assessment for new premises
- Food safety program accreditation

An existing food business – licence number PH/FSDM/

- Change of ownership of an existing licensed food business
- Design and significant refurbishment
- Amendment of an existing licence
- Administrative amendment to a 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
- Amendment to an accredited food safety program
- Administrative transfer of an accredited food safety program

**Important:** Additional applications are required for outdoor dining on Council land e.g. footpath, roadside vending of mobile food vans (other than on private land), home-based food businesses licence applications and temporary food stall licence applications.

### Section 1 – Applicant Details

**Important:** Individual's full name or company name - We cannot accept a trading name or trust as the applicant.

Applicant / licensee names/s':			
Unit number:		Street number:	
Site address:			
Site suburb		Post code:	
Postal address: (if applicable)			Post code:
Trading name:			
ABN:			

**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](mailto: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>

Email:			
Business phone:		Mobile:	
Contact person's name:			
Phone:		Mobile:	

**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.

## Section 2 – Company Details This section is only required if applying as a company

ACN:			
Contact person's name:			
Phone:		Mobile:	

Current Australian Securities & Investment Commission (ASIC) company extract is attached

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

## Section 3 – Incorporated Association Details

Management committee name(s):			
Preferred contact:			
Phone:		Mobile:	

Evidence of Incorporated Association registration and management committee details

## Section 4 – Food Safety Supervisor Details

**Important:** All licensable food businesses must have a nominated food safety supervisor. Refer to the [Food Safety Supervisor](#) section of our website for more information.

Name:			
Email:			
Phone:		Mobile:	

Food safety supervisor certificate attached

**Important:** Category 1 and 2 food businesses must have a food safety supervisor trained by a registered training organisation. Refer to the [Which food category applies to my business?](#) section of our website for more information. 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.

### Food business category:

Category 1       Category 2       Not applicable

## Section 5 – Plans, Amendments and Forms

Plan requirements:

- Floor plan and elevations attached 1:50 scale
- Site plan attached 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.

**Important:** Professionally designed and drawn plans are recommended. Please attach 1 (one) A3-sized copy of each plan (electronic version preferred). Email electronic copies of plans to [council@logan.qld.gov.au](mailto:council@logan.qld.gov.au). Please refer to the How do I fit out a new kitchen? section of our website for food business design and fit-out information.

## Section 6 – 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"/> Takeaway food bar  |
| <input type="checkbox"/> Café/restaurant                      | <input type="checkbox"/> Supermarket  |
| <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 (Water Carriers) |   |

### Food Safety Program Required

- |  |
|--|
| <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 (tick all that apply):

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

Select any of the following food types that you will sell (tick all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Aged meat        | <input type="checkbox"/> Seed sprouts                                  |
| <input type="checkbox"/> Doner kebabs     | <input type="checkbox"/> Sushi   |
| <input type="checkbox"/> Raw egg products | <input type="checkbox"/> Vegetables and fruit in brine, oil or vinegar |
| <input type="checkbox"/> Fermented foods  | <input type="checkbox"/> Raw meat dishes                               |
| <input type="checkbox"/> Sous vide foods  | <input type="checkbox"/> Other:  |

Water supply:

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> Council water supply | <input type="checkbox"/> Bore water |
| <input type="checkbox"/> Tank water           | <input type="checkbox"/> Other:     |

Details of water treatment system (not applicable if using Council water supply):


When do you intend to begin trading?

Describe your proposed food business (eg making pies, making sandwiches...):


### Food Handler Training:

**Important:** All food handlers must complete a food safety training course or have appropriate food safety skills and knowledge.

Food handler training certificates are attached

Describe how food handlers who have not provided a food safety training certificate have gained the food safety skills and knowledge needed to perform their role:


### Mobile Food Vehicles Stalls and Food Vending Machines:

Where will trade occur:


Where will food be prepared and stored:


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

Vehicle registration:

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Vehicle make and model:

--

Vending machine serial number, unique ID number or mark:

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## Section 7 – Food Safety Programs

Food safety program attached without approved auditor's written advice

Food safety program attached with approved auditor's written advice

**Important:** Some food businesses require a food safety program. If you are submitting a food safety program as part of this application, please tick the appropriate box above and ensure the additional fee is included.

## Section 8 – Amendment Application Details

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


## Section 9 – 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 understand that it is the applicant's responsibility to obtain all relevant approvals. Approval for a food business licence under the <i>Food Act 2006</i> is not an approval of other aspects of the operation.	<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. (For corporations this includes executive officers / association management committee members).	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
I understand that I cannot commence food handling for sale until such time as I hold a valid food business licence issued under the <i>Food Act 2006</i> .	<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:
<b>Applicant signature:</b>	<b>Applicant signature:</b>
Date:	Date:
Position:	Position:

## Section 10 – Fees (Not subject to GST)

<b>Food Business</b>	<b>Establish a new food business (new application + licence fee)  Includes design application and licence</b>	<b>Change of Ownership (new licence for existing licensed food business)</b>
Supermarket (includes significant refurbishment to an existing supermarket)	\$1,324.00 + \$881.00*	\$492 + \$881.00*
Aged care facility, Private Hospital	\$907.00 + \$788.00*	\$492.00 + \$788.00*
Bakery / Pastry cook, Café / Restaurant,	\$907.00 + \$933.00*	\$492.00 + \$933.00*
Food manufacturer	\$907.00 + \$840.00*	\$492.00 + \$840.00*
Food shop, Takeaway food bar	\$907.00 + \$907.00*	\$492.00 + \$907.00*
Food vehicle or vending machine	\$907.00 + \$524.00*	\$492.00 + \$524.00*
Caterer	\$907.00 + \$814.00*	\$492.00 + \$814.00*
Childcare centre	\$907.00 + \$549.00*	\$492.00 + \$549.00*
Bed & Breakfast	\$907.00 + \$647.00*	\$492.00 + \$647.00*
<b>Food Business</b>	<b>Fee</b>	
Limited food business (processing only cut fruit and vegetables/greengrocer)	\$492.00 + \$466.00*	
Domestic water distribution	\$549.00 + 357.00*	
<b>Other</b>	<b>Fee</b>	
Express processing fee for change of ownership of a food business licence within 10 business days of application (in addition to the application fee and licence fee)	\$248.00 + \$492.00 + licence fee	
Application to amend an existing licence	\$731.00	
Additional inspection fee (includes pre-fit-out advice inspection and re-inspections)	\$466.00 + \$83.00 per hour over 2 hours	
Application for restoration of licence (1-30 September)	\$383.00 + licence fee	

Application to re-apply for a licence after it has expired (1-14 October)	\$466.00 + licence fee
Administrative amendment to the licence	\$331.00
Food safety program with 3rd party approved auditor's written advice supplied	\$524.00
Food safety program for accreditation (without approved auditor's written advice)	\$788.00
Application to amend an accredited food safety program	\$524.00
Application for an administrative transfer of an accredited food safety program only (with no amendments to the program required)	\$150.00




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

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 the production of appropriate verification of such.

Pro-rate fee reductions apply to the licence fee only and are marked with \*. Pro-rata fee reductions do not apply to the application fee.

## PAYMENT OPTIONS

	<b>Paying by mail</b>	Make your cheque or money order payable to Logan City Council. Complete the application form and return it to Council.
	<b>Paying by phone</b>	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.
	<b>Pay online</b>	We will send through a notice of account once the application is lodged for you to pay. Please note that your application will not be processed until full payment has been received. A merchant surcharge fee of 0.34% will apply.
	<b>Paying in person</b>	Cash, cheque, money order, EFTPOS, Mastercard or Visa. Ensure you also return the signed application form to Council.
	<b>Customer service centre locations</b>	<b>Council Administration Centre</b> 150 Wembley Road, Logan Central <b>Beenleigh</b> - 105 George Street, Beenleigh <b>Jimboomba</b> - 18-22 Honora Street, Jimboomba

Phone: 07 3412 3412

Email: [council@logan.qld.gov.au](mailto:council@logan.qld.gov.au)