

# Home-Based Food Business Licence Application

## Design, New Licence, Amendment, Restoration

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

An existing food business – licence number PH/FSDM/

Change of ownership of an existing licensed food business

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

## 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':			
Site address:			
		Post code:	
Postal address: (if applicable)			
		Post code:	
Trading name:			
ABN:			
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.

**PRIVACY COLLECTION NOTICE:** Council is collecting your personal information 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>.

[logan.qld.gov.au](http://logan.qld.gov.au)



## Section 2 – Company Details

This section is only required if applying as a company

ACN:			
Preferred contact:			
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 - Home-Based Food Business Tier

The home-based food business quick reference guide provides descriptions of each home-based food business tier.

I am applying for a:

<input type="checkbox"/>	<b>Tier 1</b> home-based food business – handling potentially hazardous foods with options to wholesale – separate purpose-built kitchen required.
<input type="checkbox"/>	<b>Tier 2</b> home-based food business – operating approved business activity from domestic kitchen (you may only select 1 business activity) <ul style="list-style-type: none"><li><input type="checkbox"/> Preparing potentially hazardous food (such as chopping, cutting or slicing) which is then transported to a market stall for cooking, making or otherwise finishing and then sold by retail sale. Meals provided to guests at a bed and breakfast</li><li><input type="checkbox"/> Meals provided to a guest from a farm homestyle accommodation</li><li><input type="checkbox"/> Meals provided to guests at a motel kitchen that also serves as a kitchen for owners or onsite managers.</li></ul>
<input type="checkbox"/>	<b>Tier 3</b> home-based food business – a single line of non-potentially hazardous food for retail sale, or by wholesale if limited to honey, dry spices, tea, coffee beans (not roasting), salt, seeds, dry herbs.

Provide a brief description of your proposed home-based food business. (eg cooking rice and curries, baking cakes)


## Section 7 – Food Business Details

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    |

- Fermenting
- Handling
- Packing
- Preparation

- Sous vide
- Storing
- Supplying
- Other:

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

- Aged meat
- Doner kebabs
- Raw egg products
- Fermented foods
- Sous vide foods
- Seed sprouts
- Sushi
- Vegetables and fruit in brine, oil or vinegar
- Raw meat dishes
- Other

Water supply:

- Council water supply
- Tank water
- Bore water
- Other:

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


When do you intend to begin trading?

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:


### 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)




Food Business	Establish a new food business (new application + licence fee) Includes design application and licence	Change of Ownership (new licence for existing licensed food business)
Tier 1	\$907 + \$840*	\$492 + \$840*
Tier 2	\$466 + \$840*	\$492 + \$840*
Tier 3	\$466 + \$492*	\$492 + \$492*
Other		Fee
Amend existing licence		\$731
Administrative amendment		\$331
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)		\$248 + application fee + licence fee

Your application cannot be processed unless the 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). Pro-rata fee reductions apply to the licence fee only and are marked with \*. Pro-rata fee reductions do not apply to the application fee.

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

	<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