

BUSINESS DETAILS If a mobile food business, advise garage address.	Business name:
	(Must be registered with the Australian Securities & Investments Commission)
	ABN <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Street address:
Postal address:	

HOURS OF OPERATION	Monday - Friday From ___am/pm to ___am/pm AND from ___am/pm to ___am/pm
	Saturday From ___am/pm to ___am/pm AND from ___am/pm to ___am/pm
	Sunday From ___am/pm to ___am/pm AND from ___am/pm to ___am/pm
	Other _____ From ___am/pm to ___am/pm AND from ___am/pm to ___am/pm
	Closed: _____

DESCRIPTION OF BUSINESS	Description of food business: (eg. café, restaurant, catering, groceries, delicatessen, fast food takeaway etc)	
	Does your business involve any catering?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If you conduct off-site catering, complete details of food transport vehicles below)

VEHICLE DETAILS FOR A MOBILE OR OFF-SITE CATERING FOOD BUSINESS (Attach details on a separate sheet if required.)	Do you deliver food in a vehicle?	<input type="checkbox"/> No - Skip to next section <input type="checkbox"/> Yes
	Do you handle or prepare food in the vehicle?	<input type="checkbox"/> No - Skip to next section <input type="checkbox"/> Yes
	If yes, how many vehicles do you use?	
	Vehicle details	
	Make & model:	Reg no.
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Note: It is Hinchinbrook Shire Council policy that mobile food vans operate within the Hinchinbrook Local Government Area on at least 3 occasions within the licensing period 1 September to 31 August.		

SUITABILITY OF PERSON TO HOLD A LICENCE ie. qualifications, training courses, skills and knowledge qualifying the applicant to sell safe and suitable food.	Have any of the applicants been convicted for a breach of any food legislation? If the applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included. <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, attach details
	Have any of the applicants previously held a licence under the <i>Food Act 2006</i> , the <i>Food Act 1981</i> or a corresponding law that was suspended or cancelled? If the applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included. <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, attach details
	Have any of the applicants been refused a licence under the <i>Food Act 2006</i> , the <i>Food Act 1981</i> or a corresponding law? If the applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included. <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, attach details

COMMUNITY & CHARITABLE ORGANISATIONS	<p>Community and Charitable Organisations May Apply for Exemption of Fees</p> <p>Fees for licensing and registration of food businesses operated by community and charitable organization are set at nil. Community and charitable organization are defined as:</p> <ol style="list-style-type: none"> 1. An Incorporated Association; and 2. One which is locally managed; and 3. Events that raise funds solely for community & charitable causes and not for personal financial gain. <p>Do you wish to apply for exemption of fees on the grounds of being a community or charitable organization:</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes – You must provide proof of Not For Profit status to apply for a fee exemption.</p>																				
Complete if constructing a NEW PREMISES	<p>Current approval details</p> <p><i>Please insert your approval number for each approval type issued by Local Government.</i></p> <table border="1" data-bbox="288 568 1509 824"> <thead> <tr> <th data-bbox="288 568 783 611">Approval Type</th> <th data-bbox="783 568 1126 611">Approval No.</th> <th data-bbox="1126 568 1509 611">Office Use Only</th> </tr> </thead> <tbody> <tr> <td data-bbox="288 611 783 654">Building approval</td> <td data-bbox="783 611 1126 654"></td> <td data-bbox="1126 611 1509 654"></td> </tr> <tr> <td data-bbox="288 654 783 696">Plumbing & drainage approval</td> <td data-bbox="783 654 1126 696"></td> <td data-bbox="1126 654 1509 696"></td> </tr> <tr> <td data-bbox="288 696 783 739">Development approval</td> <td data-bbox="783 696 1126 739"></td> <td data-bbox="1126 696 1509 739"></td> </tr> <tr> <td data-bbox="288 739 783 781">Trade waste approval</td> <td data-bbox="783 739 1126 781"></td> <td data-bbox="1126 739 1509 781"></td> </tr> <tr> <td data-bbox="288 781 783 824">Other – please specify</td> <td data-bbox="783 781 1126 824"></td> <td data-bbox="1126 781 1509 824"></td> </tr> </tbody> </table>			Approval Type	Approval No.	Office Use Only	Building approval			Plumbing & drainage approval			Development approval			Trade waste approval			Other – please specify		
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Complete only if applying for AN AMENDMENT	<p>Improvements proposed or completed since last inspection.</p> <p>For structural changes, new walls, new counters etc you may need Building Approval. (Please attach a separate sheet if necessary.)</p> <table border="1" data-bbox="288 943 1509 1048"> <tr><td data-bbox="288 943 1509 985"> </td></tr> <tr><td data-bbox="288 985 1509 1048"> </td></tr> </table>																				
If application relates to a NEW PREMISES please attach relevant documents.	<p>Attachments to accompany an application for a new premises licence.</p> <p>NOTE: You must receive plan approval for any renovations or new premises construction and this involves a separate application and fee.</p> <ol style="list-style-type: none"> 1. Two (2) copies 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. 2. Two (2) copies 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). Sink details should be provided, including the type of sink (single bowl, double bowl, triple bowl, hand wash basin, or cleaner's sink), and the dimensions (or the size and depth of the sink). 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). 3. Two (2) copies of Sectional Elevation, 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). 4. Two (2) copies of Hydraulic plan (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 & grease traps. 5. Two (2) copies of a Mechanical Exhaust Ventilation Plan, drawn to scale of not less than 1:50, if mechanical exhaust systems are to be installed. 6. Two (2) copies of a 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. 7. Full explanation of selected box/es in the Suitability of person to hold a licence section. In particular, the level of food hygiene training undertaken or proposed by the applicant and staff. 8. Please return forms to Environmental Health Services, Hinchinbrook Shire Council, 25 Lannercost Street or PO Box 366, Ingham QLD 4850. This application form and the appropriate fee MUST be lodged with Council. 																				

FOOD SAFETY PROGRAM	If, under section 99 of the <i>Food Act 2006</i> , the applicant must have an accredited food safety program for the food business, this application MUST BE ACCOMPANIED by the proposed food safety program.		
	Office use only		
	Fee	Date / /	GL code: 444
	Scheduled category	File no.	
	Receipt no.	Access no.	
	Registration no.	Licence no.	

PRIVACY CLAUSE

The information collected on this form will be used by the Hinchinbrook Shire Council in accordance with the processing and assessment of your application. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the *Information Privacy Act 2009*) or as required by the Queensland State Government. This information may be stored in the Council database. The information collected will be retained as required by the *Public Records Act 2002*.