

# Annual Temporary Food Premises (Food Stall) Food Business Licence Application Food Act 2006



Application fees are not refundable if application is withdrawn, cancelled or refused

## 1. Licence Category

**Application** **\$300.00**

Application assessed within 30 days from receipt

**Urgent Application** **\$400.00**

Application assessed within 10 days from receipt

**Annual Licence and Inspection Fee is also required upon final inspection (\$215.00)**

Please note: Temporary food premises licensed with Gympie Regional Council are limited to operation within the Gympie Regional Council region only.

Applications for an Annual Temporary Food Premise Licence must be submitted at least ten (10) business days prior to the date of the activity or event. Applications received within ten (10) business days of the date of the activity or event will incur an urgent application processing fee.

## 2. Applicant Details:

(Complete For Individual Applicant Only)

Mr  Mrs  Ms  Dr  Other

Surname

Given name/s

Mr  Mrs  Ms  Dr  Other

Surname

Given name/s

Residential address

.....  
.....  
Postcode

Postal address (if different from above)

.....  
.....  
Postcode

Home phone no.

Mobile phone no.

E-mail

Complete For Registered Entity/Company Only:

ABN / ACN:

Company or incorporated association's Name

Director name/s or management committee names of incorporated association (attach additional sheet if more room required)

.....  
.....  
.....

Corporations address of registered office or Incorporated associations nominated address:

.....  
.....  
Postcode

Postal address (if different from above)

.....  
.....  
Postcode

Phone no.

Mobile phone no.

E-mail

## 3. Electronic Authorisation

Gympie Regional Council now offers the option of having your Food Business Licence correspondence and information sent to you via email. Do you authorise Council to send you information electronically?

No

Yes

## 4. Contact Person:

On-site contact person name:

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**On-site phone no.**

**On-site mobile no.**

**E-mail**

## 5. Business Details:

**Business Name (trading name)**

**Business Address**

  
  


Postcode

**Business phone no.**

**Business mobile no.**

**Business E-mail**

## 6. Suitability of Person to Hold a Licence:

*If the applicant is a corporation or an incorporated association, then below also applies to an executive officer of the corporation or a member of the association's management committee.*

**Have any of the applicants been convicted for an offence under the Food Act 1981, Food Act 2006 or corresponding law in other States and Territories?**

Yes  No

**Have any of the applicants previously held a licence under the Food Act 1981, Food Act 2006 or corresponding law in other States and Territories that was suspended or cancelled?**

Yes  No

**Have any of the applicants previously been refused a licence under the Food Act 1981, Food Act 2006 or corresponding law?**

Yes  No

## 7. Nomination of Food Safety Supervisor:

**Name**

**Business Hours Contact Phone Number**

**Qualification**

Attached Certificate of Attainment of an Accredited Food Safety Supervisor Competency. You must nominate a Food Safety Supervisor and provide a copy of the Certificate of Attainment within thirty (30) days of receiving your licence.

## 8. Types of Food to be Handled:

<input type="checkbox"/> Fish / Seafood Products	<input type="checkbox"/> Confectionary
<input type="checkbox"/> Fruit / Vegetables	<input type="checkbox"/> Raw Meats / Frozen Meats / Poultry
<input type="checkbox"/> Sandwiches	<input type="checkbox"/> Cooked Meats
<input type="checkbox"/> Eggs	<input type="checkbox"/> Chilled / Frozen Foods
<input type="checkbox"/> Hamburgers / Sausages	<input type="checkbox"/> Ice
<input type="checkbox"/> Milk / Ice cream / Yoghurt / Cheese	<input type="checkbox"/> Meat Pies
<input type="checkbox"/> Bakery Products	<input type="checkbox"/> Rice / Pasta

## 9. Fit Out of Proposed Food Premises

**Roofing**

**Walls**

**How many walls?**

**Flooring**

**Benches / food contact surfaces**

**Description of hand washing facilities**

**Description of utensil washing facilities**

## 10. Food Handling Activities:

How will potable water be heated for dishwashing and handwashing purposes?

How will you source the potable water supply?  
(e.g. Council reticulated supply, rainwater tank)

How will wastewater be collected, stored, and appropriately disposed of?

How will equipment, utensils, and food products be protected from contamination?  
(e.g. storage methods for utensils and food products)

How will rubbish generated from the operation of the temporary food premise be stored and appropriately disposed of?

How will potentially hazardous food be transported under appropriate temperature control to operating location?

Where do you intend on operating your temporary food premise? (e.g. weekend markets, events).

Is all food handling to occur in the proposed Temporary Food Premise?

Yes  No

If No, please advise where food handling is proposed to occur in addition to the temporary food premise? (e.g. address of commercial kitchen)

.....

.....

Postcode

## 11. Attachments

Please tick to confirm you have provided the following attachments with this application.

- Floor Plan** - drawn to a scale of 1:100 providing details of layout of the food premises, including all fittings, equipment, washing facilities, hot and cold storage units, etc.
- Stall Checklist** – complete the attached checklist addressing food handling and structural requirements.
- Proposed Menu** – please provide a copy of the proposed menu.
- Food Safety Supervisor Certification** – Please provide a copy of Food Safety Supervisor Certification for all nominated Food Safety Supervisors.

**12. Declaration:**

If you have not told the truth in this application, you may be liable for prosecution under the *Food Act 2006*.

- I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge.
- I understand that Gympie Regional Council collects personal information where it is directly related to a function or activity of Council and where the collection of such information may be reasonably considered as necessary for that purpose. It will only use personal information for that purpose, and will not disclose it, except as permitted under the *Information Privacy Act 2009*.
- I understand that public availability of information supplied on or with this application can be restricted only after the confidentiality of information has been tested by application through the *Right to Information Act 2009*, and that the information supplied on or with this application may be used in accordance with the *Evidence Act 1977*.

**Print Name**

**Applicant Signature 1**

**Date**

**Print Name**

**Applicant Signature 2**

**Date**

**Privacy Statement**

*Gympie Regional Council collects personal information in accordance with our Information Privacy Policy, a copy of which is available from the Council website. In providing your personal information e.g. name and contact details, please note that due to aspects of electronic communications outside of Council's control, you are agreeing to the possible transfer of your information outside Australia under s33 of the Information Privacy Act 2009.*

**How to lodge this form with Council**

Applications can be made either in person at 29 Channon Street, Gympie (8:30am – 4:30pm) or via email to [health@gympie.qld.gov.au](mailto:health@gympie.qld.gov.au). Invoices are issued to applicants upon receipt of the application and payment can be made online at: [payments.gympie.qld.gov.au](http://payments.gympie.qld.gov.au)

**Please be advised assessment of your application does not occur until Council receives invoice payment.**

**Where to for further information**

Should you require further information regarding Food Business Licence requirements, please do not hesitate in contacting Council's Environmental Health Services Section on telephone 1300 307 800, by email [health@gympie.qld.gov.au](mailto:health@gympie.qld.gov.au), or visiting Council's website [www.gympie.qld.gov.au](http://www.gympie.qld.gov.au)

## Please complete this checklist - it is an essential part of your application

- Food Handling**
- Tongs, other suitable implements provided
  - Food utensils stored in enclosed containers
  - Cooked/uncooked food stored separately
  - Food/utensils stored separately
  - Single service disposable eating/drinking utensils
  - Probe thermometer provided

- Food Handlers**
- Clean clothing /aprons used
  - Free of infection or illness
  - \* Wash hands before handling food and between different activities (e.g. handling money / serving food); and where in use, wash and dry hands before changing gloves for each separate activity

- Licence certificate displayed

- Temperature control for potentially hazardous food (60°C or greater for hot food)

- Food storage**
- Food kept above ground
  - Smooth, impervious, easily cleanable construction
  - Protected from contamination

- Benches, tables**
- Smooth, impervious, easily cleanable

- Waste Disposal**
- Refuse bin with lid and liner supplied
  - \*\*Adequate waste oil/fat collection

\*\*Waste oil/fats cannot be disposed to sewer—must be removed off site and disposed to an approved disposal facility

- Enclosed stall (roof, 3 sides) unless otherwise approved (i.e. gas safety)

- Cooking Equipment**
- Located to protect food from contamination and ensure public safety.

- Dry Chemical Fire Extinguisher; and/or Fire Blanket

- Temperature control for potentially hazardous food (5°C or less for cold food)

- Floor provided
- Easy to clean, impervious (must be provided on unsealed ground)

- Hand Washing Facilities**
- Maintain 20L clean potable running water
  - Soap and single use paper towel
  - \*Adequate waste water collection

\*Disposal of wastewater to stormwater is strictly prohibited

- Dish Washing Facilities (if performed on site)**
- Maintain 20L clean potable water
  - 1 receptacle with detergent
  - 1 receptacle with sanitiser
  - Adequate waste water collection

Produced by QCCS Nutrition Unit 2006 © 2007/08