

Important information – read before completing application form

This application form will only cover the plan assessment component for making structural changes (major renovations) to premises with an existing mobile or fixed food licence.

Online lodgement of this application is available on MyCouncil website mycouncil.sunshinecoast.qld.gov.au. This will expedite the application process.

Current food licence details

Current licence number: _____ / _____

Current business name: _____

1. Applicant details

Name		Date of birth
Registered address		
Suburb	State	Postcode
Business phone	Alternate phone	Mobile
Email		
Preferred method of contact for correspondence	<input type="checkbox"/> Email	<input type="checkbox"/> Post

2. Premises business details (If application is for a mobile food premises, provide the garage / mooring details)

Lot & plan	Property ID			
Street address				
Suburb	State	Postcode		
Water supply:	<input type="checkbox"/> Town	<input type="checkbox"/> Rainwater	<input type="checkbox"/> Bore water	<input type="checkbox"/> Other

3. Food business details

Select the type/s of food business that best describe the proposed business:

- Eating Establishment
 Take away
 Manufacturer
 Unpackaged foods requiring minimal preparation
 Food preparation in vehicle
 Multi preparation areas (e.g. supermarket with deli, bakery & fruit/veg)
 Bakery
 Accommodation premises
 Retail food vehicle for packaged food
 Child care centre
 Offsite caterer

Provide explanation of food types and procedures. Attach additional sheet if needed.

Select the food business activities that will be carried out:

- Cooking/Heating
 Handling
 Packing
 Preparation
 Processing
 Serving
 Storing
 Supplying
 Other, please specify: _____

Is a food safety program required? Yes No

What is the anticipated customer seating capacity to consume food onsite? _____ people

Privacy

Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Council may provide information about you to any relevant Queensland State Department. Your personal information is dealt with in accordance with council's privacy policy.

www.sunshinecoast.qld.gov.au | mail@sunshinecoast.qld.gov.au | T 07 5475 7272

Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

Caloundra office 1 Omrah Avenue Caloundra Qld 4551

Maroochydore office 10 First Avenue Maroochydore Qld 4558

Nambour office Corner Currie and Bury Streets Nambour Qld 4560

4. Fees and charges

Plan assessment fee for mobile or fixed food licence (CR-HP6617) \$659.00

Your application will not be processed until correct fees are paid.

Any **non-profit, volunteer, charitable, community, sporting, religious organisation** not in possession of a permanent liquor or gaming licence or a surf lifesaving club (or similar organisation) not in possession of a permanent liquor or gaming licence is eligible for a 50% reduction in application fees. In order for the organisation to be eligible as a volunteer, community, sporting or religious organisation, at the time of lodgement of the application, the organisation must provide verifiable written proof that the organisation is either registered with the Australian Taxation Office (ATO) as a charitable/non-profit organisation, or alternatively registered with the Office of Fair Trading under either the *Associations Incorporation Act 1981* or *Corporations Act 2001*.

5. Plan and premises requirements

You must provide the relevant details:

For information on design and fit-out requirements please refer to the Queensland Health [design and fit-out guide](#) and or the

Australian Standard AS4674 – 2004 Design, construction and fit-out of food premises. Council will assess your application for compliance with the [Food Act 2006](#) and the [Food Safety Standard 3.2.3 - Food Premises and Equipment](#)

- Plan layout with all equipment (including benches, storage cupboards, sinks, basins, door/window openings, location of staff areas and chemical/cleaning equipment storage areas) to a suitable scale (i.e. 1:100). Details must include finishes to walls, floors and ceilings, heights of fixtures from floors and benches, junctions of walls and floors and lighting provisions. Additional supporting information will be required on the type and capacity of the hot water generating unit taking into consideration peak usage.
- Cross sections, each drawn through separate areas of the preparation and customer service areas to a suitable scale
- Site plan showing location of premises/shop with regard to other premises including wastewater treatment devices (i.e. grease trap), waste storage area and staff and public toilets.
- Two copies of mechanical exhaust ventilation systems showing all dimensions, details and specifications of cooking equipment (i.e. gas, electricity) and external discharge points to a suitable scale (i.e. 1:50) in accordance with AS1668.2 (2012) parts 1 and 2.

6. Declaration of applicant

I/We, the applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with the Sunshine Coast Regional Council. Should any of the details given in relation to this application be changed in the future, the Applicant shall advise the Sunshine Coast Regional Council in writing prior to any such change being implemented. I/We hereby make application for a food business plan assessment under the *Food Act 2006* as set out in this form.

I/We, the applicant, understand that Sunshine Coast Council use all provided contact details including email, phone calls and SMS for sending annual notices, reminders and verifying data. To opt out of all SMS and email contacts I/we must contact Sunshine Coast Council and specifically nominate to be excluded from emails or SMS.

Name	Position	Signature	Date
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OFFICE USE ONLY

Application no.	Amount paid	Date paid	Receipt no.	Initial	Date stamp
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7. Payment options

In person	Customer service centres: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays).				
By mail	Cheque or money order to be made payable to: Sunshine Coast Regional Council.				
	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money order	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	
	Card number		Expiry date	Amount \$	
	Name on card		Signature of cardholder		
	Phone	Is a receipt required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No