

Important information – read before completing application form

Only use this form when taking over an existing mobile food premises licence where there are no changes to existing food category without prior confirmation by the Environmental Health Team.
 A mobile food licence is required when selling unpackaged food from a mobile premises which may include vehicles, boats, caravans, trailers or vending machines. Each registered vehicle / vessel / vending machine must hold a separate food licence and you may require approval to use council controlled land, contact council to find out more.

Provide existing licence details:
Food licence number: FLM _____ / _____ **Current food category licensed:**
Trading name:
Settlement date:
1. Applicant (Licensee) details

Entity type	<input type="checkbox"/> Corporation	<input type="checkbox"/> Incorporated association	<input type="checkbox"/> Individual / other entity	ABN
Licensee Name	A business name, trust, shop name, partnership or unincorporated company is not considered a legal entity			Date of birth
Registered address (for correspondence)				
Suburb	State		Postcode	
Business phone	Alternate phone	Mobile		
Email				
Preferred method of contact for correspondence	<input type="checkbox"/> Email		<input type="checkbox"/> Post	
For a corporation or incorporated association, provide details of all directors or management committee members below:				
*Please attach an additional sheet if the directors or management committee members do not fit.				
Does applicant/s have a conviction (other than a spent conviction) for a breach of any food legislation ¹ ?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No		
Has applicant/s had a licence suspended, cancelled or refused under any food legislation ¹ ?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No		
* Provide details and circumstances for all applicants (including directors or management committee members).				
¹ Any food legislation refers to the Food Act 2006, the Food Act 1981 or a corresponding law.				

2. Business details

Business trading name				
Registered address (for correspondence)				
Suburb	State		Postcode	
Business phone	Alternate phone	Mobile		
Email				Fax

3. Premises details (garage / mooring location within Sunshine Coast Council for inspection)

Property ID	Street address			
Suburb	State		Postcode	
Vehicle / vessel details	Registration	Make	Model	
Vending machine details	Serial / Unique identification number			

Privacy

Council will use any personal information provided by you 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 F 07 5475 7277

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. Food Safety Supervisor

Name		Date of birth
Postal address		
Business phone	Alternate phone	Mobile
Email		
Is a copy of competencies held attached to application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No. <i>Further proof of suitability may be required.</i>
The <i>Food Act 2006</i> requires all food businesses to have a suitably qualified food safety supervisor. Please complete the Food Safety Supervisor notification form for any additional Food Safety Supervisors. For current Queensland Health food safety competencies refer to www.lgtoolbox.qld.gov.au		

5. Licence fee applicable based on proposed food business for licence period ending 31 August 2023

Category (please tick)	Full licence fee	Category (please tick)	Full licence fee
<input type="checkbox"/> Food Vehicle, Van, Caravan or Boat	\$704.00*	<input type="checkbox"/> Retail Food Vehicle/Vending Machine**	\$278.75*
** Retail Food Vehicle is used in connection with fixed food business where the food is prepared and packaged at the fixed food premises and the vehicle acts as a retail outlet. Each vehicle requires a separate application form. Provide the following details for the fixed food premises licence: Business name _____ Licence number: FLF ____ / _____			
* This fee is inclusive of up to a 15 month licence term with the licence period ending on 31 August 2023			
Your application will not be processed until correct fees are paid. To confirm the correct fees please contact council before you submit the application. Licences are valid from the date of issue to 31 August 2023, then incur an annual renewal fee. 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 <i>Associations Incorporation Act 1981</i> or <i>Corporations Act 2001</i> .			

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 licence 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

OFFICE USE ONLY

Application no.	Amount paid	Date paid	Receipt no.	Initial	Date stamp

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