

Important information – read before completing application form
Only use this form when:

1. Taking over an existing fixed food business and no structural changes are occurring or changes to existing food category without prior confirmation by the Environmental Health Team
2. You are leasing a food premises which is already approved for use by another food business

Fixed premises, for a food business, means a building or other structure, or part of a building or other structure that has a permanent address.

Provide existing licence details:

Food licence number: FLF _____ / _____	Current food licence category:
Trading name:	Settlement date:

1. Business details

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

2. Declaration of application (must be signed and completed)

I/We, the licensee, declare that the information within this form 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, I/We 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
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3. Licensee details

Is the Licensee a corporation or incorporated association?	<input type="checkbox"/> Yes. Please note a business name, trust, shop name, partnership or unincorporated company is not considered a legal entity and therefore cannot be a licensee.
	<input type="checkbox"/> No, Licensee is an individual/s.

Licensee Name	ACN for corporation/ incorporated association or D.O.B for individual:
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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	

Corporation or Incorporated association must provide 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 <i>any food legislation</i> ¹ ?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
Has applicant/s had a licence suspended, cancelled or refused under <i>any food legislation</i> ¹ ?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No

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

* 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.

4. Premises details

Lot number		Plan number		Property number	
Shop number		Street number		Street name	
Suburb			State		Postcode
Water supply: <input type="checkbox"/> Town <input type="checkbox"/> Rain water <input type="checkbox"/> Bore water <input type="checkbox"/> Other					
Offsite caterer only*: Vehicle make & model				Registration	

* Please attach an additional sheet if additional vehicles are used detailing their make, model and registration.

5. 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 Food Act 2006 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

6. Food preparation details

Provide explanation of food types and preparation procedures (eg. cook-to-order takeaway meals)

Is a food safety program required? Yes* No

* If yes, a Food Safety Program Accreditation Application must accompany this form. Food safety program fact sheets, resources and relevant application forms can be found at www.lgtoolbox.qld.gov.au

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

Category (please tick)	Full licence fee	Category (please tick)	Full licence fee
<input type="checkbox"/> Bed and Breakfast	\$461.50*	<input type="checkbox"/> Off Site Caterer	\$704.00*
<input type="checkbox"/> Bakery	\$704.00*	<input type="checkbox"/> On Site Catering	\$704.00*
<input type="checkbox"/> Child Care Centre	\$704.00*	<input type="checkbox"/> Takeaway Food Bar	\$704.00*
<input type="checkbox"/> Eating Establishment	\$704.00*	<input type="checkbox"/> Private Hospital	\$704.00*
<input type="checkbox"/> Manufacturer	\$461.50*	<input type="checkbox"/> Aged Care Facility	\$704.00*
<input type="checkbox"/> Multiple Food Preparation Areas	\$1,404.25*		

* 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 and 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 *Associations Incorporation Act 1981* or *Corporations Act 2001*.

OFFICE USE ONLY

Application no.	Amount paid	Date paid	Receipt no.	Initial	Date stamp
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8. 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