



Important Information

- A food stall is defined as a premises other than a fixed food premises or mobile food premises.
- Not-for-profit organisations may be exempt from licensing. Please contact Council's Environmental Health Section to discuss further.
- All food stalls must be constructed in compliance with Council requirements and operated in accordance with the Food Safety Standards and conditions of approval.
- A Short-Term Food Stall License is a License granted to an operator who wishes to attend a 'one-off' event only.
- An Annual Food Stall License is a License that allows the licensee to operate at any designated tourism or market event on the Longreach Regional Council area, upon approval from the event organiser. Set-up of the premises must remain the same throughout all events attended.
- The applicant is the responsible person for the stall.

PRIVACY NOTICE: In using this form you are providing personal information such as name and contact details. This information will be used only for the purpose for which the completion of this form is intended and will only be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the Information Privacy Act 2009.

Fees & Charges Information

Short-Term Food License (one-off event)

- **Application Fee only** – this fee applies to the lodgment and assessment of the Application, up to one inspection*, and the issuing of a license/approval for the stated term for which the license/approval is valid.

Annual Food Stall License

- **Application Fee**- this fee applies to the lodgment and assessment of the Application and one inspection* prior to trading (Final Inspection); and Annual License and Inspection Fee- this fee applies to the issuing of a license/approval for the stated term and all routine inspections* to be undertaken during the period for which the license/approval is valid. (An application for a new Annual Food Stall License must be accompanied by the Application Fee AND the Annual License and Inspection Fee).

*Please note: any additional follow-up inspections to verify compliance may incur an additional inspection fee.

Please refer to the Fees and Charges Schedule in place at the time of making this Application for fee amounts. The Fees and Charges Schedule for the current financial year can be accessed on Council's website.

Definitions

AMENDMENT: is for an administrative amendment to a licence only and may include the addition or removal of a licensee or a change in the business trading name. A new certificate will be issued upon approval of an amendment application that reflects the required changes.

ALTERATION: is for minor or major alterations to an existing approved premises and may include the installation of an additional hand wash basin or an extension to an existing kitchen facility. Council's Environmental Health Section will determine whether the proposed alterations are minor or major in nature. Council approval of an alteration application is required prior to works being undertaken.

Please note: The complete removal and replacement of an existing facility will require a New Food Business Licence Application for the construction and fit-out of a new premises.

Section 1: Application Type		Office use only – FF Application No: <input type="text"/>	
Is the application urgent? An additional urgent fee applies and must be paid at time of lodging this application.	<input type="checkbox"/> Yes	OR	<input type="checkbox"/> No
New Short-Term License	<input type="checkbox"/> Yes	OR	<input type="checkbox"/> No
New Annual License	<input type="checkbox"/> Yes	OR	<input type="checkbox"/> No
Amendment to Existing License (Complete Sections 2-4, 8 & 15)	<input type="checkbox"/> Yes	OR	<input type="checkbox"/> No Existing Licence #: _____
Alteration to Existing License (Complete Sections 2-4, 9-13 (if applicable), 14 & 15)	<input type="checkbox"/> Yes	OR	<input type="checkbox"/> No Existing Licence #: _____
Does the application relate to the provision of food samples and taste testing only?	<input type="checkbox"/> Yes	OR	<input type="checkbox"/> No



Section 2: Applicant Details:

- The applicant is to be the **OWNER** of the business. Trust funds are not acceptable (refer Section 53 of the Food Act 2006).
- Complete **EITHER** the Individual Applicant/s Section or the Registered Entity Section only.
- If a Company, insert Company Name and ACN.

COMPLETE FOR INDIVIDUAL APPLICANT/S ONLY

APPLICANT 1:

Title: Mr Mrs Ms Miss Other): _____

Surname:

Given Name(s):

APPLICANT 2:

Title: Mr Mrs Ms Miss Other): _____

Surname:

Given Name(s):

COMPLETE FOR REGISTERED ENTITY/COMPANY ONLY

Company Name:

Director/s Name/s:

ACN:

Section 3: Contact Details:

Business name relates to the Trading Name of the business and will appear on the Licence certificate.

Business Trading Name:

Residential/Company Address:

Postal Address: If different to above

State:

Postcode:

Business Phone:

Contact Fax:

Business Email:

On-site Contact Person:

Mobile:

After Hours Phone:

Email:

Section 4: Event Details

If you wish to participate in more events, please attach relevant details to this application

Name of Event:

Location of Event:

Date/s of Event:

Trading Hours of Event:

Section 5: Suitability of Person to hold a Licence

Skills and knowledge of applicants* to sell safe and suitable food. *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.

Have any of the applicants* been convicted for a breach of any food legislation?

Yes No If yes, please attach details

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

Yes No If yes, please attach details

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

Yes No If yes, please attach details



Section 6: Nomination of Food Safety Supervisor/s

- Persons to be nominated as a Food Safety Supervisor for a food business must consent to this nomination.
- Must be provided within 30 days of a Licence being issued.
- Please attach a separate sheet to this form should you wish to nominate more than one Food Safety Supervisor for the business.
- A signed declaration must be completed by the person/s being nominated as a Food Safety Supervisor (where the person is not the licensee).
- The nominated Food Safety Supervisor/s must provide a certified copy of their Statement of Attainment for specified units of competency that was completed within the immediately preceding period of 5 years: https://www.health.qld.gov.au/_data/assets/pdf_file/0027/813618/food-safety-supervisors.pdf

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other): _____	Address:
Surname:	Contact Details (Business Hours):
Given Name(s):	Contact Details (After Hours):

CONSENT: (Complete the below declaration only where the nominated person is not the licensee).

Signed declaration must be completed by the person being nominated as a Food Safety Supervisor (where this person is not the licensee).

I, _____, consent to this application being made by the Licensee (or an authorised representative) to be a nominated Food Safety Supervisor for the above food business and am aware of my legal responsibilities in performing this role.

Signature: _____

Section 7: Skills and Knowledge of Food Handlers

Skills and knowledge of applicants* to sell safe and suitable food.
 *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.

Have all food handlers been appropriately trained and/or have the required skills and knowledge to perform their duties?

<input type="checkbox"/> Yes If yes, provide details below of the training provided/completed and/or industry experience.	<input type="checkbox"/> No All food handlers must complete a food safety training course or have appropriate skills and knowledge of food safety and hygiene matters commensurate with their duties. You may comply with your legislative obligation of ensuring food handlers have the appropriate skills and knowledge in food safety and hygiene matters by requiring them to complete a Food Safety Course such as the 'I'M Alert Online Food Safety Course' or the 'Do Food Safety Online Food Safety Course' and maintaing certification of this.
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Section 8: Amendment Details (If applicable)

Complete this section only if making amendments to your existing Food Business Licence.

Licensee Name:		Licence Number:	
Change of Business Trading Name:	<input type="checkbox"/> Yes <input type="checkbox"/> No	New Trading Name (if applicable):	
Removal or addition of Licensee/s:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Additional Licensee Name/s (if applicable):	
Licensee Name/s to be removed (if applicable):			
Change of Licensee from Individual to Company: <i>Note – Existing Individual Licensee must be a director of the registered company entity</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Company Name (if applicable):			
Director Name/s (if applicable):			
ACN (if applicable):			



Section 9: Type of Food Handled

Tick ALL boxes that apply.

- | | | |
|--------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Fish / Seafood products | <input type="checkbox"/> Milk / Ice cream / Yoghurt / Cheese | <input type="checkbox"/> Meat Pies |
| <input type="checkbox"/> Chilled / Frozen foods | <input type="checkbox"/> Fruit / Vegetables | <input type="checkbox"/> Raw meats / Frozen meat / Poultry |
| <input type="checkbox"/> Bakery products | <input type="checkbox"/> Ice | <input type="checkbox"/> Hamburgers / Sausages |
| <input type="checkbox"/> Sandwiches | <input type="checkbox"/> Confectionery | <input type="checkbox"/> Cooked meats |
| <input type="checkbox"/> Rice / Pasta | <input type="checkbox"/> Eggs | |

Section 10: Location of Food Preparation

Is all food to be prepared on-site in the Temporary Food Stall? Yes No If no, provide details of licensed premises where food will be prepared. If the food is prepared at a licensed premises outside of the Longreach Regional Council area, please provide a copy of the current food business license certificate/s for this premises.

Business Trading Name:	
Address of Premises:	
Food Business License Number:	
ACN (if applicable):	

Section 11: Supporting Information – Food Stall details

Part A: Food Staff Design, Fit-out and Layout

Provide a general description of the Stall design and set-up: (e.g. gazebo with trailer, marquee):	
Description of Hand Washing Facilities to be provided on-site:	
Description of Equipment Cleaning and Sanitising Facilities to be provided on-site, including Dish Washing Facilities where applicable:	
Description of Storage Facilities for Clean and Dirty Equipment:	

Part B: Vehicle Details

This Section is only required to be completed where a vehicle or trailer is used as part of the temporary food stall premises (i.e. for the storage and preparation of food)

Vehicle Make:		VIN:		Other Defining Details:
Vehicle Model:		Registration #:		



Section 12: Food Transportation, Storage, Preparation and Display

Describe the measures taken to ensure food being transported and/or delivered on-site at the event is safe and suitable for human consumption:	
Describe the measures taken to ensure food is stored in a safe and suitable manner for the duration of the event (e.g. covered, stored in cooler boxes with ice, refrigerators):	
Describe the measures taken to prevent cross-contamination of food products:	

Section 13: Amenities for Food Handlers

Food businesses are responsible for ensuring staff have convenient access to adequate amenities that comply with the requirements under the Food Standards Code. Toilet facilities must be maintained in a clean and hygienic condition at all times and be provided with an adequate supply of potable running water for washing hands, hand soap and single use towels.

Are separate designated staff toilets provided on-site for use by food handlers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, are adequate public toilets provided on-site for use by food handlers?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 20: Attachments

<input type="checkbox"/> Floor Plan – Drawn to a scale of 1:100, showing the layout of the food premises, including all fittings, equipment, washing facilities, hot and cold storage units, display cases etc.
<input type="checkbox"/> Stall Checklist – Complete the attached checklist addressing food handling and structural requirements.
<input type="checkbox"/> Proposed Menu - Please provide a copy of the proposed menu.
<input type="checkbox"/> Food Safety Supervisor Certification - Please provide a copy of Training Certification.
<input type="checkbox"/> LPG Safety Checklist - Complete the attached checklist if using gas appliances.
<input type="checkbox"/> Food Business License - Please provide a copy of your current Food Business License.

Section 21: Declaration

I, _____ declare that the information provided by me in this application is true and correct, and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regard to any matters relevant to this application.

Signature of Applicant:
Date:
Position in Company (if relevant):

Section 22: Office Use Only

Receipt No.		Date Created	
Declaration/s Completed/Signed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mandatory Documents Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No



Department Natural Resources and Mines

LPG safety

Event: _____ Site/stall: _____

Name: _____ Event date: _____

Checklist for outdoor events

All gas installations must comply with relevant Australian standards. Non-portable gas appliances (even those installed outside or in temporary shelters) must be installed by a licensed gas fitter.

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Has all gas work been undertaken by a licensed gas fitter? | <input type="checkbox"/> Do you have clear access to the gas cylinder valve if you need to turn the gas supply off in an emergency? |
| <input type="checkbox"/> Have connection joints been tested with soapy water for gas leakages? | <input type="checkbox"/> Are supply hoses from cylinder to appliance in good condition (without kinks or abrasions)? |
| <input type="checkbox"/> Is there a suitable fire extinguisher available? | <input type="checkbox"/> Do the hoses pose a trip hazard? |
| <input type="checkbox"/> Are cylinders secured in an upright position, on a level, non-combustible surface? | <input type="checkbox"/> Have all appliances been approved and do they display a certification badge? |
| <input type="checkbox"/> Are cylinders in a well-ventilated location? | <input type="checkbox"/> Are appliances secured against falling or tipping? |
| <input type="checkbox"/> Are cylinders positioned at least 1.5 m from an ignition source (such as an electric socket or naked flame)? | <input type="checkbox"/> Are appliances clear of combustible/flammable materials (such as cardboard, oil containers, wall partitions)? |
| <input type="checkbox"/> Is test date not more than 10 years ago on LP gas cylinders? | <input type="checkbox"/> Are ring burners secured (or fixed) to a stable, non-combustible base? |
| <input type="checkbox"/> Are any spare cylinders (i.e. not in use) stored externally? | <input type="checkbox"/> Do you have operating instructions for the use of all appliances? |

If in doubt about what to do, contact a licensed gas fitter.

If a gas leak is suspected:

- Turn off gas supply at the appliance.
- Turn off the cylinder.
- Do not use ignition sources (such as mobile phones or lighters).

In an emergency - telephone 000

