

Food Business Licence Application - Design, New Licence, Amendment, Restoration, Food Safety Program (FSP) Accreditation

Food Act 2006

I / We hereby make an application for (*please tick*):

- Change of ownership of an existing licensed food business Existing food business licence no: PH/FSDM/_____
- Design assessment for new premises
- Design and significant refurbishment (Supermarket)
- New licence
- Restoration of licence
- Food safety program accreditation
- Amendment to an accredited food safety program
- Amendment of existing licence

Please note separate applications are required for:

- Outdoor dining conducted on a public place eg footpath (other than a council/community facility)
- Mobile food vendors conducting itinerant vending activities

Individual's Full Name (Company or Proprietor) i.e. the Licensee. E.g. Robert Smith or Robert Smith Pty Ltd.

Please Note: A trading name or trust cannot hold a licence.

The *Food Act 2006* requires a Corporation or Incorporated Association to provide the names of the directors or members of the management committee. Please attach a complete list of all directors or members of the management committee and registered office details for your organisation. Your application may be delayed or refused if this information is not attached.

Section 1 - Applicant Details*

Applicant name/s _____

Business Trading as: _____

(i.e. Business trading name. E.g. Bob's Burgers)

Site address: _____

ABN / ACN Number: _____

Postal Address (if different to site address): _____

Contact person's name: _____

Business phone number: _____

Mobile phone number: _____

Email: _____

* Logan City Council is collecting your name, the name and location of your business in accordance with the *Food Act 2006* in order to assess your application for a food licence. The information will only be accessed by employees and/or Councillors of Logan City Council for Council business related activities only. Your information will not be given to any other person or agency unless you have given us permission, or we are required or authorised by law to do so.

Council use only

LOGAN CITY COUNCIL
PO BOX 3226
LOGAN CENTRAL DC QLD 4114
ABN 21 627 796 435
LOGAN.QLD.GOV.AU

DOC# 6669705 / FILE # 483479-1
HEALTH, ENVIRONMENT AND WASTE BRANCH
ENQUIRIES: ENVIRONMENTAL HEALTH
TEL: (07) 3412 5318
EMAIL: COUNCIL@LOGAN.QLD.GOV.AU

City of Logan: Innovative,
Dynamic, City of the Future



Section 2 - Food Safety Supervisor Details

All licensable food businesses must have a nominated food safety supervisor. The food safety supervisor must be reasonably available to both Council and food handlers whilst food is being handled. The food safety supervisor must also be able to supervise and give directions to staff about matters of food safety.

If you do not know the details of your food safety supervisor, you have thirty (30) days to notify Council after your licence is issued.

Name of food safety supervisor:

Business hours contact number:

Section 3 – Plans, Amendments and Forms

New / Amendment to Existing Premises - Plan requirements (please tick):

An application for new design approval of a food business must be accompanied by the following information if relevant:

- Floor plan and elevations 1:50 scale
- Site plan 1:100 scale
- Mechanical ventilation - provide certification forms 15 and 16 for design and installation

If your plans are over A3 size, please also attach 1 (one) A3 sized copy of each plan, (electronic version preferred).
Electronic copies of plans can be emailed to environmentalhealth@logan.qld.gov.au.

Please refer to Logan City Council's Design & Fit-out Guide for more information on what is required.

What is the intended date of commencing trade?

Section 4 – Food Business Details

Type of food premises or vehicle

- | | |
|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Aged Care Facility (FSP required) | <input type="checkbox"/> Café/restaurant |
| <input type="checkbox"/> Bed & Breakfast | <input type="checkbox"/> Child care centre (FSP required) |
| <input type="checkbox"/> Caterer (on site/off site catering - FSP required) | <input type="checkbox"/> Food shop |
| <input type="checkbox"/> Food manufacturer/packer | <input type="checkbox"/> Private hospital (FSP required) |
| <input type="checkbox"/> Mobile food vehicle (including Water Carriers) | <input type="checkbox"/> Takeaway food bar |
| <input type="checkbox"/> Supermarket | <input type="checkbox"/> Food vending machine |
| <input type="checkbox"/> Non-profit organisation that sell meals 12 or more times per financial year | <input type="checkbox"/> Limited food business (green grocer) |
| <input type="checkbox"/> Bakery/pastry cook | <input type="checkbox"/> Home Based Small Food Manufacturer |
| <input type="checkbox"/> Food Stall | |

Food business activities carried out

- | | |
|--------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Cooking/Treating (eg heating) | <input type="checkbox"/> Serving |
| <input type="checkbox"/> Handling | <input type="checkbox"/> Storing |
| <input type="checkbox"/> Packing | <input type="checkbox"/> Supplying |
| <input type="checkbox"/> Preparation | <input type="checkbox"/> Other (Please Specify) |
| <input type="checkbox"/> Processing | |

Food Safety Programs

Some food businesses require a food safety program. If you are submitting a food safety program as part of this application please tick below and ensure the **additional fee** is included:

- Food safety program attached without approved auditor's written advice
- Food safety program attached with approved auditor's written advice

Food handler training

Has the applicant undertaken food handler training?

- No - provide details of proposed training
- Yes - provide details along with a copy of any supporting documentation

Council use only

LOGAN CITY COUNCIL
PO BOX 3226
LOGAN CENTRAL DC QLD 4114
ABN 21 627 796 435
LOGAN.QLD.GOV.AU

DOC# 6669705 / FILE # 483479-1
HEALTH, ENVIRONMENT AND WASTE BRANCH
ENQUIRIES: ENVIRONMENTAL HEALTH
TEL: (07) 3412 5318
EMAIL: COUNCIL@LOGAN.QLD.GOV.AU

City of Logan: Innovative,
Dynamic, City of the Future



Section 7 - Fees (Not subject to GST)

Food business	Establish new food business (new application + licence fee) Includes design application and licence	Change of ownership (new licence for existing licensed food business)
Aged Care Facility	\$700.00 + \$775.00	\$351.00 + \$775.00
Bakery / pastry cook	\$700.00 + \$775.00	\$351.00 + \$775.00
Bed & Breakfast	\$700.00 + \$369.00	\$351.00 + \$369.00
Café / restaurant	\$700.00 + \$775.00	\$351.00 + \$775.00
Caterer	\$700.00 + \$480.00	\$351.00 + \$480.00
Child care centre	\$700.00 + \$385.00	\$351.00 + \$385.00
Domestic water distribution	\$351.00 + \$194.00	\$351.00 + \$194.00
Food manufacturer	\$700.00 + \$775.00	\$351.00 + \$775.00
Food shop	\$700.00 + \$775.00	\$351.00 + \$775.00
Food stall	\$351.00 + \$480.00	Not Applicable
Food vehicle	\$700.00 + \$480.00	\$351.00 + \$480.00
Private Hospital	\$700.00 + \$775.00	\$351.00 + \$775.00
Supermarket (includes significant refurbishment to existing supermarket)	\$1768.00 + \$775.00	\$351.00 + \$775.00
Takeaway food bar	\$700.00 + \$775.00	\$351.00 + \$775.00
Limited food business (processing only cut fruit and vegetables or has only one line of unpackaged foods)	\$351.00 + \$369.00	\$351.00 + \$369.00
Home Based Small Food Manufacturer (manufacturing only one line of food eg cake decorator, jams and spreads etc)	\$351.00 + \$369.00	Not Applicable
Application to amend an existing licence	\$ 665.00	Not Applicable
Additional inspection fee (includes pre-fit out advice inspection and reinspections)	\$ 331.00 + \$165.00 per hour over 2 hours	
Express Processing fee for Change of Ownership of a food business licence within 10 business days of application (in addition to the application fee and Licence fee)	\$ 165.00	
Application for Restoration of Licence within 30 days after the licence expiry date	\$134.00 + renewal fee	
Food Safety Program with 3rd party approved auditor's written advice supplied	\$ 380.00	
Food Safety Program for accreditation (without 3 rd party audit)	\$ 851.00	
Food Safety Program - application to amend an accredited FSP	\$ 380.00	
Food Safety Program – Consideration of subsequent additional written advice	\$165.00 + \$165.00 per hour	
Food Safety Program – Application for an administrative transfer an accredited food safety program only (with no amendments to the program required)	\$166.00	
Replacement of Licence	\$66.00	

Pro-rata licence renewal fees will apply for applications made after 1 March 2019 (50% reduction) and after 1 June 2019 (75% reduction).

Registered charitable organisations, churches & not for profit organisations may receive 50% off the prescribed fee subject to production of appropriate verification of such unless otherwise prescribed in the respective fee description.

Council use only

LOGAN CITY COUNCIL
PO BOX 3226
LOGAN CENTRAL DC QLD 4114
ABN 21 627 796 435
LOGAN.QLD.GOV.AU

DOC# 6669705 / FILE # 483479-1
HEALTH, ENVIRONMENT AND WASTE BRANCH
ENQUIRIES: ENVIRONMENTAL HEALTH
TEL: (07) 3412 5318
EMAIL: COUNCIL@LOGAN.QLD.GOV.AU

City of Logan: Innovative,
Dynamic, City of the Future



PAYMENT OPTIONS



Paying by Mail:

Make your cheque or money order payable to LOGAN CITY COUNCIL.
Complete the application form and return it to Council.



Paying by Phone:

Call Logan City Council on (07) 3412 5318 to pay with Mastercard or Visa.
Please ensure you also return the signed application form to Council.



Paying in Person:

Cash, cheque, money order, EFTPOS, Mastercard or Visa.
Please ensure you also return the signed application form to Council.

Council's Administration Centre

150 Wembley Road, Logan Central, 8am to 5pm weekdays (except public holidays), or

Council's Customer Service Centres

18-22 Honora Street, Jimboomba, 8am to 4.45pm weekdays (except public holidays), or
105 George Street, Beenleigh, 8am to 4.45pm weekdays (except public holidays).

Council use only

LOGAN CITY COUNCIL
PO BOX 3226
LOGAN CENTRAL DC QLD 4114
ABN 21 627 796 435
LOGAN.QLD.GOV.AU

DOC# 6669705 / FILE # 483479-1
HEALTH, ENVIRONMENT AND WASTE BRANCH
ENQUIRIES: ENVIRONMENTAL HEALTH
TEL: (07) 3412 5318
EMAIL: COUNCIL@LOGAN.QLD.GOV.AU

**City of Logan: Innovative,
Dynamic, City of the Future**

