

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

Privacy Collection Notice:

* 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.

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/ [REDACTED]
- New licence / design assessment for new premises
- Restoration of lapsed licence
- Design and significant refurbishment (Supermarket)
- Amendment of existing licence
- Food safety program accreditation
- Amendment to an accredited food safety program
- Administrative transfer of an accredited food safety program

Please note separate applications are required for:

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

Section 1 - Applicant Details*

Applicant name/s: [REDACTED]

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.**

Business trading as: [REDACTED]

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

Site address: [REDACTED]

ABN / ACN Number: [REDACTED]

Postal address (if different to site address): [REDACTED]

Contact person's name: [REDACTED]

Business phone number: [REDACTED]

Mobile phone number: [REDACTED]

Email: [REDACTED]

What is the intended date of commencing trade? [REDACTED]

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PO Box 3226
LOGAN CENTRAL DC QLD 4114
ABN 21 627 796 435
logan.qld.gov.au

Doc# 6669705 / File # 483479-1
Health, Environment & Waste Branch
Enquiries: Environmental Health
TEL: (07) 3412 3412
Email: council@logan.qld.gov.au

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Corporation Officeholder Details (if applicable)

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.

Company Director / Management committee members:

Registered office address:

Email:

Business phone number:

Mobile phone number:

Preferred method to receive correspondence: Post

Email

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 or amendment of an existing 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

Please 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.

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 | |

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Food business activities carried out

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

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 _____

Have the proposed staff undertaken food handler training?

- No - provide details of proposed training _____
- Yes - provide details/copies of certificates _____

Mobile Food Vehicles Stalls and Food Vending Machines

If operating a mobile food vehicle/stall/vending machine, please indicate where and when trade will occur:

If operating a mobile food vehicle/stall/vending machine, please inform where and when food will be prepared and stored:

Vehicle registration no: _____ Make and model: _____

Vending machine serial number, unique ID number or mark: _____

Section 5 – Amendment Application Details

If this is an amendment application, please specify nature of change: _____

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Section 6 – Eat Safe Logan - Let Your Stars Shine

Will you display your Eat Safe Logan Rating?



Logan City Council conducts a food safety star rating scheme for licensed food businesses in accordance with the Food Safety Rating Guide which can be found on Council's website at <https://www.logan.qld.gov.au/laws-and-permits/business-licensing/eat-safe-logan/forms-tools-and-resources-to-assist-food-businesses>. On a voluntary basis, the scheme allows for the display of information relating to inspections of food premises in the form of star ratings.

If the Licensee holds a current licence, has no outstanding licence fees and has a star rating of 3 stars or more, then the Licensee can voluntarily display the star rating at their premises and on the Eat Safe Logan website. **You can agree to display your star rating by ticking YES for question 4 in section 8 below.**

A Licensee with an Eat Safe Logan star rating 5, 4 or 3 stars is eligible for a discount on their annual licence fee of 20%, 15% or 10% respectively. The discount does not apply if the fee is not paid before the due date listed in the annual notice. Eat Safe Logan star ratings are not issued for Food Stalls, Domestic Water Distribution or Temporary Food Events so these discounts do not apply.

The Licensee consents to the star rating being published on Council's website (to the extent that it discloses confidential information) and indemnifies Council against any claim as a result. The information that will be disclosed on the website may include the trading name, business phone number, site location and the star rating.

The Licensee may revoke its consent by giving Council ten (10) business days notice in writing and within that time, Council must withdraw the rating from its website.

The Licensee may remove its star rating from public display, however must immediately notify Council in writing of such removal. Notifications can be made to: council@logan.qld.gov.au, or

Health, Environment & Waste Branch
Att: Senior Environmental Health Officer
PO Box 3226
LOGAN CITY DC QLD 4114

Once this agreement has been signed by ticking YES for question 4 in section 8 below, the Licensee is entitled to an electronic version of their corresponding Eat Safe Logan star rating logo. An electronic version of the Eat Safe Logan logo may be obtained by e-mailing environmentalhealth@logan.qld.gov.au or contacting the Senior Environmental Health Officer on (07) 3412 3412.

If the Licensee does not hold a current licence, has outstanding licence fees or is rated with less than three (3) stars, then the Licensee must remove the star rating from public display immediately or within five (5) business days from receipt of a notice by Council. If the star rating is not removed from public display, an authorised person employed by Council may enter the premises and remove the star rating.

The star rating material will at all times remain the property of Council and the intellectual property of Brisbane City Council.

Any variation to this Agreement must be agreed to in writing between the Licensee and Council.

By signing this agreement, you are also agreeing to the Eat Safe Logan 'terms and conditions of use' (refer to Section 7).

If you choose not to sign this agreement and you display Eat Safe Logan star rating material you may face legal action.

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Section 7 – Eat Safe Logan – Terms & Conditions of Use

1. *Please note:* The Eat Safe Logan logo is protected by law and is a registered trademark of Brisbane City Council under the *Trade Marks Act 1995* (Cth).
2. Only the Eat Safe Logan star logo corresponding to the result of the most recent Council food safety inspection is permitted to be used by the food licence holder (e.g. 3 Star result can only use 3 star logo).
3. All previous Eat Safe Logan promotional material must be removed from the customers' view at the business once the current Eat Safe Logan promotional material from the most current inspection is provided to the licensee.
4. The Eat Safe Logan logo must only be used to refer to the individual premises that achieved the corresponding rating (e.g. cannot use to market other food businesses or display a copy of a star rating/certificate at other business locations).
5. The right to use the Eat Safe Logan logo is only granted to individual holders of a current Logan City Council issued food licence and which is participating in the Eat Safe Logan scheme (e.g. a signed Eat Safe Logan agreement form must be completed and submitted to Council prior to the right to use the Eat Safe Logan Logo).
6. Prior written permission must be obtained from Council prior to the logo being used by organisations other than Eat Safe Logan participants.
7. The logo must not be re-drawn, reset, cropped, scanned or photocopied from existing material. Council reserves all its rights in relation to its logo as granted by the *Trade Marks Act 1995* (Cth).
8. The use of the Eat Safe Logan logo must include the text 'Logan City Council'.
9. When using the Eat Safe Logan logo, you must comply with the following:
 - a. The logo should always:
 - i. Be used from the original digital artwork, not scanned,
 - ii. Be scaled proportionally (not distorted),
 - iii. Include the correct number of stars achieved,
 - iv. Have no less than 5mm clear space around it,
 - v. Be used in a size no smaller than 30mm wide.
 - b. The logo should **not** be:
 - i. Re-drawn, reset or altered in any way,
 - ii. Be used without the words Logan City Council,
 - iii. Be included in any other logo design,
 - iv. Be used on a confused or patterned background.
10. Failure to comply with any of the above conditions will result in immediate suspension from the Eat Safe Logan scheme. This involves the surrender of all Eat Safe Logan marketing material including certificates, window stickers or any other promotional material and the removal from display on the Eat Safe Logan website, and a full revocation of the permission to use the Eat Safe Logan logo. Breaches of registered trademark laws may result in legal action.

Section 8 – Certification

As the applicant, I make application in accordance with the information provided. I am aware that it is an offence to knowingly provide false and misleading information and declare:

1. That I am authorised to sign on behalf of the person (meaning a corporation or individual/s) and commit this person (meaning a corporation or individual/s) in all respects.	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. That the information supplied is correct to the best of my knowledge or that I could reasonably obtain.	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. That I have never been convicted of an offence or had a licence refused, cancelled or suspended under the <i>Food Act 2006</i> , <i>Food Act 1981</i> , <i>Food Hygiene Regulation 1989</i> or other related legislation within Australia.	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. That I agree to display my Eat Safe Logan star rating (not applicable for Food Stalls, Domestic Water Distribution or Temporary Food Events)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A

Name/s in full

Applicant signature/s

Date

Position/s

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Section 9 - 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)
Supermarket (includes significant refurbishment to existing supermarket)	\$1,822.00 + \$799.00	
Aged care facility		
Bakery / pastry cook		
Café / restaurant		
Food manufacturer	\$721.00 + \$799.00	\$361.00 + \$799.00
Food shop		
Private hospital		
Takeaway food bar		
Caterer		
Food vehicle or vending machine	\$721.00 + \$495.00	\$361.00 + \$495.00
Child care centre	\$721.00 + \$397.00	\$361.00 + \$397.00
Bed & breakfast	\$721.00 + \$381.00	
Limited food business (processing only cut fruit and vegetables or has only one line of unpackaged food)	\$361.00 + \$381.00	\$361.00 + \$381.00
Food stall	\$361.00 + \$495.00	Not Applicable
Home based small food manufacturer (manufacturing only one line of food e.g. cake decorator, jams and spreads etc.)	\$361.00 + \$381.00	Not Applicable
Domestic water distribution	\$361.00 + \$200.00	\$361.00 + \$200.00
Application to amend an existing licence	\$ 685.00	Not Applicable
Additional inspection fee (includes pre-fit out advice inspection and reinspections)	\$ 340.00 + \$170.00 per hour over 2 hours	
Application for restoration of licence within 30 days after the licence expiry date		\$138.00 + licence fee
Food safety program with 3rd party approved auditor's written advice supplied		\$ 392.00
Food safety program for accreditation (without 3 rd party audit)		\$ 877.00
Food safety program – application to amend an accredited FSP		\$ 392.00
Food safety program – consideration of subsequent additional written advice		\$170.00 + \$170.00 per hour
Food safety program – application for an administrative transfer an accredited food safety program only (with no amendments to the program required)		\$170.00
Replacement of licence		\$68.00

Pro-rata licence fees will apply for applications made after 1 March 2020 (50% reduction) and after 1 June 2020 (75% reduction).

Bone fide charitable or community organisations will be entitled to 50% off the prescribed fee subject to production of appropriate verification of such unless otherwise prescribed in the respective fee description.

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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).

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