

# Food Business Licence Application

## Design, New Licence, Amendment, Restoration, Food Safety Program (FSP) Accreditation

2021/22 Financial Year

Food Act 2006

I / We apply for (*please tick*):

- Change of ownership of an existing licensed food business.  
Existing food business licence no: PH/FSDM/
- New licence / design assessment for new premises
- Design and significant refurbishment (Supermarket)
- Amendment of existing licence
- Administrative Amendment to the licence
- Application for restoration of licence more than 30 days after the licence expiry date
- Food safety program accreditation
- Amendment to an accredited food safety program
- Administrative transfer of an accredited food safety program

**Separate applications are required for:**

- Outdoor dining on Council land e.g. footpath
- Roadside vending of mobile food vans (other than on private land)

## Section 1 - Applicant Details

Applicant name/s

Individual's Full Name (Company or Proprietor) i.e. the Licensee e.g. Robert Smith or Robert Smith Pty Ltd. **IMPORTANT:** A trading name or trust not accepted.

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

Site address

ABN / ACN Number

Postal address (if different to site address)

Contact person's name

Business phone number

**PRIVACY COLLECTION NOTICE:** Council collects personal information in order to provide services and information in accordance with the Food Act 2006. It may be used to update records, contact you about Council business and can only be accessed by Councillors, Employees and Authorised Contractors. All information is handled in accordance with Council's Privacy Policy and Procedure. Visit: [logan.qld.gov.au/privacy](http://logan.qld.gov.au/privacy)

Mobile phone number

Email

What date did you want to start trading?

### 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. Your application may be delayed or refused if this information is not attached.

Attach a current company extract from the Australian Securities & Investment Commission (ASIC).

Preferred contact person

Contact person's phone

## Section 2 - Food Safety Supervisor Details

All licensable food businesses must have a nominated food safety supervisor.

Name of food safety supervisor

Business hours contact number

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.

## Section 3 – Plans, Amendments and Forms

### Plan requirements *(please tick)*

An application for new fit-out or an amendment of an existing food business must have the following information:

- 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](mailto:environmentalhealth@logan.qld.gov.au).

Professionally designed and drawn plans are recommended.

**Please refer to Logan City Council's Design & Fit-out Guide for more information.**

## Section 4 – Food Business Details

### Type of food premises or vehicle

- |   |  |
|---|--|
| <input type="checkbox"/> Bakery/pastry cook                             | <input type="checkbox"/> Non-profit organisation that sell meals 12 or more times per financial year |
| <input type="checkbox"/> Bed & Breakfast                                | <input type="checkbox"/> Supermarket   |
| <input type="checkbox"/> Café/restaurant                                | <input type="checkbox"/> Takeaway food bar   |
| <input type="checkbox"/> Food manufacturer/packer                       |  |
| <input type="checkbox"/> Food shop                                      |  |
| <input type="checkbox"/> Food vending machine                           |  |
| <input type="checkbox"/> Home Based Small Food Business                 |  |
| <input type="checkbox"/> Limited food business (green grocer)           |  |
| <input type="checkbox"/> Mobile food vehicle (including Water Carriers) |  |
- Food safety program required, See Section 5**

<input type="checkbox"/> Aged Care Facility
<input type="checkbox"/> Caterer (on site/off site catering)
<input type="checkbox"/> Child care centre
<input type="checkbox"/> Private hospital

### Food business activities carried out

- |  |                                      |                                    |
|--|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Acidification                   | <input type="checkbox"/> Packing     | <input type="checkbox"/> Sous vide |
| <input type="checkbox"/> Cooking/Treating (e.g. heating) | <input type="checkbox"/> Preparation | <input type="checkbox"/> Storing   |
| <input type="checkbox"/> Fermenting                      | <input type="checkbox"/> Processing  | <input type="checkbox"/> Supplying |
| <input type="checkbox"/> Handling                        | <input type="checkbox"/> Serving     |                                    |
| <input type="checkbox"/> Other (please specify)          | <input type="text"/>                 |                                    |

### 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 – 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

## Section 6 – Amendment Application Details

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

## Section 7 – Eat Safe Logan - Let Your Stars Shine

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](mailto: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](mailto: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 Council's website).

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

Certification	Applicant 1	Applicant 2
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	<input type="checkbox"/> YES <input type="checkbox"/> NO
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	<input type="checkbox"/> YES <input type="checkbox"/> NO
That I have never been convicted of an offence or had a licence refused, cancelled or suspended under the Food Act 2006, Food Act 1981, Food Hygiene Regulation 1989 or other related legislation within Australia.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
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	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
I consent to receive food business correspondence including letters, inspection reports, and legal notices by email.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

Applicant 1	Applicant 2
Name/s in full <input type="text"/>	Name/s in full <input type="text"/>
Applicant signature <input type="text"/>	Applicant signature <input type="text"/>
Date <input type="text"/>	Date <input type="text"/>
Position <input type="text"/>	Position <input type="text"/>

## 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 licenced food business)
Supermarket (includes significant refurbishment to existing supermarket)	\$1,914.70 + \$840.00	\$379.25 + \$840.00
Aged care facility, Bakery / Pastry cook, Café / Restaurant, Food Manufacturer, Food Shop, Private Hospital, Takeaway Food Bar	\$757.45 + \$840.00	\$379.25 + \$840.00
Caterer, Food vehicle or vending machine	\$757.45 + \$521.00	\$379.25 + \$521.00
Child care centre	\$757.45 + \$418.00	\$379.25 + \$418.00
Bed & breakfast	\$757.45 + \$401.00	\$379.25 + \$401.00
Limited food business (processing only cut fruit and vegetables or has only one line of unpackaged food)	\$379.25 + \$401.00	\$379.25 + \$401.00
Home based small food business (manufacturing only one line of food e.g. cake decorator, jams and spreads etc.)	\$379.25 + \$401.00	Not Applicable
Domestic water distribution	\$379.25 + \$211.00	\$379.25 + 211.00
Express professing fee for Change of Ownership of a food business licence within 10 business days of application (in addition to application fee and licence fee)		\$174.25 + \$379.25 + licence fee
Application to amend an existing licence		\$721.00
Additional inspection fee (includes pre-fit out advice inspection and reinspections)		\$348.50 + \$174.25 per hour over 2 hours
Application for restoration of licence within 30 days after the licence expiry date		\$141.45 + licence fee
Application for restoration of licence more than 30 days after the licence expiry date		\$379.25 + licence fee




Administrative Amendment to the licence	\$243.95
Food safety program with 3rd party approved auditor's written advice supplied	\$413.00
Food safety program for accreditation (without approved auditor's written advice)	\$922.00 + \$174.25 per hour over 3 hours
Food safety program – application to amend an accredited FSP	\$413.00
Food safety program – consideration of subsequent additional written advice	\$174.25 + \$174.25 per hour
Food safety program – application for an administrative transfer an accredited food safety program only (with no amendments to the program required)	\$178.35
Replacement of licence	\$71.75

Your application cannot be processed unless the correct fees are paid in full.

Pro-rata licence fees will apply for applications made after 1 March 2021 (50% reduction) and after 1 June 2021 (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.

## Payment options

	<b>Paying by mail</b>	Make your cheque or money order payable to Logan City Council. Complete the application form and return it to Council.
	<b>Paying by phone</b>	Call Logan City Council on 07 3412 3412 to pay with Mastercard or Visa. Ensure you also return the signed application form to Council
	<b>Paying in person</b>	Cash, cheque, money order, EFTPOS, Mastercard or Visa. Ensure you also return the signed application form to Council.
	<b>Customer service centre locations</b>	<b>Council Administration Centre</b> 150 Wembley Road, Logan Central <b>Beenleigh</b> - 105 George Street, Beenleigh <b>Jimboomba</b> - 18-22 Honora Street, Jimboomba

Phone: 07 3412 3412  
Email: [council@logan.qld.gov.au](mailto:council@logan.qld.gov.au)