Food business licensing steps

Step 1

Prepare your plans. You will need to supply:

- Site plan
- O Floor plan
- Section elevations.



If you are taking over an existing business and not making any changes, complete step 3 and then go to step 7.

Step 2

Complete the **Food Business Licence Application form**.



You may need other approvals to operate your food business e.g. plumbing, building, development assessment, trade waste and/or a food safety program.

Step 3

Submit your application to Council.

Forms, plans and the relevant fees can be submitted:

- logan.qld.gov.au
- In person at any Logan City Council Business Centre
- PO Box 3226, Logan City DC QLD 4114

Approve



The Food Act allows 30 days to approve a food business licence, if you need longer you can agree to extend this time.



Assess

Step 7

Arrange your inspection.

Call Council one week before finishing construction to book a date and time.



Use the licensing readiness inspection checklist to determine if you are ready for your inspection.



Step 6

After you receive your design approval, you may begin construction in accordance with the approved plans and conditions of approval.



Your design approval may contain **conditions of approval**. Make sure these requested changes are included in the fit-out to ensure you pass your inspection.

Step 5

Apply

Council will send you correspondence to advise if your design is approved or refused and if any changes are needed.

Step 4

If we need **more information**, we will send you an email asking for it. **Your application will be assessed** for compliance with the *Food Safety Standards*.



Limit application delays by supplying Council with requested information quickly. Acknowledgement confirming receipt of your application will be sent within 14 business days.

Step 8

Your food business licence may take 24 hours or more to be issued following the inspection so ensure to plan properly.

Inspect and approve

Step 9

If approved, you can commence operation of your food business. Congratulations.



Step 10

Be ready for inspections. Council will conduct food safety inspections based on your Eat Safe Logan rating.



Remember to advise Council of changes to your contact details to ensure you continue to receive your renewals and licence certificates. Step 11

Renew your Food Business Licence.

Council will send you an annual renewal invoice in July. Pay on time to make sure you can continue to operate.



