

# Home-Based Food Business Licence Application

## Design, New Licence, Amendment, Restoration

2023/24 Financial Year

### *Food Act 2006*

I / we apply for (please tick):

☐ Change of ownership of an existing home-based food business

Existing home-based food business licence number: PH/FSDM/

☐ Licence / design assessment for new premises

☐ Design for significant refurbishment

☐ Amendment of an existing licence

☐ Administrative amendment to the licence

☐ Application for restoration of licence more than 30 days after the licence expiry date

## 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 is not accepted.

Business trading as:

(e.g. Bob's Burgers)

Site address:

ABN / ACN number:

Postal address:

(If different to site address)

**PRIVACY COLLECTION NOTICE:** Council is collecting your personal information to provide services and information in accordance with the *Food Act 2006*. It may be used to update records, contact you about Council business, including by mail, email or SMS and can only be accessed by Councillors, Employees and Authorised Contractors. To unsubscribe or opt out of electronic correspondence, please email your request to [council@logan.qld.gov.au](mailto:council@logan.qld.gov.au). All information is handled in accordance with Council's Privacy Policy and Procedure Visit: <https://www.logan.qld.gov.au/information-and-privacy/privacy>.

Contact person's name:

Phone number:

Email:

**IMPORTANT:** By providing your email, you agree to receive all correspondence electronically, including licensing renewal information, letters, inspection reports, legal notices and other licensing-related information.

**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).

## 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 your food safety supervisor's details, you have 30 days to notify Council after your licence is issued.

## Section 3 – Home-based food business tier

The home-based food business quick reference guide provides descriptions of each home-based food business tier.

I am applying for a:

**Tier 1** home-based food business – handling potentially hazardous foods with options to wholesale – separate purpose-built kitchen required.

**Tier 2** home-based food business – operating approved business activity from domestic kitchen (you may only select 1 business activity)

Preparing potentially hazardous food (like chopping, cutting or slicing) which is then transported to a market stall for cooking, making or otherwise finishing and then sold by retail sale.

Meals provided to guests at a bed and breakfast

Meals provided to a guest from a farm homestyle accommodation

Meals provided to guests at a motel kitchen that also serves as a kitchen for owners or onsite managers.

**Tier 3** home-based food business – a single line of non-potentially hazardous food for retail sale, or by wholesale if limited to honey, dry spices, tea, coffee beans (not roasting), salt, seeds, dry herbs.

Provide a brief description of your proposed home-based food business. (eg cooking rice and curries, baking cakes)

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

Handling Other (please specify):

## Section 4 – Plans, Amendments, Forms, Approvals

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

- |  |             |
|--|-------------|
| <input type="checkbox"/> Floor plan and elevations | 1:50 scale  |
| <input type="checkbox"/> Site plan                 | 1:100 scale |

The home-based food business fit-out guide contains the fit-out requirements for each home-based food business tier.

Please attach 1 (one) A3 sized copy of each plan, (electronic version preferred). Electronic copies of plans can be emailed to [council@logan.qld.gov.au](mailto:council@logan.qld.gov.au). Professionally designed and drawn plans are recommended.

- ☐ Include written Town Planning advice detailing your proposal is compliant with Logan's Planning Scheme.

## Section 5 – Food handler training

Has the applicant undertaken food handler training?

- ☐ No – provide details of proposed training:

- ☐ Yes – provide details along with any supporting documentation:

Have the proposed staff undertaken food handler training?

☐ No - provide details of proposed training:

☐ Yes - provide details/copies of certificates:

## Section 6 – Amendment

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

**IMPORTANT:** an amendment application is required if you propose to change the approved fit-out, approved food type sold and/or the approved method of sale e.g. changing from retail sale to wholesale.

## Section 7 – 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
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
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
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	<input type="checkbox"/> YES <input type="checkbox"/> NO

Applicant 1	Applicant 2
Name in full:	
<b>Applicant signature:</b>	<b>Applicant signature:</b>
Date:	Date:
Position:	Position:

## Section 8 – Fees

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)
Tier 1 home-based food business	\$795 + \$762	\$398 + \$762
Tier 2 home-based food business	\$398 + \$762	\$398 + \$762
Tier 3 home-based food business	\$398 + \$423	\$398 + \$423
Other		Fee
Amend existing licence		\$646
Administrative amendment		\$257
Express processing fee for Change of Ownership of a food business licence within 10 business days of application (in addition to application fee and licence fee)		\$183 + application fee + licence fee

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

The licence period is 1 September to 31 August and fees are charged yearly. Pro-rata licence fees will apply for applications made after 1 March (50% reduction) and after 1 June (75% reduction).

Bona 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



### 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 3412 to pay with Mastercard or Visa. Ensure you also return the signed application form to Council.  
A merchant surcharge fee of 0.34% will apply.



### Paying in person

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

### Customer service centre locations

**Council Administration Centre**  
150 Wembley Road, Logan Central  
**Beenleigh** - 105 George Street, Beenleigh  
**Jimboomba** - 18-22 Honora Street, Jimboomba