

Food Business Licence / Food Safety Program Application

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

2026/2027 Financial Year - **Food Act 2006**

What are you applying for (please tick):	
☐	Fixed food premises
☐	Mobile food vehicle
☐	Food vending machine

Are you applying for a new or existing business (please tick):

A new food business licence:	
☐	New food premises
An existing food business – licence number PH/FSDM/	
☐	Change of ownership of an existing licensed food business
☐	Significant refurbishment (supermarket)
☐	Operational amendment of an existing licence
☐	Administrative amendment of an existing licence
☐	Application for restoration within 30 days after the licence expiry date
☐	Application for restoration of licence more than 30 days after the licence expiry date
Food Safety Program (aged care facility, childcare centre & caterer) – licence number PH/FSDM/ Section 7	
☐	Food safety program accreditation (with written advice from an approved 3 rd party food safety auditor)
☐	Amendment to an accredited food safety program (with written advice from an approved 3 rd party food safety auditor)
☐	Administrative transfer of an accredited food safety program (without amendments to the program)

Important: Separate applications are required for outdoor dining on Council land e.g. footpath, roadside vending of mobile food vans (other than on private land), home-based food businesses licence and temporary food stall licence.

PRIVACY COLLECTION NOTICE: Logan City Council is collecting your personal information in accordance with Section 53 of the Food Act 2006 for the purpose of processing the licence. If we do not collect this information we are unable to issue a licence. Within Australia, Council usually provides the information collected to other government agencies if required by law. For more information about privacy, please visit Councils website: www.logan.qld.gov.au/privacy

Section 1 – Applicant / Business Details

Important: Individual's full name or company name - We cannot accept a trading name or trust as the applicant.

Person name/s: (or)			
Corporation / Incorporated name/s:			
☐	Current Australian Securities & Investment Commission (ASIC) company extract is attached		
Management committee name/s:			
☐	Evidence of Incorporated Association registration and management committee details		
Postal address:			
		Post code:	
Business address:			
		Post code:	
Trading name:			
ABN / ACN:			
Email:			
Business phone:		Mobile:	
Contact person's name:			
Phone:		Mobile:	
When do you intend to begin trading?			

Important:

- By providing your email you are agreeing to receive all correspondence electronically including licensing renewal information, inspection reports, legal notices and other licensing-related information.
- The *Food Act 2006* requires a Corporation or Incorporated Association to provide the names of the directors of the management committee. Your application may be delayed or refused if this information is not attached.
- The intended trading date provided does not automatically grant approval to operate from this date.

Section 2 – Food Safety Supervisor Details

Important: All licensable food businesses must have a nominated food safety supervisor. Refer to the [Food Safety Supervisor](#) section of our website for more information.

Name:			
Email:			
Phone:		Mobile:	
☐	Food safety supervisor certificate attached		

Section 3 – Plans, Amendments and Forms

Plan requirements:	
☐	Floor plan and elevations attached 1:50 scale
☐	Site plan attached 1:100 scale
Evidence the mechanical ventilation system complies with AS 1668.2 (not required for mobile food vehicles):	
☐	Certification issued by a QLD Building Services Authority (QBSA) licensed person; or
☐	Documentation from an engineer registered through the Registered Professional Engineers of Queensland (RPEQ); or
☐	A written statement from a suitably qualified and experienced person/reputable mechanical exhaust ventilation system installation company.

Important: Professionally designed and drawn plans are recommended. Please attach 1 (one) A3-sized copy of each plan (electronic version preferred). Email electronic copies of plans to council@logan.qld.gov.au. Please refer to the Council website for food business design and fit-out information.

Section 4 – Food Business Category

Type of Food Premises or Vehicle:	Food Safety Program Required (Must provide written advice from an approved 3rd party food safety auditor)	
☐ Bakery / pastry cook	☐	Aged Care Facility
☐ Bed & Breakfast	☐	Caterer (on-site catering)
☐ Café / restaurant	☐	Caterer (off-site catering) Must provide vehicle make, model and rego number
☐ Food manufacturer/packer	☐	
☐ Food shop	☐	Childcare centre
☐ Food vending machine	☐	Private hospital
☐ Limited food business (greengrocer)	☐	
☐ Mobile food vehicle	☐	
☐ Supermarket		
☐ Takeaway food bar		
☐ Water carrier		
Describe your proposed food business (eg making pies, making sandwiches...):		
Water supply:		
☐ Council water supply	☐	Bore water
☐ Tank water	☐	Other:
Details of water treatment system (not applicable if using Council water supply):		

Mobile food vehicle:		
☐	Onboard water storage	☐ Connecting to Council water supply
Outline the water storage capacity and where you are filling the water from:		

Section 5 – Food Vehicle and Vending details

Food Vending Machines:	
Location of vending machine:	
Vending machine serial number, unique ID number or mark of the food vending machine:	

Mobile Food Vehicles	
Where will food be prepared and stored:	
Vehicle make and model:	
☐	Attach evidence that the mobile food vehicle is registered to an address within Logan City Council

Important: Anyone selling or supplying goods from a public place, road, roadside or reserve needs a roadside permit. This includes selling or supplying from a food vehicle, food trailer, food van or food truck. Please refer to the Council website for additional information.

Section 6 – Food Handler Training:

Important: All food handlers must complete a food safety training course or be able to demonstrate appropriate food safety skills and knowledge.

☐	Food handler training certificates are attached
Describe how food handlers who have not provided a food safety training certificate have gained the food safety skills and knowledge needed to perform their role:	

Section 7 – Food Safety Programs Accreditation

☐	Food safety program attached with approved auditor's written advice
--------------------------	---

Important: Some food businesses require a food safety program. If you are submitting a food safety program as part of this application, please tick the appropriate box above and ensure the additional fee is included.

Food Safety Program Amendment

If proposing to change the way food is handled that would result in potential new hazards being introduced, which require effective control steps, the Food Safety Program must be amended. If yes, provide:

- | | |
|--------------------------|---|
| ☐ | An electronic copy of the amended Food Safety Program; and |
| ☐ | A cover sheet outlining the specific changes made. |
| ☐ | Food safety program attached with approved auditor's written advice |

Section 8 – Amendment Application Details

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

Section 9 – 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.	☐ YES ☐ NO	☐ YES ☐ NO
The information supplied is correct to the best of my knowledge or that I could reasonably obtain.	☐ YES ☐ NO	☐ YES ☐ NO
I understand that it is the applicant's responsibility to obtain all relevant approvals. Approval for a food business licence under the <i>Food Act 2006</i> is not an approval of other aspects of the operation.	☐ YES ☐ NO	☐ YES ☐ 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. (For corporations this includes executive officers / association management committee members).	☐ YES ☐ NO	☐ YES ☐ NO
I understand that I cannot commence food handling for sale until such time as I hold a valid food business licence issued under the <i>Food Act 2006</i> .	☐ YES ☐ NO	☐ YES ☐ NO

Applicant 1	Applicant 2
Name in full:	Name in full:
Applicant signature:	Applicant signature:
Date:	Date:
Position:	Position:

Section 10 – Fees (Not subject to GST)

Food Business	Establish a 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 an existing supermarket)	\$1,437.00 + \$957.00*	\$562.00 + \$957.00*
Aged care facility, Private Hospital	\$999.00 + \$844.00*	\$562.00 + \$844.00*
Bakery / Pastry cook, Café / Restaurant,	\$999.00 + \$1,041.00*	\$562.00 + \$1,041.00*
Food manufacturer	\$999.00 + \$928.00*	\$562.00 + \$928.00*
Food shop, Takeaway food bar	\$999.00 + \$999.00*	\$562.00 + \$999.00*
Food vehicle or vending machine	\$999.00 + \$566.00*	\$562.00 + \$566.00*
Caterer	\$999.00 + \$886.00*	\$562.00 + \$886.00*
Childcare centre	\$999.00 + \$608.00*	\$562.00 + \$608.00*
Bed & Breakfast	\$999.00 + \$710.00*	\$562.00 + \$710.00*
Food Business		Fee
Limited food business (processing only cut fruit and vegetables/greengrocer)		\$562.00 + \$520.00*
Domestic water distribution		\$608.00 + 390.00*
Other		Fee
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)		\$261.00 + \$562.00 + licence fee
Application to operationally amend an existing licence		\$798.00
Additional inspection fee (includes pre-fit-out advice inspection and re-inspections)		\$520.00 + \$87.00 per hour over 2 hours
Application for restoration of licence within 30 days after expiry date		\$432.00 + licence fee
Application to re-apply for a licence more than 30 days after expiry date		\$520.00 + licence fee

Application to administrative amendment an existing licence	\$348.00
Food Safety Program	Fee
Food safety program with 3rd party approved auditor's written advice supplied	\$566.00
Application to amend an accredited food safety program (with 3rd party approved auditor's written advice supplied)	\$566.00
Application for an administrative transfer of an accredited food safety program only (with no amendments to the program required)	\$158.00

Your application cannot be processed unless the form is complete, signed and 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 the production of appropriate verification of such.

Pro-rata fee reductions apply to the licence fee only and are marked with *. Pro-rata fee reductions do not apply to the application fee.

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 0.30% will apply.
	Pay online	We will send through a notice of account once the application is lodged for you to pay. Please note that your application will not be processed until full payment has been received. A merchant surcharge fee of 0.30% 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

Phone: 07 3412 3412

Email: council@logan.qld.gov.au