

Food business (temporary premises)

Licence application

Food Act 2006

Council of the City of Gold Coast
ABN 84 858 548 460
PO Box 5042 GCMC QLD 9729
P 1300 GOLDCOAST
E mail@cityofgoldcoast.com.au
W cityofgoldcoast.com.au

Applicant details			
Applicants must be legal entities (e.g. person or corporation). Provide the full name of all applicants. If address and contact details differ for each applicant, provide these details as an attachment.			
Applicant name(s)			
Postal address			
Suburb			
State		Postcode	
Email			
Phone (mobile)		Phone (b/hours)	
Preferred method to receive correspondence	<input type="checkbox"/> Post		<input type="checkbox"/> Email

Business name details			
Provide details of your business name (trading name). Include address /contact details if different to applicant.			
Business name			
Postal address			
Suburb			
State		Postcode	
Email			
Phone (mobile)		Phone (b/hours)	

Contact person details			
Provide details if contact person for approval is different from the applicant.			
Contact name			
Postal address			
Suburb			
State		Postcode	
Email			
Phone (mobile)		Phone (b/hours)	
Preferred method to receive correspondence	<input type="checkbox"/> Post		<input type="checkbox"/> Email

Corporation officeholder details			
Provide additional details if the applicant is a corporation or an incorporated association. Director names are required if the applicant is a corporation. Management committee names are required if the applicant is an incorporated association.			
Director / management committee name(s)			
Registered office address			
Suburb			
State		Post code	
Email			
Phone (mobile)		Phone (b/hours)	
Preferred method to receive correspondence	<input type="checkbox"/> Post		<input type="checkbox"/> Email

Food business details			
Provide details of your temporary food business below ensuring all relevant information is provided.			
Select the most relevant description of your food business (if conducting catering in addition to another type, please select both) *			
<input type="checkbox"/> Caterer on-site		<input type="checkbox"/> Retail food premises	
<input type="checkbox"/> Eating establishment		<input type="checkbox"/> Takeaway food premises	
Proposed start date of business	/ /		
Operating at	<input type="checkbox"/> Events or markets within City of Gold Coast		
	<input type="checkbox"/> Private functions within City of Gold Coast		
Is this licence for a one-off event only?	<input type="checkbox"/> Yes		<input type="checkbox"/> No (skip to 'Food types details' section)
Event name			
Event location			
Start date	/ /	End date	/ /
Hours of operation			

Food type details	
Provide details of the food type/s that will be sold below	
Select any of the following food types that will be sold *	
<input type="checkbox"/> Kebabs	<input type="checkbox"/> Soft-serve ice cream
<input type="checkbox"/> Meats (cured or fermented)	<input type="checkbox"/> Sprouts
<input type="checkbox"/> Other fermented products	<input type="checkbox"/> Supplements
<input type="checkbox"/> Raw egg products	<input type="checkbox"/> Sushi
<input type="checkbox"/> Rice	

Detail all food to be manufactured or sold	
Water source	<input type="checkbox"/> Council water supply <input type="checkbox"/> Treated groundwater <input type="checkbox"/> Treated rainwater <input type="checkbox"/> Other (detail)
Water treatment details	

Temporary food premises design and fit-out details

Temporary food premises must meet the requirements of the *Food Act 2006* and the *Food Safety Standards*. Provide sufficient details of the design and fit-out for your temporary food premises to prevent delays in processing your application.

Potentially hazardous food is transported under temperature control by	<input type="checkbox"/> Potentially hazardous food not transported <input type="checkbox"/> Eskies and ice / dry ice <input type="checkbox"/> Mobile refrigeration unit <input type="checkbox"/> Other
Food is protected from contamination during transportation by	<input type="checkbox"/> Sealed packages <input type="checkbox"/> Food safe containers <input type="checkbox"/> Whole fruit and vegetables <input type="checkbox"/> Other
Roof	<input type="checkbox"/> Located under solid roof <input type="checkbox"/> Tent / marquee / gazebo <input type="checkbox"/> Other
Walls	<input type="checkbox"/> Solid sheeting <input type="checkbox"/> Insect/mesh sheeting <input type="checkbox"/> Other
Full length walls provided (other than servery)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detail wall openings (other than servery)	
Flooring	<input type="checkbox"/> Located on solid floor <input type="checkbox"/> Solid sheeting <input type="checkbox"/> Mesh sheeting <input type="checkbox"/> Other
Hand wash facilities separate from washing up facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hand wash facilities supplied with a min. 20L of potable water dispensed via a tap	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hand wash facilities provided with a container to collect waste water	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hand wash facilities provided with liquid soap and paper towels	<input type="checkbox"/> Yes <input type="checkbox"/> No
Washing up facilities supplied with a min. 20L of potable water	<input type="checkbox"/> Yes <input type="checkbox"/> No
Washing up facilities consist of two containers of	<input type="checkbox"/> Yes <input type="checkbox"/> No

adequate size for washing up	
Equipment and food contact surfaces sanitised by	<input type="checkbox"/> Hot water <input type="checkbox"/> Chemical sanitiser
Food washing required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Food washing facilities provided	
Waste containers provided	
Cooking conducted onsite	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cooking equipment used	
Food protected from contamination during cooking and / or preparation by	<input type="checkbox"/> Equipment located at rear of premises <input type="checkbox"/> Protective barriers / sneeze guards <input type="checkbox"/> Other
Cold food storage / display equipment	<input type="checkbox"/> Eskies and ice / dry ice <input type="checkbox"/> Portable cold rooms <input type="checkbox"/> Refrigerated display units <input type="checkbox"/> Other
Hot food storage / display equipment	<input type="checkbox"/> Not applicable <input type="checkbox"/> Baine maires <input type="checkbox"/> BBQ / hot plate <input type="checkbox"/> Other
Dry food storage / display equipment	<input type="checkbox"/> Fully enclosed packaging <input type="checkbox"/> Food safe containers <input type="checkbox"/> Enclosed display cabinets <input type="checkbox"/> Other
Temperature measuring device provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Samples covered	<input type="checkbox"/> Yes <input type="checkbox"/> No
Single-use straws / utensils stored handle up or individually wrapped	<input type="checkbox"/> Yes <input type="checkbox"/> No
Condiments are single serve or in squeeze bottles	<input type="checkbox"/> Yes <input type="checkbox"/> No

Related food premises details	
All food preparation must be conducted within a licenced premises.	
If you are conducting food preparation in relation to this temporary premises at another location (related premises), provide details of this premises below.	
If applying for a temporary premises licence for more than one day, you are required to hold a food business licence for the related premises.	
If applying for a temporary premises licence for one day only, you may use a related premises licenced by another operator, with that operator's consent.	
Detail food preparation activities conducted at another food premises (related premises)	
Related premises food approval reference	
Related food premises business name	
Related food premises location	
Related food premises licence held by you	<input type="checkbox"/> Yes <input type="checkbox"/> No
Related food premises licence held by another operator	<input type="checkbox"/> Yes <input type="checkbox"/> No
Consent to use related food premises from licensee	<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant suitability	
The <i>Food Act 2006</i> requires us to consider your suitability to hold a licence.	
Provide details of your food safety history and relevant qualifications, and complete the food safety assessment below.	
Have you (the licence applicant) ever had a licence refused, suspended or cancelled, or been convicted of an offence (other than a spent offence) under the Food Act 2006, Food Act 1981 or a corresponding law in other states or territories? (for corporations this includes executive officers/association management committee members)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Offence or licence issue details	
Have you (the licence applicant) completed any formal food safety training or qualifications? (attach a copy of training/qualifications with this application)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Training / qualification details	

Food safety assessment	
Which of the following foods are potentially hazardous? (high-risk for the growth of food-poisoning bacteria)	<input type="checkbox"/> Meat/poultry/dairy/seafood, cooked rice and salads <input type="checkbox"/> Biscuits and confectionery <input type="checkbox"/> Vegetables/fruits, cereals and wholegrain products
What is the 'temperature danger zone' for potentially hazardous foods? (temperature range at which food-borne bacteria can grow)	<input type="checkbox"/> 0 degrees celsius - 5 degrees celsius <input type="checkbox"/> 5 degrees celsius - 25 degrees celsius <input type="checkbox"/> 5 degrees celsius - 60 degrees celsius <input type="checkbox"/> Greater than 60 degrees celsius
Which of the following does bacteria need to survive and multiply?	<input type="checkbox"/> Dry conditions <input type="checkbox"/> Moisture, food, time and temp. in danger zone <input type="checkbox"/> Light <input type="checkbox"/> Temperatures below 5 degrees celsius
What is an example of a practice that could cause cross-contamination?	<input type="checkbox"/> Storing sealed raw chicken at bottom of fridge <input type="checkbox"/> Separate boards for raw and ready-to-eat foods <input type="checkbox"/> Washing hands after handling raw meats <input type="checkbox"/> Same knife for cutting vegetable after raw chicken
How should raw meats, poultry and seafood be stored in a commercial refrigerator or cold room?	<input type="checkbox"/> Covered and below cooked or ready-to-eat-foods <input type="checkbox"/> Stored wherever there is enough space <input type="checkbox"/> On open trays above cooked or ready-to-eat foods
What is a safe method to thaw meat, poultry and fish?	<input type="checkbox"/> Using the refrigerator or microwave <input type="checkbox"/> Using warm running water <input type="checkbox"/> Leaving the food in the sink overnight <input type="checkbox"/> Leaving the food at room temperature
When should a food handler wash their hands?	<input type="checkbox"/> Whenever hands are likely to be contaminated <input type="checkbox"/> Immediately before working with ready-to-eat food <input type="checkbox"/> Immediately after using the toilet <input type="checkbox"/> All of the above
What is the process of sanitising?	<input type="checkbox"/> Applying detergent to a clean surface <input type="checkbox"/> Done before washing <input type="checkbox"/> Reduce bacteria by application of heat or chemical <input type="checkbox"/> Wiping all surfaces with a clean cloth
When potentially hazardous or perishable food is delivered to a business, what is it important to ensure?	<input type="checkbox"/> Inspect, check temp and store in fridge/freezer <input type="checkbox"/> The driver has a key to the shop if no one present <input type="checkbox"/> The back door is unlocked
What must a food business do when transporting food?	<input type="checkbox"/> Protect all food from contamination <input type="checkbox"/> Transport PHF under temp control <input type="checkbox"/> Ensure frozen PHF remains frozen during transport <input type="checkbox"/> All of the above
Should cooked, ready-to-eat, potentially hazardous foods (e.g. pies, sausage rolls, etc.) be heated to at	<input type="checkbox"/> Yes <input type="checkbox"/> No

least 60 degrees celsius prior to placing in the pie warmer?	
Should a food business have an appropriate thermometer (e.g. stainless steel probe type with an accuracy of +/-1 degrees celsius) to check the temperature of food in storage and on display?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is cooked rice a potentially hazardous food that must be stored either below 5 degrees celsius or above 60 degrees celsius?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Food safety program	
<p>The <i>Food Act 2006</i> requires certain food businesses to hold an accredited food safety program (FSP) including off-site caterers, some onsite caterers (function rooms), child care centres, private hospitals and aged-care facilities. Refer to the Queensland Health website at www.health.qld.gov.au for further guidance.</p> <p>If your business does require an accredited program, please complete the details below. You must attach the program and a 'Notice of written advice' from a Queensland Health approved auditor with this application. You may also elect to submit a voluntary food safety program for accreditation.</p>	
If you are submitting a food safety program for accreditation select the reason for submitting the program below *	
<input type="checkbox"/> Caterer on-site <input type="checkbox"/> Voluntary	
FSP auditor name	
FSP auditor ID number	
FSP auditor address	
FSP auditor phone	
FSP auditor email	

Eat safe - agreement to display food safety rating

By submitting this application you make the following Agreement with the Council of the City of Gold Coast, 8 Karp Court, Bundall in the State of Queensland ("Council"), unless you select otherwise below.

Council is conducting a food safety star rating scheme for licensed food businesses in accordance with the Food Safety Rating Guide. On a voluntary basis, the scheme allows for the display of information relating to assessments of food premises in the form of star ratings.

Under this agreement Council will issue a food safety rating to the Licensee through the allocation of, from no (0) star to five (5) stars in accordance with the criteria specified in the Food Safety Rating Guide. If the licensee holds a current licence, has no outstanding licence fees and has been rated with no less than three (3) stars, then the licensee is eligible to voluntarily display its star rating at its premises (by means of Council issued promotional material) and on Eat Safe Gold Coast publishing platforms (e.g. website, mobile apps and the like) so it is readily visible to customers and potential customers.

The licensee consents to its star rating being published on Council's publishing platforms (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 business name, business phone number, site location and the star rating. The licensee may revoke its consent by giving Council 10 business days notice in writing and within that time, Council must withdraw the rating from its publishing platforms.

The licensee may remove its star rating from public display, however must immediately notify Council in writing of such removal.

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. If the star rating is not removed from public display, the licensee irrevocably authorises Council to enter the premises and remove the star rating. This provision survives termination of this agreement.

The star rating material will at all times remain the property, including the intellectual property, of Council.

The licensee agrees to the Eat Safe Gold Coast terms and conditions of use.

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

If you display Eat Safe Gold Coast star rating material in the absence of having an agreement, as outlined herein with Council, you may face legal action.

I do not agree to the display of my Eat Safe food safety rating *

Eat safe opt out

Menu / cuisine type

Website address

Supporting information

Supporting information is required to be submitted with this application, as indicated below and throughout this form. Failure to provide the required information may delay the processing of your application. Indicate below the supporting information you have attached to this application

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Food safety training/qualifications |
| <input type="checkbox"/> | Food safety program (if applicable) |
| <input type="checkbox"/> | Notice of written advice (required if submitting a food safety program) |
| <input type="checkbox"/> | Evidence of nil fee eligibility |

Fees

The fee for this application may be reduced to nil if you (the applicant) can demonstrate that you own, rent or lease a rateable property within the City of Gold Coast, or are a registered charity, voluntary sporting, community, religious or incorporated not for profit organisation.

If claiming eligibility, you must attach evidence with this application. Evidence may include a signed lease agreement, details of property ownership, ASIC documentation detailing 'Principal place of business', two bills (within last six months) detailing residential address or registration with the Australian Charities and Not-for-Profits Commission (ACNC).

Please determine whether you meet the eligibility conditions and select one box only.

<input type="checkbox"/>	Eligible - nil fee	nil
<input type="checkbox"/>	Not eligible – Food business (temporary) - one day application fee	\$317.00
<input type="checkbox"/>	Not eligible – Food business (temporary) - more than one day application fee	\$610.00

These fees are in accordance with the City of Gold Coast's (City) regulatory fees and non-regulatory charges. A copy of our regulatory fees and non-regulatory charges can be found on our website, cityofgoldcoast.com.au.

Payment options

- Cash, cheque or credit card at any of the City's branch offices. For branch office locations and operating hours, please refer to [our website](#).
- Cheque or money order – make payable to: Gold Coast City Council. Postal address at top right of first page. Please ensure that you provide adequate reference details or attachments to allow the cheque to be appropriately receipted.

Note: Please be advised that payments by credit card will incur a surcharge.

Declaration

This section must be completed by, or for each applicant. Where a person is signing on behalf of a corporation or person (the 'signatory'), they must occupy a position that is legally entitled to make that application and complete the details below. Documentation must be provided if a power of attorney (POA) signs on behalf of a person.

I understand and verify that:

- I am duly authorised to make this application
- The statements and information provided are accurate, true and complete
- I have received all relevant third party consents and authorisations
- It is an offence to knowingly provide false or misleading information
- Approval of this application does not extend to the approval of any other statutory or local government requirements relating to this premises or activity

Applicant one (person or organisation)

Applicant name			
Signature		Signatory name	
Date		Position/role	
Additional applicant (if required)			
Applicant name			
Signature		Signatory name	
Date		Position/role	

Privacy statement

Council of the City of Gold Coast (Council) is collecting your personal information in order to provide the services requested, perform associated Council functions and services, and to update and maintain Council's customer information records. Your information is handled in accordance with the Information Privacy Act (Qld) 2009 and may only be accessed by Councillors, Council employees and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency. For further information go to cityofgoldcoast.com.au/privacy.

Council may also use your personal information in order to contact you to provide you with information regarding Council functions and services. If you do not wish to receive such information please opt out using the unsubscribe link in the communication material sent to you.

Office use only

Date received		Fee paid	
Received by		Receipt number	