

Food business (mobile premises)

Licence application

Food Act 2006

Please use **BLOCK LETTERS** and complete all details in full.

Council of the City of Gold Coast
ABN 84 858 548 460
PO Box 5042 GCMC QLD 9726
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(1300 465 326)

E mail@goldcoast.qld.gov.au
W cityofgoldcoast.com.au

| Licensee details | | | |
|--|-------------------------------|-----------------|--------------------------------|
| <i>Person/s or organisation/company applying to be the licence holder (must be a legal entity). Provide the full names of all proposed licensees. If address and contact details differ for each licensee, provide these details as an attachment.</i> | | | |
| Licensee 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 your business name (trading name). Include address /contact details if different from licensee. | | | |
| Business name | | | |
| Postal address | | | |
| Suburb | | | |
| State | | Postcode | |
| Email | | | |
| Phone (mobile) | | Phone (b/hours) | |

| Contact person details | | | |
|---|-------------------------------|-----------------|--------------------------------|
| Provide details if contact person is different from the licensee. | | | |
| 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 you are applying as a corporation or an incorporated association. Director names are required if you are a corporation. Management committee names are required if you are an incorporated association. | | | |
| Director / management committee name(s) | | | |
| Registered office address if corporation <u>or</u> Nominated address if incorporated association | | | |
| | | | |
| Suburb | | | |
| State | | Post code | |
| Email | | | |
| Phone (mobile) | | Phone (b/hours) | |
| Preferred method to receive correspondence | <input type="checkbox"/> Post | | <input type="checkbox"/> Email |

| Vehicle details | | | |
|--|--|-----------------------|--|
| Provide details of the vehicle to be nominated on the licence. | | | |
| Make | | | |
| Model | | | |
| Registration number | | State of registration | |

| Food business details | |
|---|---|
| Provide details of your mobile food business below, ensuring all relevant information is provided. | |
| For a new premises or changes to an existing premises, you must provide detailed plans and specifications of cooking equipment and mechanical ventilation. | |
| Select the most relevant description of your food business (if conducting catering in addition to another type, please select both). * | |
| <input type="checkbox"/> Caterer off-site <input type="checkbox"/> Caterer on-site <input type="checkbox"/> Food manufacturer/packer <input type="checkbox"/> Retail food premises | <input type="checkbox"/> Takeaway food premises <input type="checkbox"/> Vending machine <input type="checkbox"/> Water carrier (potable water only) |
| Description of application | |
| <input type="checkbox"/> New food premises - new fit-out <input type="checkbox"/> Existing food premises - no changes to fit-out | <input type="checkbox"/> Existing food premises - changes to fit-out <input type="checkbox"/> Existing food premises - additional operator |
| Proposed start date of business | / / |
| Description of vehicle | <input type="checkbox"/> Truck <input type="checkbox"/> Van <input type="checkbox"/> Trailer <input type="checkbox"/> Cart <input type="checkbox"/> Other |
| Vending machine serial number (if applicable) | |

| 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 potentially hazardous food under temp control <input type="checkbox"/> Ensure frozen potentially hazardous food 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 least 60 degrees celsius prior to placing in the pie warmer? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 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

The *Food Act 2006* 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.

If your business requires 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.

| | |
|--|---|
| If you are submitting a food safety program for accreditation select the reason for submitting the program * | <input type="checkbox"/> Caterer on-site <input type="checkbox"/> Caterer off-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"/> | Floor plan to scale detailing location, materials and dimensions of all equipment, fixtures and fittings |
| <input type="checkbox"/> | Cross-section drawings (to scale detailing materials, dimensions and junctions of surfaces/equipment) |
| <input type="checkbox"/> | Cooking and ventilation equipment details (detailing types, energy type/rating, and ventilation systems) |
| <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 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 |
| <input type="checkbox"/> | Not eligible – the following fee applies for this application (monthly pro-rata has been applied to licence application fee of \$1,444.00) |

Application lodged in-

| | | | |
|----------------|-------------|-------------|-----------|
| September 2023 | \$ 1,444.00 | March 2024 | \$ 722.00 |
| October 2023 | \$ 1,323.71 | April 2024 | \$ 601.71 |
| November 2023 | \$ 1,203.29 | May 2024 | \$ 481.29 |
| December 2023 | \$ 1,083.00 | June 2024 | \$ 361.00 |
| January 2024 | \$ 962.71 | July 2024 | \$ 240.71 |
| February 2024 | \$ 842.29 | August 2024 | \$ 120.29 |

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/fees.

Payment options (no cash transactions are available)

- MasterCard, Visa, debit card or cheque at any of the City's branch offices. Our branch office locations and operating hours can be found on our website cityofgoldcoast.com.au/contactus
- 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)

| | | | |
|---|--|-----------------------|--|
| Licensee name | | | |
| Signature | | Signatory name | |
| Date | | Position/role | |
| Additional applicant (if required) | | | |
| Licensee 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 | |