

WEIPA TOWN AUTHORITY
ABN 54 137 266 285
Application for Food Business



Food Act 2006

Fee applies – please contact WTA

Please read the Application Guidelines and the Food Premises Licensing Guide before completing and submitting your application. Applications that are incomplete will not be accepted.

Lodge your completed application at:

Weipa Town Authority
1 Hibberd Drive, Weipa

or post to

Weipa Town Authority
PO Box 420
WEIPA QLD 4874

PART A – Licensee details

1 Trading name

2 ABN

3 Name of Corporation / Incorporated Association e.g. *Queensland Best Pty Ltd* or *My Company Ltd*

Or

Individual's full name - *Person/s applying to be licensee*

Title

Surname/Family Name

First Name

Middle Name

4 Nominated address

5 Contact person's name

6 Contact details

Business phone number

Business mobile No.

Business fax number

Business postal address

Business email address

7 Signature

Name of Signatory

Signature and date

PART B – Application details

8 Application type

- ☐ New Licence (fixed premises)
- ☐ New Licence (mobile food vehicle)
- ☐ New Licence (home based food business) *Review WTA policy **Home-Based Businesses – preparation and Sale of food from a domestic kitchen** and the **Home-Based Food Business fact sheet** prior to lodging this application.*
- ☐ Food Safety Program Accreditation – note that this application must be submitted with Notice of Written Advice from an approved auditor *Complete Parts A,B, C, D (excl. s21), F and G only*
- ☐ Application for restoration of licence (*for existing operations, Part E is not required unless alterations are/have been made.*) Food Licence Number _____
- ☐ Plan Assessment *Complete Parts A, B, C (Section 9-11), Part D (Section 16, 17, 18) and Part H (section 1, 2 and 3 only)*

OR

- ☐ **Amendment of Existing Licence**
Existing Licence number:
- ☐ Food Safety Program Amendment – note that this application must be submitted with Notice of Written Advice from an approved auditor *Complete Parts A,B, C, D (excl. s21), F and G only.*
Food Licence Number _____
- ☐ Alteration to Food Premises design / operation *Complete Parts A, B, D, F and G only.*
Food Licence or Plan Assessment Number _____
- ☐ Amendment to Food Safety Supervisor *Complete Part A, Part C (Section 21) and Part H (signature block only)* Food Licence Number _____

PART C – Premises details

9 Premises Address trading address of business or location where vehicle is garaged

10 Real Property Description Lot and Plan

11 Development approval

Is a valid Development Permit for the activity in place?

☐ Yes Reference Number

☐ Not Applicable
The proposed use is exempt or a self assessable development and does not require a Development Permit.

☐ No
You will need to determine the suitability of the site for your use. Please consult WTA's Planning representative.

Home Based Food Business-does the trading address satisfy the assessment criteria within the Home-Based Business Code-8.2.3 Weipa Town Planning Scheme.

☐ Yes

☐ No

12 Building approval

Is a valid Building Permit for the activity in place?

☐ Yes Reference Number

☐ Not Applicable *Pre-existing use.*

13 Plumbing and Drainage Approval

☐ Yes Reference Number

☐ Not Applicable *Preexisting use.*

14 Trade Waste Approval

Is a valid Trade Waste Approval for the activity in place?

☐ Yes Reference Number

☐ No *A Trade Waste Approval may be required for your food premises..*

15 Other Approvals

Are there any other relevant Approvals necessary for the activity in place?

☐ Yes Type & Reference Number

☐ No

PART D – Food business details

16 Activity (type of food business, eg. Café / bakery / childcare centre/ home based)

17 Types of foods to be prepared and/or sold (Attach menu if available) Home Based Food Business- is the food type prepared for sale a Non Potentially Hazardous Food.(see Notes)

18 Catering (A Food Safety Program is required and must be submitted with Notice of Written Advice from an approved auditor)

On-site catering –

☐

Yes

☐

No

On-site catering -

☐

Yes

☐

No

19 Hours of Operation (provide days and times)

20 Nature of operation -Give details of where food is to be sold if not from trading address of business eg. market stall

21 Nominated Food Safety Supervisor

All licensed food businesses must have a Food Safety Supervisor. You are required to advise Weipa Town Authority with the details of your food safety supervisor(s) within thirty (30) days of your licence being issued.

A licensee must within 14 days notify Weipa Town Authority, the relevant details, for any person who commences or ceases to be a food safety supervisor. Any change to Food Safety Supervisor details must also be provided to Weipa Town Authority within 14 days.

Name

Address

Business phone number

Business mobile number

Business fax number

Email

Please enclose a certified true copy of the document that shows the competencies required for your business. Alternatively bring the original document in to Weipa Town Authority for our Environmental Health Officer to view.

☐

Certified Copy Supplied

☐

Original Sighted by WTA Officer

Officer Initials

Is this a restricted licence?

Yes ☐ No ☐

22 Food transport

Do you deliver food in a vehicle?

Yes ☐ No ☐

Do you handle or prepare food in the vehicle?

Yes ☐ No ☐

If yes, how many vehicles do you use?

1 – 5 ☐ 6 – 10 ☐ 11 + ☐

Vehicles details (attach additional details for more than two vehicles)

Registration number

Make

Model

Colour

Registration number

Make

Model

Colour

PART E – Amendment to current licence or Accredited Food Safety Program

23 Amendment/s to current Licence - Give details of proposed amendments. Note that for Food Safety Program amendments you are required to provide a Notice of Written Advice from an approved auditor.)

PART F – Licence suitability

24 Suitability statement, declaration and signature

Skills and knowledge of applicants to sell safe and suitable food:

Have any of the applicants been convicted for a breach of any food legislation? *If the applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included.*

No ☐ Yes ☐ Give details in an attachment

Have any of the applicants previously held a licence under the Food Act 2006, the Food Act 1981 or a corresponding law that was suspended or cancelled? *If the applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included.*

No ☐ Yes ☐ Give details in an attachment

Have any of the applicants been refused a licence under the Food Act 2006, the Food Act 1981 or a corresponding law? *If the applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included.*

No ☐ Yes ☐ Give details in an attachment

PART G – Declaration

25 Suitability statement, declaration and signature

If the application is made by a corporation or incorporated association, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association.

I declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.

I am aware that it is an offence to knowingly provide false or misleading information. I am also aware that it is an offence to commence operating a food business without an approved food business licence.

I am aware that it is an offence to knowingly provide false or misleading information.

Name *Organisation*

Name of Signatory *If applicant is an organisation*

Name of Signatory *If applicant is an organisation*

Name *Individual*

Position *Proprietor, Director, Manager*

Signature and date

Position *Proprietor, Director, Manager*

Signature and date

PART H – Applicants check list

26 Completion checklist Required with this application

Tick box/es

1. Completed and signed application form

☐ ☐

2. Plan requirements.

☐ ☐

*Plans are required for any new premises where the activity has not been previously approved or where any significant alterations are proposed. Plans are **not** required for a request involving structural alterations.*

- *Two copies of all plans – maximum A3 in size*
- *Clearly legible*
- *Drawn to scale with scale clearly marked. Must be 1:100 or 1:200, with elevations and details not more than 1:50*
- *Site plan showing location of site in relationship to surrounding land uses*
- *Floor plan showing all equipment, fittings and fixtures with details on materials to be used.*
- *Sectional elevations of all benches, equipment and fixtures*
- *Mechanical exhaust ventilation plans*
- *Home-Based Food Businesses-as an alternative to drawn to scale plans photos of the food preparation area including storage areas may be suitable.*

Technical reports and other information such as brochures or photos can be attached as necessary to accompany the plan

3. Correct fee enclosed or paid

☐☐

4. Attachment relating to suitability statements required if answering “yes” to Q 24

☐☐

NOTE: *Where your proposal involved new or altered structures, etc. you may require Building Approval, Plumbing Approval etc. It is your responsibility to ensure you obtain all relevant approvals. A Licence under the Food Act 2006 does NOT constitute approval for other aspects of your business.*

Lodgement of completed applications, together with the relevant fees, should be made either:

In person

Weipa Town Authority
1 Hibberd Drive, Weipa Qld 4874

General Postal Address

Weipa Town Authority
PO Box 420, Weipa Qld 4874

Food Business Licence Application Guidelines

A reference to “Licence” in these guidelines refers to a Licence under the Food Act 2006. For more information on who needs a food business licence go to:

<https://www.qld.gov.au/health/staying-healthy/food-pantry/starting-a-food-business/food-business-licences/do-i-need-a-food-business-licence>

Business Types (as examples)

- Restaurant or Delicatessen
 - Catering Business
 - Takeaway Food Shop
 - Fruit & Vegetable Sellers
 - Child Care Centres
 - Motel providing meals with accommodation
 - Mobile Food Vehicle
 - Private Hospital
 - Private School Tuckshop
 - Temporary Food Stalls
 - Food Shop
- **Home Based Food Business**

Fees

You can obtain a schedule of fees by contacting Weipa Town Authority on 4030 9400 or going to

<https://www.weipatownauthority.com.au/downloads/file/749/fees-and-charges-2023-2024>

Duration

This licence remains in effect for a period of no greater than 1 year unless stated otherwise.

How to Apply

You can obtain this licence by completing a “Food Business Licence Application” form, - and submit it to the Weipa Town Authority PO Box 420 Weipa QLD 4874

Mobile food premises are only required to hold 1 licence, issued by a local government in which you intend to operate. This licence then allows the business to sell food from the mobile premises anywhere in Queensland.

Can Licence Be Transferred?

You cannot transfer this licence.

Additional Information

Food Safety Programs- go to <https://www.qld.gov.au/health/staying-healthy/food-pantry/food-safety-programs-and-auditors>

Food Labelling -go to <https://www.qld.gov.au/health/staying-healthy/food-pantry/food-labelling>

Running a Food Business- go to <https://www.qld.gov.au/health/staying-healthy/food-pantry/running-a-food-business>

Useful Websites:

All Queensland Acts and Regulations can be viewed or printed from the Queensland Government Legislation website www.legislation.qld.gov.au

Food Safety Standards: www.Foodstandards.gov.au

Safe Food Queensland: www.safefood.qld.gov.au

Notes in relation to specific fields on the application

For all fields, if the space is insufficient, please provide the required information in a clearly marked attachment.

Part A

1, 3 Name

The primary applicant must be the person who will hold the licence and be legally responsible for the operation.

- Where the applicant is an individual, provide the full name, e.g. *Mr John Peter Smith*
- Where the applicant is a partnership of individual, provide full name of all individuals e.g. *Mr John Peter Smith, Mr David Geoffrey Smith and Miss Mary Jane Smith.*

- Where the applicant is a corporation, provide the full name of the corporation as registered, e.g. *Queensland Best Pty Ltd* or *My Company Ltd*. Note that a business name is not a legal entity and **cannot** be a licensee.

4 Nominated address

This is the address of the registered office where you can receive legal documents. This may be the same address as the location of the activity. A post office box **cannot** be a registered office.

5 Contact person

You may wish to nominate a contact person for the application, e.g. *Your manager*. An organisation **must** nominate a contact person.

6 Contact details

Give contact details where you can be reached daily during business hours.

Part B

8 Application type

As this form can be used for several different application types in relation to Food Premises you must determine the purpose of your application. This also determines the fee payable for the application.

- Select **New Licence** where premises or vehicle has not previously been approved for this purpose, or where a previous approval has lapsed. You would also select **New Licence** if you take over a business.
- Select **Food Safety Program Accreditation** if you wish to apply for Accreditation of an accredited Food Safety Program. Note that you are required to supply a Notice of Written Advice from an approved auditor, with this application.
- Select **Amendment to Licence** if you already hold the licence and intend on making alterations to the operation.
- Select **Food Safety Program Amendment** if you hold an accredited Food Safety Program and you wish to have this amended. Note that you are required to supply a Notice of Written Advice from an approved auditor, with this application.
- Select **Plan Assessment/Design requirements only** where you need advice on the suitability or the requirements for the design of the premises, but you are not ready to operate the food business within 60 days. A licence will not be issued for this type of application.

You need to lodge an individual application for each vehicle.

PART C

9 Premises address

You must use the official address of the location where the activity will be carried out and include any unit number if applicable. If you are unsure of the official (rateable) address, please confirm by contacting the landowner or alternatively phone Weipa Town Authority on 4030 9400. If you are proposing a Mobile Food Business, you must give us the address where the vehicle is garaged, or your residential address. This address **cannot** be a post office box.

10 RPD

This is the Real Property Description. If you are unsure of the RPD, please confirm by contacting the landowner or alternatively phone Weipa Town Authority on 4030 9400.

11 Development Approval

This question is not applicable for mobile activity.

If your proposal involves a change of the use of the site or construction or alteration of buildings, you may require a Development Permit under the Town Plan, or other approvals. **You are responsible** for investigating if your proposal requires any other approvals. To determine if you need a Development Permit please phone Weipa Town Authority and ask to speak to the Town Planning Representative. You must either have a Development Permit or know that you do not need a Development Permit for your activity. If you answer NO or you do not know the answer to this question, **DO NOT LODGE THE APPLICATION AT THIS TIME**. You must first determine the suitability of the site for your proposed use.

12 Building Approval

Required unless no alterations being undertaken. A Private Certifier can be used; however, a copy of the plans must be lodged at Weipa Town Authority's Building Department.

13 Plumbing and Drainage Approval

Required for any alterations to existing approved fittings, or installation of new fittings.

14 Trade Waste Approval

May be required for Food Premises under Weipa Town Authority's Trade Waste Policy.

15 Other Approvals

Any other relevant approvals.

PART D

16 Activity (type of Food Business)

Provide details as to the type of Food Business you wish to operate/ you operate (if applying for amendments).

For example: *where a food shop includes several sections, also select other relevant activities such as bakery, delicatessen or fruit and vegetable processing.*

For each area/activity (except mobile food vehicle), give the floor area in square metres. The total floor areas for any food preparation and storage includes kitchens, sculleries, storerooms, preparation areas, cold stores, pantries and other areas used in the handling and storing of food. **Do not include** areas used solely for dining or car parking.

17 Types of foods to be prepared and/or sold

Provide details to all of the types of foods you intend on preparing / selling. For more information on Potentially Hazardous Foods see <https://www.qld.gov.au/health/staying-healthy/food-pantry/food-safety-for-consumers/potentially-hazardous-foods-processes/hazardous-foods>

18 Catering

Provide information in relation to if you are/will offer catering services. Refer to <https://www.qld.gov.au/health/staying-healthy/food-pantry/food-safety-programs-and-auditors/Do-I-need-a-food-safety-program/caterers> or contact WTA for further advice.

19 Hours of operation

Provide details relating to the proposed hours of operation.

20 Nature of operation

Provide a brief description of your proposed food activities, and processes used. For example:

- Washing, preparation, packaging and distribution of ready to eat salads
- Mobile fruit preparation, blending and takeaway sale of fruit juice
- Preparation, cooking to order and table service of Thai style cuisine
- Home business producing and bottling jams and chutneys for commercial sale.

21 Food Safety Supervisor

Required competencies for Food Safety Supervisor:		
Food Sector	National Competency Code	Competency Title
Food Processing	FBPFSY2002 FBPFSY1002	Apply food safety procedures Follow work procedures to maintain food safety
Retail and Hospitality	SITXFSA005 AND SITXFSA006Or SIRRFSA001	Use hygiene practices for food safety AND Participate in safe food handling practices OR Handle food safely in a retail environment
Health & Community Services	HLTFSE001 AND HLTFSE007 AND HLTFSE005	Follow basic food safety procedures AND Oversee the day-to-day implementation of food safety in workplace AND Apply & monitor food safety requirements
Transport and Distribution	SITXFSA005 aAND SITXFSA006	Use hygiene practices for food safety AND Participate in safe food handling practices

PART E

23 Amendment to current licence

This section is only applicable if you are requesting an amendment to your current licence. You need to clearly indicate the proposed amendment, eg. *Change to approved area, conditions, processes or activities to be operated*. Please attach supporting documentation if relevant. For information on design and fitout go to <https://www.qld.gov.au/health/staying-healthy/food-pantry/starting-a-food-business/premises-and-equipment/design-and-fit-out>

PART F

24 Applicant suitability, declaration and signature

If you are supplying commercial sensitive or confidential information, please ensure you mark such information clearly. If the application is made by an organisation, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the organisation.

PART H

26 Completion checklist

The checklist is used both by the applicant to make sure that the application is complete and by Weipa Town Authority's Environmental Health Officers to quickly assess if all vital elements of the application have been included.