Application for Renewal of Food Business Licence



Use this form to apply for the renewal of a licence to operate a Food Business. This form is in keeping with the *Food Act 2006.* Contact Council if you have any specific enquiries regarding fees or how to complete this form. Fees are GST exempt unless otherwise stated. Type or print clearly and select boxes where applicable. Enter “n/a” if the question does not apply.

**Failure to renew the licence before 31 October 2022 will result in a restoration fee being applied and may result in Council commencing enforcement action for operating without a licence, an offence under the *Food Act 2006*.**

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| **Applicant Details** | | | | | | | |
| **The Applicant does not need to be the owner of the land. In signing and lodging this application, the applicant is responsible for ensuring the information provided is true and correct.** | | | | | | | |
| **Applicant 1 Surname** | | | | |  | **Given Name** | |
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| **Applicant 2 Surname** | | | | |  | **Given Name** | |
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| **Business Trading Name (if applicable)** | | | | |  | **ABN** | |
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| **Company Name (if applicable)** | | | | |  | **ABN** | |
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| **Postal Address** | | | | | | | |
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| **Physical Address** | | | | | | | |
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| **Email address** | | | | | | | |
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| **Lot Number** |  | **Registered Plan Number** |  | **Parish** | |  | **Does your business involve any off-site catering** |
|  |  |  |  |  | |  | Yes  No |
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| **Business Contact Number** | | | | |  | **Applicant Contact Number** | |
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| **Description of food business** (e.g. cafe, restaurant, cannery etc.) | | | | |  | **Food Business Licence Number** | |
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| **Applicant suitability of person to hold a licence** | | | | | | |
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| **Skills and knowledge of applicants to sell safe and suitable food** | | | | | | |
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| **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 (please attach details) |
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| **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 (please attach details) | |
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| **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 (please attach details) | | |

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| **Nomination of food safety supervisor** | | | | | | |
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| **Surname** |  | **Given Names** | | |  | **Title** |
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| **Postal Address** | | | | | | |
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| **Business Hours Contact Number** |  | **Mobile Number** | | | | |
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| **Email address** | | | | | | |
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| **Does the Food Safety Supervisor hold the relevant “Statement of Attainment” for food safety supervisor qualification?** | | |  | Yes  No | | |

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| **Owner’s Consent** | | | | | | | |
| **This is the name and address of the owner/s of the premises. If there are additional owners, please attach additional owner information to this form.** | | | | | | | |
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| **Do you own the subject land upon which the Business for the Food Business Licence operates?** | | |  | Yes  No | | | |
| **If no, do you have a lease over the Premises? Do you own the subject land upon which the Business for the Food Business Licence operates?** *If no, Owner’s Consent is required with the renewal application* | | |  | No  Yes, expiry date: | | | |
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| **Surname / Company Name** |  | **Given Name** | | | |  | **Title** |
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| **Postal Address** | | | | | | | |
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| **Contact Number** |  | **Email Address** | | | | | |
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| I being the owner/company director of the property described in this application hereby consent to the afore mentioned applicant/s making this application. | | | | | | | |
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| **Signature** | | | |  | **Date** | | |
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| **Privacy Statement** |
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| **Privacy Statement:** Council is collecting your personal information in accordance with current legislation to process your application. The information will only be accessed by authorised council employees. Your personal details will not be disclosed to a third party outside the process of dealing with your application, except where required by legislation (including *Right to Information Act 2009)* or as required by Queensland State Government. |

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| **Applicant Declaration** | | |
| I/We are the operator/s of the abovementioned activity and apply for the renewal of the Food Business Licence pursuant to the *Food Act 2006*. I/We declare that all information contained within this renewal application is true, correct and complete, to the best of my/our knowledge. | | |
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| **Applicant Signature** |  | **Date** |
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| **Lodgement of your application** | | | |
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| MAIL | Post to ‘PO Box 191, Barcaldine QLD 4725’  Email to [council@barc.qld.gov.au](mailto:council@barc.qld.gov.au) | | |
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| IN PERSON | Visit any BRC Administration Office from 8.00am to 4.30pm Monday to Friday with cash, cheque or EFTPOS | Alpha Aramac Barcaldine | 43 Dryden Street  35 Gordon Street  71 Ash Street |
|  | | | |
| PAYMENT | Cheques or money order to be made payable to “Barcaldine Regional Council  Credit Card – Contact Council to arrange to pay (1% surcharge applies)  Cash or EFTPOS (in person only)  Direct Deposit *– paying direct to Bank account “Barcaldine Regional Council General Account” BSB 124001 Account Number 100026378. Use the Licence Number & Surname as the Reference. Email a remittance advice to* [*council@barc.qld.gov.au*](mailto:council@barc.qld.gov.au) | | |

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| **Application Fees for 2023 / 2024 Financial Year** | | | |
| 1311-1000-0000 | Annual Renewal | $ | 172.00 |
| 1311-1000-0000 | Restoration of Licence (plus renewal fee) | $ | 58.00 |
| 1311-1000-0000 | Additional Inspection (fee per hour) | $ | 116.00 |
| 1311-1000-0000 | Copy or replacement Licence | $ | 11.00 |
| 1311-1000-0000 | Licence Amendment – Minor | $ | 87.00 |

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| **Office Use Only** | Date received: | Amount Paid: $ |
| Receipt No.: | Date Paid: |
| CSO: | Licence No.: |