

# Blackall-Tambo Regional Council

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## Blackall-Tambo Regional Council

**Food Act 2006  
Food Safety  
Program**

## Food Business Licence

### Application for Food Business Licence

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.

### Application is for

☐ Application

Fee \$

☐ Licence

Fee \$

### Applicant/s details

If applicant is a company,  
insert company name and  
ACN / ARBN.

Company name

ACN / ARBN

Title  (eg. Mr, Mrs, Miss etc.)

Family name

Given names

Position

I declare the information provided in this application to be true and correct.

Signature

Date

Title  (eg. Mr, Mrs, Miss etc.)

Family name

Given names

Position

I declare the information provided in this application to be true and correct.

Signature

Date

### Contact details

Select as applicable.

☐ Business

☐ Private

Contact person

Postal address

Locality / Suburb

State

Postcode

Contact ph.

Mobile

Contact fax

Email

### Office Use Only

Entered by

Application no.

|   |   |               |          |  |    |                |  |  |  |                   |  |       |          |                |  |  |  |                   |  |       |          |                |  |  |  |             |        |  |  |             |       |  |  |         |               |        |  |  |  |  |  |  |  |  |  |
|---|---|---------------|----------|--|----|----------------|--|--|--|-------------------|--|-------|----------|----------------|--|--|--|-------------------|--|-------|----------|----------------|--|--|--|-------------|--------|--|--|-------------|-------|--|--|---------|---------------|--------|--|--|--|--|--|--|--|--|--|
| <p><b>Business name must be registered with Fair Trading.</b></p> <p><b>If a vehicle or stall - advise exact location.</b></p> <p><b>Enter postal address if different from street address.</b></p> <p><b>Real property description - refer to Rates Notice</b></p> | <h3 style="margin: 0;">Business details</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">Business name</td> <td>BN</td> </tr> <tr> <td colspan="4">Street address</td> </tr> <tr> <td colspan="2">Locality / Suburb</td> <td>State</td> <td>Postcode</td> </tr> <tr> <td colspan="4">Postal address</td> </tr> <tr> <td colspan="2">Locality / Suburb</td> <td>State</td> <td>Postcode</td> </tr> <tr> <td colspan="4">Contact person</td> </tr> <tr> <td>Contact ph.</td> <td colspan="3">Mobile</td> </tr> <tr> <td>Contact fax</td> <td colspan="3">Email</td> </tr> <tr> <td>Lot no.</td> <td>Reg. plan no.</td> <td colspan="2">Parish</td> </tr> <tr> <td colspan="4">Description of food business: (eg, cafe, restaurant, cannery, etc)</td> </tr> <tr> <td colspan="4">Does your business involve any off-site catering? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table> | Business name |          |  | BN | Street address |  |  |  | Locality / Suburb |  | State | Postcode | Postal address |  |  |  | Locality / Suburb |  | State | Postcode | Contact person |  |  |  | Contact ph. | Mobile |  |  | Contact fax | Email |  |  | Lot no. | Reg. plan no. | Parish |  | Description of food business: (eg, cafe, restaurant, cannery, etc) |  |  |  | Does your business involve any off-site catering? <input type="checkbox"/> Yes <input type="checkbox"/> No |  |  |  |
| Business name   |   |               | BN       |  |    |                |  |  |  |                   |  |       |          |                |  |  |  |                   |  |       |          |                |  |  |  |             |        |  |  |             |       |  |  |         |               |        |  |  |  |  |  |  |  |  |  |
| Street address  |   |               |          |  |    |                |  |  |  |                   |  |       |          |                |  |  |  |                   |  |       |          |                |  |  |  |             |        |  |  |             |       |  |  |         |               |        |  |  |  |  |  |  |  |  |  |
| Locality / Suburb   |   | State         | Postcode |  |    |                |  |  |  |                   |  |       |          |                |  |  |  |                   |  |       |          |                |  |  |  |             |        |  |  |             |       |  |  |         |               |        |  |  |  |  |  |  |  |  |  |
| Postal address  |   |               |          |  |    |                |  |  |  |                   |  |       |          |                |  |  |  |                   |  |       |          |                |  |  |  |             |        |  |  |             |       |  |  |         |               |        |  |  |  |  |  |  |  |  |  |
| Locality / Suburb   |   | State         | Postcode |  |    |                |  |  |  |                   |  |       |          |                |  |  |  |                   |  |       |          |                |  |  |  |             |        |  |  |             |       |  |  |         |               |        |  |  |  |  |  |  |  |  |  |
| Contact person  |   |               |          |  |    |                |  |  |  |                   |  |       |          |                |  |  |  |                   |  |       |          |                |  |  |  |             |        |  |  |             |       |  |  |         |               |        |  |  |  |  |  |  |  |  |  |
| Contact ph.   | Mobile  |               |          |  |    |                |  |  |  |                   |  |       |          |                |  |  |  |                   |  |       |          |                |  |  |  |             |        |  |  |             |       |  |  |         |               |        |  |  |  |  |  |  |  |  |  |
| Contact fax   | Email   |               |          |  |    |                |  |  |  |                   |  |       |          |                |  |  |  |                   |  |       |          |                |  |  |  |             |        |  |  |             |       |  |  |         |               |        |  |  |  |  |  |  |  |  |  |
| Lot no.   | Reg. plan no.   | Parish        |          |  |    |                |  |  |  |                   |  |       |          |                |  |  |  |                   |  |       |          |                |  |  |  |             |        |  |  |             |       |  |  |         |               |        |  |  |  |  |  |  |  |  |  |
| Description of food business: (eg, cafe, restaurant, cannery, etc)  |   |               |          |  |    |                |  |  |  |                   |  |       |          |                |  |  |  |                   |  |       |          |                |  |  |  |             |        |  |  |             |       |  |  |         |               |        |  |  |  |  |  |  |  |  |  |
| Does your business involve any off-site catering? <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |               |          |  |    |                |  |  |  |                   |  |       |          |                |  |  |  |                   |  |       |          |                |  |  |  |             |        |  |  |             |       |  |  |         |               |        |  |  |  |  |  |  |  |  |  |

| <p style="color: red; text-align: center;"><b><u>OFFICE USE</u></b></p> <p><b>Confirm this section with Town Planner</b></p> <p style="color: red; text-align: center;"><b>*Before lodging application with EHO*</b></p> | <h3 style="margin: 0;">Current approval details</h3> <p style="font-size: small; margin: 5px 0;">Please insert your approval number for each approval type issued by Local Government.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;">Approval Type</th> <th style="width: 30%;">Approval No.</th> <th style="width: 25%;">Office Use Only</th> </tr> </thead> <tbody> <tr> <td>Development approval</td> <td></td> <td></td> </tr> <tr> <td>Plumbing and drainage approval</td> <td></td> <td></td> </tr> <tr> <td>Building approval</td> <td></td> <td></td> </tr> <tr> <td>Trade waste approval</td> <td></td> <td></td> </tr> <tr> <td>Other - please specify</td> <td></td> <td></td> </tr> </tbody> </table> | Approval Type   | Approval No. | Office Use Only | Development approval |  |  | Plumbing and drainage approval |  |  | Building approval |  |  | Trade waste approval |  |  | Other - please specify |  |  |
|--|---|-----------------|--------------|-----------------|----------------------|--|--|--------------------------------|--|--|-------------------|--|--|----------------------|--|--|------------------------|--|--|
| Approval Type  | Approval No.  | Office Use Only |              |                 |                      |  |  |                                |  |  |                   |  |  |                      |  |  |                        |  |  |
| Development approval   |   |                 |              |                 |                      |  |  |                                |  |  |                   |  |  |                      |  |  |                        |  |  |
| Plumbing and drainage approval   |   |                 |              |                 |                      |  |  |                                |  |  |                   |  |  |                      |  |  |                        |  |  |
| Building approval  |   |                 |              |                 |                      |  |  |                                |  |  |                   |  |  |                      |  |  |                        |  |  |
| Trade waste approval   |   |                 |              |                 |                      |  |  |                                |  |  |                   |  |  |                      |  |  |                        |  |  |
| Other - please specify   |   |                 |              |                 |                      |  |  |                                |  |  |                   |  |  |                      |  |  |                        |  |  |

|  |   |  |  |  |
|--|---|--|--|--|
|  | <h3 style="margin: 0;">Suitability of person to hold a licence</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 30px; vertical-align: top;">Skills &amp; knowledge of applicants to sell safe and suitable food:</td> </tr> <tr> <td style="height: 30px;"></td> </tr> <tr> <td style="height: 30px;"></td> </tr> </table> <p style="font-size: small; margin-top: 10px;">Have any of the applicants been convicted for a breach of any food legislation? <i>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.</i></p> <p style="text-align: right; margin-right: 50px;"> <input type="checkbox"/> No    <input type="checkbox"/> Yes    If Yes, please attach details         </p> <p style="font-size: small; margin-top: 10px;">Have any of the applicants previously held a licence under the <i>Food Act 2006</i>, the <i>Food Act 1981</i> or a corresponding law that was suspended or cancelled? <i>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.</i></p> <p style="text-align: right; margin-right: 50px;"> <input type="checkbox"/> No    <input type="checkbox"/> Yes    If Yes, please attach details         </p> <p style="font-size: small; margin-top: 10px;">Have any of the applicants been refused a licence under the <i>Food Act 2006</i>, the <i>Food Act 1981</i> or a corresponding law? <i>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.</i></p> <p style="text-align: right; margin-right: 50px;"> <input type="checkbox"/> No    <input type="checkbox"/> Yes    If Yes, please attach details         </p> | Skills & knowledge of applicants to sell safe and suitable food: |  |  |
| Skills & knowledge of applicants to sell safe and suitable food: |   |  |  |  |
|  |   |  |  |  |
|  |   |  |  |  |

|                                |   |                                |      |         |                            |
|--------------------------------|---|--------------------------------|------|---------|----------------------------|
|                                | <h3 style="margin: 0;">Nomination of food safety supervisor</h3> <p style="font-size: small; margin: 5px 0;">Note: If you do not know the details of your food safety supervisor(s) at this time, do not complete this section. This will not affect the decision made on your application. However, you are required to provide the local government details of your food safety supervisor(s) within thirty (30) days of receiving your licence.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 30px; vertical-align: top;">Food safety supervisor details</td> </tr> <tr> <td style="height: 30px; vertical-align: top;">Name</td> </tr> <tr> <td style="height: 30px; vertical-align: top;">Address</td> </tr> <tr> <td style="height: 30px; vertical-align: top;">Business hours contact no.</td> </tr> </table> | Food safety supervisor details | Name | Address | Business hours contact no. |
| Food safety supervisor details |   |                                |      |         |                            |
| Name                           |   |                                |      |         |                            |
| Address                        |   |                                |      |         |                            |
| Business hours contact no.     |   |                                |      |         |                            |

**Please attach the following  
with your application**

## Attachments

1. Two (2) copies of a Site Plan, drawn to scale of not less than 1:100, showing the food premises location, waste storage, car parking, staff and public toilet facilities and adjacent land uses.
2. Two (2) copies of a Floor Plan, drawn to scale of not less than 1:50, showing details of the layout of all equipment, fixtures and fittings in a bird's eye view (looking down on the premises).  
  
Sink details should be provided, including the type of sink (single bowl, double bowl, triple bowl, wash hand basin, or cleaner's sink), and the dimensions (or the size and depth of the sink). The floor plan should also indicate the type of materials and finished used on equipment, fixtures, fittings, floors, walls and ceiling (such as stainless steel or laminated work benches, walls and ceilings finished in a high gloss paint and ceramic tiled floor with epoxy grouting).
3. Two (2) copies of a Sectional Elevation, drawn to scale of not less than 1:50, showing a side-on view of the walls of the premises and should indicate the height of structures, benches, including fixtures, fittings and equipment within cool rooms / freezer rooms (if applicable).
4. Two (2) copies of a Hydraulic plan (plumbing and drainage plan), drawn to scale of not less than 1:50, showing the location of water and sewage pipes and connection types, tundishes and grease traps.
5. Two (2) copies of a Mechanical Exhaust Ventilation Plan, drawn to scale of not less than 1:50, if mechanical exhaust systems are to be installed.
6. Two (2) copies of a Transport Vehicle Plan, drawn to scale of not less than 1:50, showing details of the layout of all the equipment, fixtures and fittings and the types of materials used.
7. Full explanation of selected box/es in the Suitability of person to hold a licence section (if applicable).

**Please note: This application and fee MUST be lodged with your Council**

## Privacy Statement

The 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 the *Right to Information Act 2009*) or as required by Queensland State Government.

## Office use only

|                    |             |
|--------------------|-------------|
| Fee                | Date / /    |
| Scheduled category | File no.    |
| Receipt no.        | Access no.  |
| Registration no.   | Licence no. |