

# Food business (fixed premises)

Council of the City of Gold Coast  
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## Licence application

Food Act 2006

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 or 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

Location details			
For businesses conducted on multiple parcels, provide additional location details as an attachment.			
Location name			
Unit number		Street number	
Street name			
Suburb			
Parcel (RPD)	Lot	Plan	

Food business details	
Provide details of your fixed food business below, ensuring all relevant information is provided.	
For a new premises or changes to existing premises, you must provide detailed plans and specifications of cooking equipment and mechanical ventilation.	
<b>Select the most relevant description of your food business (if conducting catering in addition to another type, please select both). *</b>	
<input type="checkbox"/> Aged/medical care service	<input type="checkbox"/> Eating establishment
<input type="checkbox"/> Caterer off-site	<input type="checkbox"/> Food manufacturer/packer
<input type="checkbox"/> Caterer on-site	<input type="checkbox"/> Retail food premises
<input type="checkbox"/> Childcare centre	<input type="checkbox"/> Takeaway food premises
<b>Description of application</b>	
<input type="checkbox"/> New food premises - new fit-out	<input type="checkbox"/> Existing food premises - changes to fit-out
<input type="checkbox"/> Existing food premises - no changes to fit-out	<input type="checkbox"/> Existing food premises - additional operator
If existing food premises, previous trading name (if known)	
Proposed start date of business	/ /

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	

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.	
<b>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 <i>Food Act 2006</i>, <i>Food Act 1981</i> or a corresponding law in other states or territories?</b> (for corporations this includes executive officers / association management committee members)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Offence or licence issue details	
<b>Have you (the licence applicant) completed any formal food safety training or qualifications?</b> (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 temperature 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 temperature 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 temperature 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

<b>Food safety program</b>	
<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 <a href="http://www.health.qld.gov.au">www.health.qld.gov.au</a> for further guidance.</p> <p>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.</p>	
<b>If you are submitting a food safety program for accreditation select the reason for submitting the program below *</b>	
<input type="checkbox"/> Aged / medical care service <input type="checkbox"/> Caterer on-site <input type="checkbox"/> Caterer off-site	<input type="checkbox"/> Childcare centre <input type="checkbox"/> Delivered meal organisation <input type="checkbox"/> Voluntary
<b>FSP auditor name</b>	
<b>FSP auditor ID number</b>	
<b>FSP auditor address</b>	
<b>FSP auditor phone</b>	
<b>FSP auditor email</b>	

**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.

<b>I do not agree to the display of my Eat Safe food safety rating *</b>	<input type="checkbox"/> <b>Eat Safe opt out</b>
<b>Menu / cuisine type</b>	
<b>Website address</b>	

**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"/>	Site plan detailing location of premises in regard to other premises and facilities
<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)

**Fees**

No fees are required for this application.

**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)

<b>Licensee name</b>			
<b>Signature</b>		<b>Signatory name</b>	
<b>Date</b>		<b>Position/role</b>	

**Additional applicant** (if required)

<b>Licensee name</b>			
<b>Signature</b>		<b>Signatory name</b>	
<b>Date</b>		<b>Position/role</b>	

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**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](http://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	