



Food business licence application – Mobile food premises



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Fees listed are applicable 1 July 2023 – 30 June 2024

ABN: 92 967 232 136

Applications can take up to 30 days to process

Approval of licence is subject to a visual inspection of the mobile food premises.

The licence term is to 30 September. Renewal notices will be issued annually.

Applicant type and fees:

☐ **Mobile food premise - new application**

Application fee - \$459.50

Applicants must complete all sections of this application and provide a floor plan as outlined in Section H.

Please note: A pro-rata licence fee will also apply to this application. You will be notified of the fee once the licence has been assessed. Licence fee must be paid prior to the issue of the licence and commencement of trading.

☐ **Mobile food premise - change of ownership of existing mobile premise**

Application fee - \$191.50

Existing licence number:

Please note: A pro-rata annual license fee will also apply to this application. You will be notified of the fee once the application has been assessed. This fee must be paid prior to the issue of the license and the commencement of trading.

Section A - Applicant details

☐ If applicant is an individual - complete Section A1

☐ If applicant is a company - complete Section A2

☐ If application is an Incorporated Association - complete Section A2

Section A1.- Individual application

First name: Surname:

Address (not a PO Box):

ABN (if applicable):

Postal address:

Email address:

Home number: Mobile phone: Work phone:

Section A2. - Company or Incorporated Association application

A business name, trust, shop name, partnership or unincorporated company is not considered a legal entity.

Legal name:

ABN: ACN:

Email address:

Address (not a PO Box):
Companies - registered address
Incorporated Associations - nominated address
as registered with ASIC

Postal address:

Contact person name:

Business number: Mobile phone: Work phone:

Section B - Details of food business

Food business trading name:

ABN: ACN:

Section C - Description of food business activities

List foods prepared that apply to this application or attach a copy of the menu or a list of proposed foods:

Section D - Suitability of person to hold a licence

What skills and knowledge regarding the sale of safe and suitable food does the applicant possess?

☐ Attach copy of certificates or other supporting documentation.

1. Have any of the applicants been convicted for a breach of any food legislation?

☐ No ☐ Yes – If yes, please attach details.

2. Have any of the applicants previously held a licence under the Food Act 2006, Food Act 1981 or a corresponding law that was suspended or cancelled?

☐ No ☐ Yes – If yes, please attach details.

3. Have any of the applicants previously been refused a licence under the Food Act 2006, the Food Act 1981 or a corresponding law?

☐ No ☐ Yes – If yes, please attach details.

Note: If the applicant is a corporation or an incorporated association, the three questions above also apply to an executive officer of the corporation or a member of the association's management committee.

Section E - Nomination of Food Safety Supervisor

The Food Act 2006 requires all food businesses to have a suitably qualified food safety supervisor. **Council will require evidence of the qualifications for your nominated food safety supervisor dated within the last five years.** Complete the section below and attach details of qualifications/competencies that correlate with those recommended by Queensland Health for Food Safety Supervisors.

First name: Surname:

Postal address:

Business number: Mobile phone: Work phone:

Email address:

Have qualifications been attained?

☐ Yes – Attach a copy of the certificate of attainment

☐ No – A copy of the certificate of attainment must be forwarded to council when available.

Section F - Details of mobile premises

Description of mobile food vehicle:

Vehicle make and model:

Vehicle registration number: Registration expiry date: State of registration:

Address where vehicle is garaged:

Section G - Other requirements

Will any food be prepared for sale somewhere other than in the mobile premises? ☐ No ☐ Yes

If yes, the kitchen must be approved for food production by a local government authority. A copy of the current food business licence must be submitted with this application.

Section H - Application checklist

Failure to provide the floor plan as required will result in delays to the processing of the application.

☐ **Floor plan** (not less than 1:100) showing, but not limited to, the following–

- Location of all equipment, fixtures and fittings
- Hand wash basins
- Dishwashing facilities
- Food preparation sink
- Dry food storage areas
- Refrigeration and freezer units
- Storage area for staff personal items
- Internal refuse storage
- Hot water system/ supply source
- Storage area for cleaning products

☐ Vehicle registration document

☐ Gas safety certificate (if applicable)

☐ Electrical safety certificate (if applicable)

☐ Food safety training certificate for nominated food safety supervisor

Section I - Customer summary

I hereby certify that I have completed all required sections of the application form, attached all supporting information, including a copy of plans and elevations and have paid the applicable fee as nominated on page 1.

I understand that an annual licence renewal fee is applicable for this licence.

Disclaimer: Should approval be given to this application such approval will not extend to approving any other statutory or Local Government requirements relating to this premises.

Name of applicant (printed or typed):

Signature:

Date:

Office use only

CSO: _____ Application number: _____

Receipt number: _____ Amount: _____ Date: _____

Privacy Collection Statement:

Council is collecting your personal information for the purpose of processing your food business licence application. The collection of this information is authorised under section 85 of the Food Act 2006. Some information may be disclosed to the State Government authority responsible for administering the Act in accordance with section 272 of the Food Act 2006. Council deals with your personal information in accordance with its [Information Privacy Plan](#) and will use your personal information to update Council's customer information records and to contact you about other functions and services of Council.