


**Food business licence - change of ownership  
Existing fixed food premises**
**Postal Address**  
PO Box 159  
Caboolture QLD 4510

**Customer Response Department**  
Ph: 07 3205 0555

**Internet**  
www.moretonbay.qld.gov.au  
council@moretonbay.qld.gov.au

**Fees listed are applicable 1 July 2023 – 30 June 2024**
**ABN: 92 967 232 136**
**Applicants must complete the sections outlined below. Applications can take up to 30 days to process.**

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

**Application type and fees:**

- 
- Existing licence - change of ownership or change of licensee**
- 
- Application fee - \$191.50**

**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.

**Section A - Applicant details**

- 
- If applicant is an individual - complete Section A1
- 
- If applicant is a company - complete Section A2
- 
- 
- If applicant is an Incorporated Association - complete Section A2

**Section A1. - Individual application**

First name:	<input type="text"/>	Surname:	<input type="text"/>
Address (not a PO Box):	<input type="text"/>		
ABN:	<input type="text"/>		
Postal address:	<input type="text"/>		
Email address:	<input type="text"/>		
Home number:	<input type="text"/>	Mobile phone:	<input type="text"/>
		Work phone:	<input type="text"/>

**Section A2. - Company or Incorporated Association application**

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

Legal entity name:	<input type="text"/>		
ABN:	<input type="text"/>	ACN:	<input type="text"/>
Email address:	<input type="text"/>		
Registered address (not a PO Box):	<input type="text"/>		
<b>Companies</b> - registered address <b>Incorporated Associations</b> - nominated address as registered with ASIC			
Postal address:	<input type="text"/>		
Contact person name:	<input type="text"/>		
Business number:	<input type="text"/>	Mobile phone:	<input type="text"/>
		Work phone:	<input type="text"/>

**Section B - Details and location of food business**

Existing food business licence number:	<input type="text"/>
Existing food business licensee name:	<input type="text"/>
Existing licensee ABN:	<input type="text"/>
Existing licensee ACN:	<input type="text"/>
Existing shop trading name:	<input type="text"/>
Address of existing food business:	<input type="text"/>

### Section C - New details of food business

Food business trading name:

### Section D - Description of the food business activities

(Attach a copy of the menu or a list of proposed foods):

Identify each of the following categories that apply to this application:

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Accommodation meals   | <input type="checkbox"/> Delicatessen   | <input type="checkbox"/> Dry bakery patisserie   | <input type="checkbox"/> Food manufacturer/packer     |
| <input type="checkbox"/> Beverage manufacturer | <input type="checkbox"/> Food shop      | <input type="checkbox"/> Café/restaurant         | <input type="checkbox"/> Fruit & veg processing       |
| <input type="checkbox"/> Care facility meals   | <input type="checkbox"/> Hospital meals | <input type="checkbox"/> Caterer - off site      | <input type="checkbox"/> Mobile food business         |
| <input type="checkbox"/> Caterer - on site     | <input type="checkbox"/> Takeaway       | <input type="checkbox"/> Child care centre meals | <input type="checkbox"/> Other - please specify below |

### Section E - 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 F - 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 G - Customer Summary

I hereby certify that I have completed all required sections of the application form, attached all supporting information, and have paid the applicable fee as nominated on this form.

**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.

*NOTE: If form is not completed correctly, council may refuse application.*

Signature:

Date:

### Office use only

Receipt number: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

CSO: \_\_\_\_\_ Application number: \_\_\_\_\_

### 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.*