



CASSOWARY COAST REGIONAL COUNCIL

PO Box 887

INNISFAIL QLD 4860

Ph: 1300 763 903

Email: enquiries@cassowarycoast.qld.gov.au

Mobile Food Licence Application

Mobile Food Vehicles and Vessels

Food Act 2006

Please submit this application at least 30 days prior to your intended commencement date of trade to ensure your application is assessed and the premises inspected on time.

For your application to be assessed you must:

- Complete all sections fully (unless otherwise stated);
- Enter N/A if the question does not apply, do not leave answers blank;
- Provide all supporting information referred to on this form (If insufficient space please attach); and submit with the relevant fee
- Ensure you have read Mobile Food Vehicle construction and operation guidelines prior to submitting this application.

NB. Incomplete applications may be refused/delayed and late applications may not be assessed by your intended commencement date.

What are you applying for:

☐ New Licence

☐ Amendment to Licence

What type of Food Business Licence are you applying for:

☐ Mobile Premises – Motor Vehicle

☐ Mobile Premises – Vessel

☐ Food Vending Vehicle

Applicant Details:

Who is making this application:

☐ Individual/Partnership

☐ Corporation

☐ Incorporated Association with poker machines

☐ Incorporated Association without poker machines (please provide supporting documentation from ATO)

Applicant Name (1):

(if Individual or Partnership)

First name:

Surname:

Applicant Name (2):

(if Individual or Partnership)

First name:

Surname:

Legal Entity Name:

(Corporation/Incorporated Association)

Trust Name:

(if applicable) as trustee for

Business Trading Name:

ABN: (attach copy of ABN)



Contact Name:

Name of all Directors /
Management Committee:

Contact Number/s:

Email address:

Residential Address:

Corporation Registered
Address:

Incorporated Association
Nominated Address:

Postal Address:

Suitability of Applicant:						
Has the applicant previously held a licence under the <i>Food Act 2006</i> , the <i>Food Act 1981</i> or a corresponding law:				☐ Yes	☐ No	
Has the applicant, including an executive officer of the corporation or member of the association's management committee, ever had a licence refused, suspended or cancelled, or been convicted of a relevant offence, other than a spent conviction, under the <i>Food Act 2006</i> , the <i>Food Act 1981</i> or a corresponding law: <i>(if yes, please provide details as an attachment)</i>				☐ Yes	☐ No	
Food Safety Supervisor:						
All licenced food businesses must have at least one Food Safety Supervisor and for non-profit organisations, a nominated food handler.						
Name:						
Telephone Number:						
Skills and knowledge: Attach supporting documentation such as certificate 		Course code:				
		Date competency achieved:				
Are you taking over from an Existing Licensed Mobile Food Premises:						
☐ Yes – complete section A below		☐ No – complete section B below				
A	☐ I am taking over an existing licensed mobile food business and not making any changes					
	☐ I am taking over an existing licensed mobile food business and making changes <i>(Before proceeding further, complete an Application for Suitability of Premises Assessment and submit with this application)</i>					
B	☐ I am fitting out a new mobile food premises <i>(Before proceeding further, complete an Application for Suitability of Premises Assessment and submit with this application)</i>					
Business Details:						
Business Trading Name:						
Vehicle/Vessel Details:		Registration:		Make:		
		Model:		Other Identifier:		
Proposed start date for new licence:						
Are you taking over an existing Food Business currently licensed in Qld:						
☐ Yes - complete below		☐ No - Proceed to next section (food preparation)				
Previous trading name:						
Previous Licence Number:						
Last day of trade of previous licensee: (date)						
Existing licensee's declaration: <i>Must be completed by the existing food licence holder, not the new applicant</i>		I declare that I am no longer the operator (licensee) of the above mentioned premises and wish to be removed as the licensee effective from (date):				
		I wish to retain my food licence and amend it to another location			☐ Yes	☐ No
		I understand that I will need to surrender my food licence for these premises and my licence will be cancelled as part of this application process			☐ Yes	☐ No
		Name of signatory:				
		Signature:			Date:	

Food Preparation:						
Types of food to be prepared and/or sold: <i>(attach menu if available)</i>						
What Food related processed do you undertake: <i>(please select all that apply)</i>		☐ Atmospheric Packing <i>e.g.: Vacuum packing</i>		☐ Cooking & Selling for immediate consumption <i>e.g.: dine in or takeaway</i>		
		☐ Cooling		☐ Delivery/transport		
		☐ Juicing		☐ Manufacturing for wholesale <i>NB: food recall system required</i>		
		☐ Packing/Repacking food <i>e.g.: dried spices</i>		☐ Preparing food <i>e.g.: chopping</i>		
		☐ Roasting coffee beans		☐ Sous vide		
		☐ Toasting or reheating only of previously cooked food		☐ Washing food <i>e.g.: fruit & vegetables</i>		
		☐ Other <i>(describe)</i> :				
Food Safety:						
Designated Hand wash facilities:		Capacity in Litres:		☐ Paper Towel	☐ Soap	☐ Bin
Temperature monitoring:		☐ Probe Thermometer		☐ Records		☐ Not undertaken
Provide details of cleaning & sanitizing procedures, including the name of the food grade sanitizer you use:						
Do you have processes and procedures for all of the activities of your food business:		☐ Fully documented	☐ Partially documented	☐ Not documented		
Do all food handlers have relevant training: <i>Relevant means relates to the type of food handling</i>		☐ Yes	☐ No	☐ Other		
Provide details if you use any off site storage:						
Amendment to Licence:						
Applicant Name:						
Food Licence Number:						
Details of amendment:						

Applicant Declaration:

If the application is made by a corporation, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association.

I acknowledge the application fee may not be refundable if assessment of the application has commenced. The application fee includes one inspection, any additional inspections may incur further fees.

I declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.

I am aware that it is an offence to knowingly provide false or misleading information. I am also aware that it is an offence to commence operating a food business without an approved food business license.

I have read and understood the above declaration:

☐

Name of Individual / Organisation:

Name of Signatory:

If applicant is an organisation

Position:

Proprietor, Director, Manager etc.

Signature:

Date:

Prescribed Fees:

The term of an annual food business licence applies from 1st October to 30th September each year.

Pro Rata 6 months applicable from 1 April (i.e. 50% for 1-6 months)

Please refer to "Regulatory Services - Schedule of fees and charges for permits and licences" on Council's website.

Payment Options

note that payment can only be made after the application is received by Council

BPAY:

☐ Please tick if you would like an invoice to be emailed so you can pay by BPay

In person:

☐ Payment by EFTPOS at Customer Service Centres

Via phone:

☐ Please tick if you would like to pay by credit card, and an officer will call you to take payment

Please return your completed application via one of:

By email: enquiries@cassowarycoast.qld.gov.au

By post: Cassowary Coast Regional Council, PO Box 887, Innisfail QLD 4860

In person: For Customer Service locations & office hours, visit: [Contact Council | Cassowary Coast Regional Council](#) or phone 1300 763 903

Cassowary Coast Regional Council – Information Privacy Statement:

Cassowary Coast Regional Council is collecting your personal information in accordance with the *Information Privacy Act 2009 (QLD)*, and other applicable laws. Your information is being collected for the purpose of processing your application and/or responding to your enquiry. It may be used by authorised Council officers and disclosed to other agencies or third parties where required or permitted by law. Providing this information is voluntary; however, if you do not supply the requested information, Council may be unable to provide the requested service. You have the right to access and amend your personal information held by Council, subject to legal constraints. For more information, please view Council's Privacy Policy on Council's website www.cassowarycoast.qld.gov.au

The Council may, by written notice, request the applicant to provide further reasonable information or clarification of information, documents, or materials to be included in the application. Council may require an application to include site plans, management plans, relevant consents, evidence of public liability insurance etc. Please note an application to Council may require approvals under another Act, for example in relation to development, building, liquor carriage of goods and business licensing etc. Should the applicant not provide information, documents, or materials to be included in the application, the application may lapse. See Section 7 *Cassowary Coast Regional Council Local Law No 1 (Administration) 2022*.