



Please read the *Application Guidelines* and the *Temporary Food Stall Licence, Structure and Operation Guide* before completing and submitting your application. Applications that are incomplete will not be accepted.

### 1 Application type *Select ONE only*

- New Licence for Level 1 Stall** *Complete Parts A, B, C, E and F*
  - Application is for a one-off event *Up to four consecutive days*
  - Application is for a one-off event *More than four days up to twelve days*
  - Application is for an Annual Licence

or

- New Licence for a Level 2 Stall** *Complete Parts A, B, C, E and F*
  - Application is for a one-off event *Up to four consecutive days*
  - Application is for a one-off event *More than four days up to twelve days*
  - Application is for an Annual Licence

or

- Amendment to Annual Licence** *Complete Parts A, D, E and F*

Existing Licence no.

### Office Use Only

DART Application no.

DART Permit no.

### 2 Licence fee reduction *Tick if applicable. Refer to the Application Guidelines for further information.*

- This application is for a charitable organisation

## PART A

### 3 Premises address *Use official address of premises location*

Unit no.	Street no.	Street	Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 4 Real Property description

Lot	Plan	Lot	Plan
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

or

Location *Park, etc.*

## PART B

### 5 Applicant

Individual's full name *Person/s applying to be the new licensee*

Title	Surname/Family name	First name	Middle name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

or

Corporation's/Incorporated Association's full name *Corporation/Incorporated Association applying to be the new licensee*

**PART B Continued**

Full names of all: directors of a Corporation/management committee members of an Incorporated Association  
*If insufficient space attach a list*

Title	Surname/Family name	First name	Middle name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**6 ABN Mandatory for any business**

**7 Registered address** *Not a PO Box*

**8 Postal address**

**9 Business/Trading name**

**10 Contact person's name**

**11 Contact details**

Business phone no.	Business fax no.	Business mobile no.
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail		
<input type="text"/>		

**12 Agent or Consultant** *Details of person making application on behalf of the operator*

Name		
<input type="text"/>		
Address		
<input type="text"/>		
Business phone no.	Business fax no.	Business mobile no.
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail		
<input type="text"/>		

**13 Nominated Food Safety Supervisor** *Refer to the Application Guidelines*

Title	Surname/Family name	First name	Middle name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Food Safety Supervisor's relevant experience *Provide details of experience*

Contact details

Business phone no.	Business mobile no.
<input type="text"/>	<input type="text"/>

## PART C

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### Licence specific details

#### 14 Categories

Level 1

Type of food or processing

Level 2

Type of food or processing

15 Type of event or name *If applicable*

16 Stall/site number *If applicable*

17 Proposed duration

Number of days	Dates

## PART D

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18 Amendment/s to Annual Licence *Give details of proposed amendments*

## PART E

### 19 Completion checklist *Required with this application* *Tick box/es*

- |  |                          |
|--|--------------------------|
| 1. Completed and signed application form             | <input type="checkbox"/> |
| 2. Correct fee paid or enclosed                      | <input type="checkbox"/> |
| 3. Proof of Charity Status if requesting reduced fee | <input type="checkbox"/> |
| 4. Food safety supervisor notification               | <input type="checkbox"/> |

**Office Use Only**

**NOTE:** *It is your responsibility to ensure you obtain all relevant approvals. An approval for a Temporary Food Stall Licence under the Food Act 2006 does NOT constitute approval of other aspects of your operation.*

## PART F

### 20 Applicant's suitability statement, declaration and signature

Have you ever had a licence refused, suspended or cancelled, or been found guilty of an offence under the Food Act 1981, Food Act 2006 or corresponding law in other States and Territories?

No  Yes  *Give details in an attachment*

I understand that the information provided in and with this application may be disclosed publicly under the Freedom of Information Act 1992 and the Evidence Act 1977.

I am aware that it is an offence to knowingly provide false or misleading information.

Name *Individual or Corporation/Incorporated Association*

Signatory Name *If applicant is Corporation/Incorporated Association*

Signatory Position *Proprietor, Director, Manager*

Signature

Date

### Lodge your completed application at any Council Regional Business Centre or mail to your nearest Centre

*Council's Regional Business Centres provide localised business and community services around Brisbane to builders, developers, small business, the trades, industry and community groups. Multi-disciplinary teams service these regional offices.*

**In person** *EFTPOS available*

#### **Central Region**

Brisbane Square, 266 George Street, Brisbane

**Mail to:** Brisbane City Council, GPO BOX 1434, BRISBANE QLD 4001

#### **East Region**

Westfield Carindale, 2 Millennium Boulevard, Carindale

**Mail to:** Brisbane City Council, Locked Bag 50, MANSFIELD DC QLD 4122

#### **North Region**

960 Gympie Road, Chermside (opposite the Tax office)

**Mail to:** Brisbane City Council, Locked Bag 960, VIRGINIA DC QLD 4014

#### **South Region**

Sunnybank Hills Shoppingtown, Shop 301, Level 1, 661 Compton Road, Sunnybank Hills

**Mail to:** Brisbane City Council, Locked Bag 301, ACACIA RIDGE DC QLD 4110

#### **West Region**

46-56 Coonan Street, Indooroopilly (opposite roundabout)

**Mail to:** Brisbane City Council, Locked Bag 3046, TOOWONG DC QLD 4066

#### **General Postal Address**

Brisbane City Council

GPO BOX 1434

BRISBANE QLD 4001

# Temporary Food Stall Licence Application Guidelines

## Notes in relation to specific fields on the application

For all fields, if the space is insufficient please provide the required information in a clearly marked attachment.

### 1 Application type

Select **New Licence for Level 1 Stall** if your proposal is for a higher risk temporary food stall, including:

- Preparing, storing, handling or cooking unpackaged foods
- Sampling (taste testing) changing the state of food through cooking, blending, processing on site, eg. *cooking prepackaged raw meat*.

Select **New Licence for Level 2 Stall** if your proposal is for a lower risk temporary food stall, including:

- Unpackaged potentially hazardous baked goods prepared in licensed premises, eg. *cream cakes*. Handling unpackaged non-potentially hazardous 'snack foods' is not licensed under the Act
- Storing and selling primary produce requiring temperature control but with no preparation, eg. *seafood, meat, poultry, dairy*.

Select **Amendment to Annual Licence** if you propose significant changes to your operation, eg. *change of conditions, activity or type of foods*.

### 2 Licence fee reduction - Charity status

If the activity is carried out by a not-for-profit organisation less than 12 times a year and does not provide seated meals, the activity is not a licensable food business. Manufacturing of food is a licensable food business.

Only tick this box if your activity is of a nature where a reduction or waiver of fee is applicable and your organisation is listed in Appendix A of Brisbane City Council's current Fees and Charges.

### 3 Premises address

You must use the official address of the location where the activity will be carried out. This address cannot be a post office box. If the official address is difficult to define, give a detailed description of the location. If you are proposing a stall in a Park, give details in field below. Where your application does not relate to a specific location, list your registered business address or residential address here.

### 4 Location

Give the real property description, ie. *Lot and Plan*, for the site you will operate on, or alternatively give the location if in a park or other public place.

## PART B

### 5 Applicant

The primary applicant must be the person who will hold the licence and registration and be legally responsible for the operation.

- Where the applicant is an individual, provide full name, eg. *Mr John Peter Smith*
- Where the applicant is a partnership of individuals, provide full name of all individuals, eg. *Mr John Peter Smith, Mr David Geoffrey Smith and Miss/Mrs/Ms Mary Jane Smith*
- Where the applicant is a corporation or an incorporated association, provide full name of corporation or incorporation association as registered, eg. *Queensland Best Pty Ltd or My Company Ltd*. Note that a business name is not a legal entity and **cannot** be the licensee.

### 6 ABN

Give your Australian Business Number here. Any person or organisation that conducts a business is issued with an ABN.

### 7 Registered address

This is the address of the registered office where you can receive legal documents. This may be the same address as the location of the activity. A post office box **cannot** be a registered office. If you do not have a registered address, use your residential address in this field.

### 10 Contact person

You may want to nominate a contact person for the application, eg. *your manager*. An organisation **must** nominate a contact person.

### 11 Contact details

Give the contact details where you can be reached on a daily basis during business hours.

### 12 Agent or Consultant details

If an agent or consultant is assisting you with the application, the relevant details must be supplied. This person will receive all correspondence in relation to the application, but will not be listed as the licensee or receive future correspondence such as renewal notices. *Leave this section blank if you are not using an agent.*

### 13 Nominated food safety supervisor

Commencing 1 July 2007 all licensed food business must have an approved food safety supervisor/s. Until 1 July 2007 please leave this field blank.

## **PART C**

### **Permit specific details**

#### **14 Categories**

See Temporary Food Stall Licence, Structure and Operation Guide for description of the applicable category. Give a brief description of the type of food you are proposing, and also the processes used, for example:

- Full preparation of meals including cooking of rice, reheating of casseroles and curries, serving of pre-prepared salads. Hot foods kept in bain marie after cooking, cold foods in portable cold room
- Selling unpackaged baked goods, including cream filled cakes and bread products.

#### **15 Type of event or name**

Give the type of event, eg. *for fund raising activities at a commercial site, at a market, fair or festival* or other description. If you are proposing a stall associated with a market, fair or festival, also give the name here.

#### **16 Stall/site number**

The stall or site number given to you by the organisers of the event/ market if applicable, and more than one stall at the event.

#### **17 Proposed duration**

Give the days and dates that you are proposing to operate your temporary food stall. If you are applying for a one-off event, this period cannot exceed four consecutive days. If you are operating for longer than this, you must lodge an application for each period of up to four days. If you are applying for an annual licence, specify the days, eg. *every first and third Sunday*.

## **PART D**

#### **18 Amendment to licence**

This section is only applicable if you are requesting an amendment to your current annual licence. You need to clearly indicate the proposed amendment, eg. *alteration or expansion to the activity, change of conditions or dates of operation*. Please attach supporting documentation where relevant.

## **PART E**

#### **19 Completion checklist**

The checklist is used both by the applicant to make sure that the application is complete and by Council officers to quickly assess if all vital elements of the application have been included. Please note that where you are required to attach additional information and plans, these needs to conform to the requirements as listed in this guideline or in the Temporary Food Stall Licensing, Structural and Operational Guide.

## **PART F**

#### **20 Applicant suitability, declaration and signature**

If you are supplying commercially sensitive or confidential information, please ensure you mark such information clearly. If the application is made by an organisation or an incorporated association, the person signing this form must occupy a position that is legally entitled to make an application on behalf of the organisation or incorporated association.