Barcoo Shire Council

6 Perkins Street or PO Box 14
JUNDAH QLD 4736

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Food Act 2006

Food Business Licence Application 2025-2026

Contact Council if you have any specific enquiries regarding fees or how to complete this form. Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

Application is for

☒ Renewal or application for a new FBL Fee $200.00

Applicant/s details

If applicant is a company, insert company name and CAN / ARBN

Company name	ACN/ARBN
Title Mr ☐ Mrs ☐ Ms ☐ Miss ☐ ☐ Other (specify)	
Family Name	
Given Names	
Position	
I declare the information provided in this application to be true and correct.	
Signature	Date ☐☐ / ☐☐ / ☐☐☐☐
Title Mr ☐ Mrs ☐ Ms ☐ Miss ☐ ☐ Other (specify)	
Family Name	
Given Names	
Position	
I declare the information provided in this application to be true and correct.	
Signature	Date ☐☐ / ☐☐ / ☐☐☐☐

Current Food Business Licence No.

Licence no.	Expiry date

Contact details

Select as applicable.

☐ Business ☐ Private

Contact person
Postal Address
Locality / Suburb State ☐☐☐ Postcode ☐☐☐☐

Contact Ph ☐☐ ☐☐☐☐ ☐☐☐☐ Contact Fax ☐☐ ☐☐☐☐ ☐☐☐☐
Mobile ☐☐☐☐☐☐☐☐☐☐ e-mail:

Office Use Only	
Entered by	
Application no.	

Business details

Business name must be registered with the Office of Fair Trading.

Business Name ABN ☐☐☐☐☐☐☐☐☐☐☐

If vehicle or stall –advise exact location??

Street address

Locality / Suburb State ☐☐☐ Postcode ☐☐☐☐

Enter postal address if different from street address.

Postal address

Locality / Suburb State ☐☐☐ Postcode ☐☐☐☐

Contact person

Contact ph ☐☐ ☐☐☐☐ ☐☐☐☐ Mobile ☐☐☐☐☐☐☐☐☐☐

Contact fax ☐☐ ☐☐☐☐ ☐☐☐☐ e-mail:

Real property description – refer to Rates Notice.

Lot no.	Reg. plan no.	Parish	County

Description of food business: (*eg. Café, restaurant, cannery, etc*)

Does your business involve any off-site catering? ☐ Yes ☐ No

Vehicle details

Do you deliver food in vehicle? ☐ Yes ☐ No

Do you handle or prepare food in the vehicle? ☐ Yes ☐ No

If yes, how many vehicles do you use? ☐ 1 - 5 ☐ 6 -10 ☐ 11+

Vehicle details

If there are additional vehicles, please attach additional vehicle information to this form.

Type	Reg no.
Type	Reg no.
Type	Reg no.
Type	Reg no.
Type	Reg no.

Current approval details

Please insert your approval number for each approval type issued by Local Government.

Approval Type	Approval No.	Office Use Only
Building approval		
Plumbing and drainage approval		
Development approval		
Trade waste approval		
Other – please specify		

Suitability of person to hold a licence

Skills & knowledge of applicants to sell safe and suitable food:

Have any of the applicants been convicted for a breach of any food legislation? *If the applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included.*

☐ No ☐ Yes If Yes, please attach details

Have any of the applicants previously held a licence under the Food Act 2006, the Food Act 1981 or a corresponding law that was suspended or cancelled? If the applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included.

☐ No ☐ Yes If Yes, please attach details

Have any of the applicants been refused a licence under the Food Act 2006, the Food Act 1981 or a corresponding law? *If the applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included.*

☐ No ☐ Yes If Yes, please attach details

Nomination of food safety supervisor

Note: If you do not know the details of your food safety supervisor(s) at this time, do not complete this section. This will not affect the decision made on your application. However, you are required to provide the local government details of your food safety supervisor(s) within thirty (30) days of receiving your licence.
Food safety supervisor details
Name
Address
Business hours contact no.

Complete only if applying for an amendment.

Amendments

Provide details of proposed amendments

Please attach.

NOTE:
Applications for Renewal of License do not require attachments to be resubmitted.

Attachments

1. Two (2) copies of a Site Plan, drawn to scale not less than 1:100, showing the food premises location, waste storage, car parking, staff and public toilet facilities and adjacent land uses.
2. Two (2) copies of a Floor Plan, drawn to scale not less than 1:50, showing details of the layout of all equipment,fixtures and fittings in a bird's eye view (looking down on the premises).
   Sink details should be provided, including the type of sink (single bowl, double bowl, triple bowl, wash hand basin, or cleaner's sink), and the dimensions (or the size and depth of the sink). The floor plan should also indicate the type of materials and finishes used on equipment, fixtures, fittings, floors, walls and ceiling (such as stainless steel or laminated work benches, walls and ceilings finished in a high gloss paint and ceramic tiled floor with epoxy grouting).
3. Two (2) copies of a Sectional Elevation, drawn to scale not less than 1:50, showing a side-on view of the walls of the premises and should indicate the height of structures, benches, equipment and fixtures, including fixtures, fittings and equipment within cool rooms / freezer rooms (if applicable).-
4. Two (2) copies of a Hydraulic plan (plumbing and drainage plan), drawn to scale not less than 1:50, showing the location of water and sewage pipes and connection types, tundishes and grease traps.
5. Two (2) copies of a Mechanical Exhaust Ventilation Plan, drawn to scale of not less than 1:50, if mechanical exhaust systems are to be installed.
6. Two (2) copies of a Transport Vehicle Plan, drawn to scale of not less than 1:50, showing details of the layout of all the equipment, fixtures and fittings and the types of materials used.
7. Full explanation of selected box/es in the Suitability of person to hold a licence section (if applicable).

Please note: This application and fee MUST be lodged with your Council.

Office use only

Fee $200.00	Date / /
Schedule category	File no.
Receipt no.	Access no.
Registration no.	Licence no.

The information collected in this form will be used by Council for lawful purpose directly related to the functions and activities of the Council. Your personal details will not be disclosed to a third party outside the process of dealing with your application, except where required by legislation (including the *Right to Information Act 2009*) or as required by Queensland State Government. The information collected may be retained as required by the *Public Records Act 2002*.