

Application for Renewal of Food Business Licence

Use this form to apply for the renewal of a licence to operate a Food Business. This form is in keeping with the *Food Act 2006*. Contact Council if you have any specific enquiries regarding fees or how to complete this form. Fees are GST exempt unless otherwise stated. Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

Failure to renew the licence before 31 October 2024 will result in a restoration fee being applied and may result in Council commencing enforcement action for operating without a licence, an offence under the *Food Act 2006*.

Applicant Details

The Applicant does not need to be the owner of the land. In signing and lodging this application, the applicant is responsible for ensuring the information provided is true and correct.

Applicant 1 Surname

Given Name

Applicant 2 Surname

Given Name

Business Trading Name (if applicable)

ABN

Company Name (if applicable)

ABN

Postal Address

Physical Address

Email address

Lot Number

Registered Plan Number

Parish

Does your business involve any off-site catering

Yes No

Business Contact Number

Applicant Contact Number

Description of food business (e.g. cafe, restaurant, cannery etc.)

Food Business Licence Number

Applicant suitability of person to hold a licence

Skills and 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 (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 (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 (please attach details)

Nomination of food safety supervisor

Surname

Given Names

Title

Postal Address

Business Hours Contact Number

Mobile Number

Email address

Does the Food Safety Supervisor hold the relevant "Statement of Attainment" for food safety supervisor qualification?

 Yes

 No

Owner's Consent

This is the name and address of the owner/s of the premises. If there are additional owners, please attach additional owner information to this form.

Do you own the subject land upon which the Business for the Food Business Licence operates?

 Yes

 No

If no, do you have a lease over the Premises? Do you own the subject land upon which the Business for the Food Business Licence operates? If no, Owner's Consent is required with the renewal application

 No

 Yes, expiry date:

Surname / Company Name

Given Name

Title

Postal Address

Contact Number

Email Address

I being the owner/company director of the property described in this application hereby consent to the afore mentioned applicant/s making this application.

Signature

Date

Privacy Statement

Privacy Statement: Council is collecting your personal information in accordance with current legislation to process your application. The information will only be accessed by authorised council employees. 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 *Right to Information Act 2009*) or as required by Queensland State Government.

Applicant Declaration

I/We are the operator/s of the abovementioned activity and apply for the renewal of the Food Business Licence pursuant to the *Food Act 2006*. I/We declare that all information contained within this renewal application is true, correct and complete, to the best of my/our knowledge.

Applicant Signature

Date

Lodgement of your application

MAIL Post to 'PO Box 191, Barcaldine QLD 4725'
Email to council@barc.qld.gov.au

IN PERSON Visit any BRC Administration Office from 8.00am to 4.30pm
Monday to Friday with cash, cheque or EFTPOS

Alpha	43 Dryden Street
Aramac	35 Gordon Street
Barcaldine	71 Ash Street

PAYMENT Cheques or money order to be made payable to "Barcaldine Regional Council"
 Credit Card – Contact Council to arrange to pay (1% surcharge applies)
 Cash or EFTPOS (in person only)
 Direct Deposit – *paying direct to Bank account "Barcaldine Regional Council General Account" BSB 124001 Account Number 100026378. Use the Licence Number & Surname as the Reference. Email a remittance advice to council@barc.qld.gov.au*

Application Fees for 2024 / 2025 Financial Year

1311-1000-0000	Annual Renewal	\$	179.00
1311-1000-0000	Restoration of Licence (plus renewal fee)	\$	60.00
1311-1000-0000	Additional Inspection (fee per hour)	\$	121.00
1311-1000-0000	Copy or replacement Licence	\$	11.50
1311-1000-0000	Licence Amendment – Minor	\$	91.00

Office Use Only

Date received:

Amount Paid: \$

Receipt No.:

Date Paid:

CSO:

Licence No.:

Food Safety Supervisor

What is a food safety supervisor?

A food safety supervisor is a person who has advanced food safety skills and knowledge and must have the authority to supervise and give directions about matters relating to food safety to people who handle food in a food business. Their role is to make sure the business is handling food safely.

Who needs a food safety supervisor?

Every licensed food business must have a food safety supervisor to ensure food is being handled safely.

Who can be a food safety supervisor?

A food safety supervisor must be a person who is reasonably available to advise and supervise each food handler at a food business on a day-to-day basis. There may be more than one food safety supervisor for each food business.

Responsibilities

A food safety supervisor must:

- know how to recognise potential food safety hazards of the business and ensure the risks are prevented or managed
- have skills and knowledge of food safety matters that are relevant to the business and share skills and knowledge to improve awareness of foodborne illness
- have the authority to supervise and give directions about food safety matters to other food handlers at the business
- help foster a positive food safety culture, where food safety is a top priority
- be reasonably available to be contacted while the food business is operating by
 - any food handler at the food business
 - the local government that licensed the food business.

What is 'reasonably available'?

The *Food Act 2006* requires a food safety supervisor to be 'reasonably available' to be contacted by food handlers at the food business and by the local government. 'Reasonably available' generally means that the food safety supervisor physically works on-site and oversees the day-to-day food handling operations of the food business.

A food safety supervisor should be located on the premises whenever food handling of high-risk unpackaged foods is being undertaken or should be able to be easily contacted (for example, by phone) if established food handling procedures are in place at the business.

If the food safety supervisor is absent from a food business (for example, on a short holiday up to 30 days), there should be documented standard operating procedures (written procedures) to ensure directions about matters relating to food safety are available to those who handle food. For an extended leave of absence, another food safety supervisor needs to be appointed.

A food safety supervisor is not required to be available when the business is operating but no food handling is being undertaken. For example, if a sporting club kitchen closes at 9pm but the club remains open until 11pm for entertainment, a food safety supervisor is not required after 9pm.

Training and certification

Under the Food Standards Code, Standard 3.2.2A, *Food Safety Management Tools*, food safety supervisors for [category one](#) and [category two](#) food businesses (excluding the handling of food for or at a fundraising event) **must obtain a food safety supervisor certification at least every five years.**

It is recommended that food safety supervisors for all other licensed food businesses obtain the same certification to demonstrate that they have the required level of skills and knowledge to be a food safety supervisor.

The food safety supervisor should be able to provide their certificate to an authorised officer, if requested.

A food safety supervisor requires training based on the food sector that they are working in. Competency codes and titles are set by the National Quality Council and may change. If your food safety supervisor has a different competency code or title, contact [your local government](#) for advice.

What are category one and category two businesses?

Category one

A **category one** business is a food business that:

- a. is a caterer or a food service; **and**
- b. processes unpackaged potentially hazardous food, into a food that is:
 - i. potentially hazardous food; **and**
 - ii. ready-to-eat food.

Examples of **category one** businesses include:

- restaurants
- takeaway outlets
- caterers
- bakeries.

Category two

A **category two** business is a food business that offers for food for retail sale that is:

- a. potentially hazardous food; **and**
- b. ready-to-eat food, where that food:
 - i. was received unpackaged by the food business or was unpackaged by the food business after receipt; **and**
 - ii. was not made or processed (other than slicing, weighing, repacking, reheating or hot-holding the food) by the food business.

Examples of **category two** businesses may include retail such as:

- delicatessens
- market stalls
- service stations
- convenience stores.

Source: Food Standards Australia and New Zealand, [Food Standards Code](#), Standard 3.2.2A, [Food Safety Management Tools \(PDF, 2 MB\)](#).

How often is training required?

A food safety supervisor certificate is valid for five years for category one and category two food businesses. The certification will need to show that the participant has successfully completed the required units of competency.

A complete course will need to be repeated every five years for category one and category two food businesses. Alternatively, some RTOs may offer refresher food safety supervisor courses for those who have received the qualification previously.

How to find training courses

A food safety supervisor certificate for [category one](#) and [category two](#) food businesses must be obtained from a Registered Training Organisation (RTO).

A person who has a Statement of Attainment issued by an RTO for the national competencies identified above satisfies this requirement. Training is nationally recognised, so it does not matter where the RTO is located.

To find an RTO:

- visit [training.gov.au](https://www.training.gov.au) ([Opens in new window](#))
- enter the recommended competency code in the search field
- in the search results, select 'Find RTOs approved to deliver this unit of competency'.

Food businesses are encouraged to confirm that the chosen training provider is a current RTO and will provide a statement of attainment upon successful completion of the relevant competencies.

More information?

- <https://www.qld.gov.au/health/staying-healthy/food-pantry/starting-a-food-business/skills-and-knowledge/food-safety-supervisors>
- https://www.health.qld.gov.au/_data/assets/pdf_file/0027/813618/food-safety-supervisors.pdf
- <https://www.foodstandards.gov.au/sites/default/files/2023-12/Standard%203.2.2A%20Food%20Safety%20Management%20Tools-%20corrected%20271123.pdf>
- <https://www.foodstandards.gov.au>