

McKinlay Shire Council

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Food Business Licence Renewal Form

Section 1 – Applicant details

Full Name: _____

Telephone: _____ Mobile: _____

Facsimile: _____ Email: _____

Address: _____

Section 2 – Food business details

Contact name for this application: _____

Telephone: _____ Mobile: _____

Facsimile: _____ Email: _____

Company Name: (if applicable) _____

Trading Name: (if applicable) _____

Description of food business: (eg café, restaurant, cannery etc) _____

Does your business involve and off site catering? Yes / No

Address of Food Premises: _____

Real Property Description: Lot No. _____ Plan No. _____

Postal Address of Food Premises: _____

Office Use Only

Entered By: _____

Application Number: _____

Section 3 – Current approval details

Please insert your approval number for each approval type issued by local government.

Approval Type	Approval Number	Office Use Only
Building Approval		
Plumbing and Drainage Approval		
Development Approval		
Trade Waste Approval		
Other - please specify		

Section 4 – Suitability of a person to hold a licence

Skills and Knowledge of applicants to sell safe and suitable food:

Have any of the applicants been convicted for abreach 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.

Yes / No (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.

Yes / No (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.

Yes / No (if Yes, please attach details)

Section 5 – 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 (30) days of recieving your licence.

Food safety supervisors details:

Name:

Address:

Business hours contact number:

Checklist	
Check that to have all of the following approvals, if required, prior to submitting your application.	<input type="checkbox"/> Building approval <input type="checkbox"/> Plumbing & Drainage approval <input type="checkbox"/> Development approval <input type="checkbox"/> Trade Waste approval
Have you completed all sections of this form.	<input type="checkbox"/> Food licence application form
Check that you have included two copies of each of the following plans:	<input type="checkbox"/> Site plan <input type="checkbox"/> Floor plan <input type="checkbox"/> Sectional elevation plans <input type="checkbox"/> Hydraulic plans <input type="checkbox"/> Mechanical exhaust ventilation plan <input type="checkbox"/> Transport vehicle plan (if applicable)
Make sure the following fees are included:	<input type="checkbox"/> Application fee <input type="checkbox"/> Licence fee
Check you have nominated a food safety supervisor for the food business (if known).	<input type="checkbox"/>
If you are a wholesaler, supplier, manufacturer or importer, have you included your recall system.	<input type="checkbox"/>

Signature (Please sign):

Date

(Day/Mth/Yr)

____ / ____ / ____

Office Use Only

Fee: _____ Date: _____

Scheduled Category: _____ File No. _____

Receipt No. _____ Access No. _____

Registration No. _____ Lience No. _____