



# New food premises licensing process

Information on approvals, legislation requirements, inspections etc. have been collated below to provide you with an indicative timeline for licensing of a new food premises.

Stage	Required action
<b>Pre-construction stage</b>	<p>Obtain relevant Food Business application forms from Council's website: <a href="http://www.frasercoast.qld.gov.au/food-business">www.frasercoast.qld.gov.au/food-business</a> or call <b>1300 79 49 29</b>.</p> <p>Obtain relevant approvals from other Council departments:</p> <ul style="list-style-type: none"> <li>• Planning and Growth</li> <li>• Building Section</li> <li>• Plumbing Section</li> </ul> <p>Obtain relevant approvals from Wide Bay Water - Trade Waste section (e.g. grease interceptor).</p> <p>Plan the design, construction and fit-out in accordance with:</p> <ul style="list-style-type: none"> <li>• Food Safety Standard 3.2.3 'Food Premises and Equipment', and</li> <li>• Australian Standard AS 4674-2004 'Design, Construction and fit-out of food premises'.</li> </ul> <p><b>Submit the 'Application for approval to construct or refit premises' and detailed plans to Environmental Health for approval prior to commencing any works.</b></p>
<b>Construction stage</b>	<p>Once approval for construction/refit is granted, you may commence building works on the premises, in accordance with approved plans and any conditions of approval.</p> <p><b>NOTE: This is not approval to start operating the business.</b></p> <p>Contact other statutory bodies for relevant information and licences as required (e.g. liquor licence, smoking laws, food labelling) as these approvals may take some time.</p> <p>Inspections may be arranged with Environmental Health to ensure works are being completed in accordance with the Conditions of Approval.</p> <p>Ensure the nominated Food Safety Supervisor has the required food safety competencies and other staff are suitably trained.</p> <p>Develop a Water Management Plan (to be approved by Council) and obtain a potable water analysis certificate if not using a town water supply.</p> <p>A food business licence will be issued if:</p> <ul style="list-style-type: none"> <li>• the construction or fit out of the food business is completed; and</li> <li>• is in accordance with the approved plans and conditions of approval; and</li> <li>• all relevant information has been provided (e.g. Food Safety Supervisor Certificate, Water Management Plan, Potable Water Analysis Certificate).</li> </ul> <p>If the proposed food business is to include Footpath Dining and/or Footpath Advertising contact Council's Community Rangers Section on 1300 79 49 29 for further information.</p>
<b>Final stage</b>	<p>Contact Council's Environmental Health Section at least 3 business days before the scheduled opening of the premises for trade to arrange a Final Inspection.</p> <p>Display the Food Licence publicly at the premises and start operating the business in accordance with the <i>Food Act 2006</i>.</p>