

Application Checklist for establishing and operating a Fixed Food Business

Council has provided you with a summary of different approvals and licences you may require to operate a fixed food business. Please read through the list and review the supporting information available on the links provided. We strongly recommend reviewing all information prior to submitting any of the applicable applications. The checklist is generally in the order that your separate applications should be lodged.

Pre-lodgement

Council departments are happy to engage in pre-lodgement meeting at Council or onsite prior to making an application. A pre-lodgement will assist in officers giving you the correct advice for your proposal and requirements to include as part of your application. Please contact Council for more information.

Business planning preparation and growth

For essential information on planning, starting and growing your business visit www.business.gov.au

Planning

Before setting up a fixed food business you should check if a development application must be lodged with Council. This can be done by scheduling an appointment with Councils Duty Planner. For more information see [Development Applications](#)

Building Approval

A building certifier will assist you to determine if your property has the appropriate classification to be occupied in the manner you propose. You can obtain information about building certifiers in our area from the Queensland Building and Construction Commission. www.qbcc.qld.gov.au or using the QBCC online licence search [finding a licensed certifier](#).

Business Registration

The Australian Securities and Investment Commission (ASIC) governs business name registration and registration for an Australian Business Number (ABN is completed via the Australian Business Register). www.asic.gov.au

Food Business Licence

Businesses that sell food may be required to apply for a licence. [The Food Business Licence Application guide](#) and [Fixed Premise Fit Out Guide](#) provide advice on licensing, making an application and requirements to comply with the *Food Act 2006*. Further information regarding [Food Safety for Businesses](#) visit Councils' website.

Food Safety Programs

Certain types of food businesses are required to make an application for accreditation of Food Safety Program (FSP) with their licence application. If your business activity involves onsite catering, off site catering, a childcare centre, a private hospital, aged care facility or serves a vulnerable population you may be required to make an application. Refer to the [Fact Sheet on Food Safety Programs](#) for further information.

Food Safety Supervisor

All licensed food businesses are required to nominate a Food Safety Supervisor (FSS) within 30 days of the issue of the licence. A FSS is required to take a lead role in supervising food safety in the food business. A food safety supervisor must obtain the qualifications as indicated on the [Food Safety Supervisor Fact Sheet](#).

Plumbing and Drainage Approval

The installation and or alteration of plumbing and drainage associated with trade waste requires Council approval. All plumbing and drainage works must be conducted by a licensed plumber. Visit the [Handy Information and Links - Plumbing](#) page on Council's website for further information.

Trade Waste Permit

Food Businesses that discharge trade waste to Council's sewage system may be required to install a treating system such as a grease trap and make application for a trade waste permit. Information may be found on Councils' website under [Trade Waste](#).

Local Laws

Food business that are intending to have table and chairs or signage on public land or property are required to make an application for Commercial Use of Road [Application for Commercial Use Of Roads](#)

Liquor Licence

If you intend to sell or serve alcohol on the premises you will need to apply for a liquor licence. Please visit the Office of Liquor and Gaming for further information. www.olgr.qld.gov.au

This checklist is designed to provide you with a broad overview of the types of approvals needed for a food business.

This is a summary only and its content is subject to change.

For further information please visit Council's web site www.livingstone.qld.gov.au