KING ISLAND COUNCIL

Food Act 2003 84, 87 & 89

APPLICATION FOR FOOD BUSINESS LICENCE 2026/27

Application for Notification, Registration/Renewal of a Food Business

For help completing this form, please contact your local council's Environmental Health Officer

PART 1: TYPE OF APPLICATION

	I am notifying my intention to operate a food business (s84); or
	I am applying to register a food business (s87); or
	I am applying to renew a food business' registration (s89)

PART 2: TYPE OF BUSINESS

	The food business is a one-off event
	The food business is an ongoing business
	The food business is a mobile food business
	The food business will operate from fixed premises

PART 3: FOOD BUSINESS PROPRIETOR'S DETAILS

Applicant's Full Name (name of the individual or company that will carry on the food business)

Name of Applicant:	
ABN/ACN:	Date of Birth (for non ABN/ACN holders) / /
Business Address:	
	Postcode:
Postal Address:	
	Postcode:
Telephone Number:	Mobile Number:
Email:	

PART 4: BUSINESS DETAILS

Trading Name:	
On-site Contact (If different from applicant)	
Telephone Number:	Mobile Number:
Email:	

Hours of Operation

Monday	Tuesday	Wednesday
Thursday	Friday	Saturday
Sunday		

For Mobile Food Business
Vehicle registration number (if applicable):
Address where vehicle is garaged, or equipment stored

Proposed start date if trading:

PART 5: FOOD AND FOOD HANDLING ACTIVITIES

List the types of foods to be sold (please attach details if insufficient space, a menu or product list may suffice)

Types of food handling activities or processes to be used

No Processing		Cook-chill/sous vide	
Cooking		Vitamising	
Cooling		Packaging/Repacking/Labelling	
Reheating		Vacuum packing	
Hot holding/Cold holding		Preparation in advance (>4hours)	
		Other (specify)	

PART 6: FOOD BUSINESS LAYOUT – MOBILE FOOD BUSINESS

For mobile food business: please attach an A4 plan or photographs clearly depicting the layout of your vehicle, cart, tent, booth or other mobile structure. Refer to the *Guidelines for Mobile Food Businesses* for more information)

PART 7: FOOD PREPARATION & STORAGE – MOBILE BUSINESS

If any food sold from a mobile food business is to be prepared and/or stored at another location not mentioned above, please provide details, including the address of any premises where food it to be stored or prepared. Attach details if insufficient space.

PART 8: APPLICANT DECLARATION

I declare that the information provided on this form is true and correct.

I understand and agree that information on this form, and about the business and its on-going operation, may be shared between Authorised Officers, councils, and other jurisdictions to assess this application and the business' compliance with the *Food Act 2003*.

☐ I consent to receiving communications about this application in electronic form

Applicant Name	Applicant Signature	date

RISK CLASSIFICATION P1 New application & renewal	$282.00 ☐	RISK CLASSIFICATION P2 New application & renewal	$256.00 ☐
RISK CLASSIFICATION P3 New application & renewal	$239.00 ☐	RISK CLASSIFICATION P3-N & P4 New notification	$213.00 ☐
Temporary Food Business ☐	$14.00	50% discount applies to not for profit and community	

Office Use Only

Receipt No:	Date: