

# Mount Isa City Council

23 West Street, Mount Isa

PO Box 815,

Mount Isa QLD 4825

Telephone 07 4747 3200

Facsimile 07 4747 3209

Email [city@mountisa.qld.gov.au](mailto:city@mountisa.qld.gov.au) Website [www.mountisa.qld.gov.au](http://www.mountisa.qld.gov.au)



Food Act 2006

## Drinking Water Carrier Licence Application

Contact Council if you have any specific enquiries regarding fees or how to complete this form.

Type or print clearly and select boxes where applicable.

Enter 'N/A' if the question does not apply.

### Application Type

New Application OR  Renewal  Annual OR  6 Months or Less, 1<sup>st</sup> Jan to 30<sup>th</sup> June

If applicant is a company, insert company name and ACN / ARBN

### 1. Licensee Applicant Details - as registered on ABN/ACN (name to be displayed on Licence)

Company name

ACN / ABN

Title

Mr

Mrs

Ms

Miss

Other (specify)

Family name

Given names

Position

Postal Address

Email Address

Phone Number

Fax No

Mobile Number

I declare the information provided in this application to be true and correct.

Signature

Date

/

/

### 2. Business Details

Business name must be registered with the Office of Fair Trading. (Indicate actual site where activity will take place).  
If a vehicle or stall – Enter postal address if different from street address.

Business name

Street address

Locality / Suburb

State

Postcode

Postal address

Locality / Suburb

State

Postcode

Contact person

Email Address

Phone Number

Fax Number

Mobile Number

Real property description – refer to Rates Notice.

Lot no.

Reg. plan no.

Parish

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

### 3. Vehicle Details

Do you deliver food in a vehicle?  Yes  No  
Do you handle or prepare food in the vehicle?  Yes  No

If yes, how many vehicles do you use?

1. Vehicle Type:	Rego:	Color:
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Vehicle Make:	Vehicle Model:
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2. Vehicle Type:	Rego:	Color:
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Vehicle Make:	Vehicle Model:
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Capacity of Tank:	Tank Construction Material:
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Internal lining:	Backflow Prevention Device Fitted?	Yes		No
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Details of equipment (*including delivery pump fitted to water tank*):

Source and Location of Where Water is Obtained:

Other Tanker Uses:

If there are additional vehicles, please attach additional vehicle information to this form.

### 4. Suitability of Person to Hold a Licence

Skills & 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 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.*

No  Yes 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.*

No  Yes If Yes, please attach details

### 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 thirty (30) days of receiving your licence.

Food Safety Supervisor Name:

Address:

Business hours contact no.:

## 6. Attachments

Please submit the following attachments with your completed application:

1. Completed Drinking Water Carrier Self-Assessment Checklist.
2. Written confirmation that your water carrier vehicle complies with the standards required on the attached information fact sheet. If your tanker does not meet these standards, then a Drinking Water Carrier Licence will not be obtainable.
3. Written confirmation that the delivery hoses comply with relevant Australian Standards, such as AS 2070- 1999 (Plastic materials for food contact use) or relevant international standard - contact the manufacturer/supplier of the hoses.
4. Written confirmation that the lining materials used within containers and fittings comply with Australian Standard 4020-2005 (Testing of products for use in contact with drinking water) - contact the manufacturer/supplier of the tanker.
5. Written confirmation (laboratory certificate) from a certified laboratory that testing has been conducted to confirm the tanker is properly sanitized before use for potable (drinking water).
6. Written confirmation of the source of the drinking water and confirmation that it is potable and meets the drinking water standards.
7. A basic plan of the tanker showing all the items required (signage, valves etc.).
8. Supporting evidence of your nominated Food Safety Supervisor's qualifications.
9. Payment of the application fee

**NOTE:** Applications for a **Renewal of Licence does not require the attachments to be resubmitted.**

### PRIVACY STATEMENT

"Mount Isa City Council is collecting your personal information on this form in order to comply with its responsibilities and obligations as a Local Government. The information will only be accessed by authorised Council employees who have a legitimate need for the information to process applications, requests etc. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law".



# application



## Sundry Debtors Application / Update of Information

This form is to be used when a Sundry Debtor first applies to have a Sundry Debtors account with Council and when updating Sundry Debtor details. Please complete the details below and return to the Revenue Department within seven (7) days of receiving this application.

Debtor Code (Office Use Only)		Report Group Code (Office Use Only)	
Entity Full Name (as per ABN)			
Trading Full Name			
Business Address			
Postal Address			
Accounts Payable Officer Name			
Accounts Payable Email			
ABN / ACN Number			
Phone		Mobile	
Fax		Email	
Council's preferred method of correspondence is via Email. Please provide an email address for invoices to be sent to:			
<b>Details of any Current Accounts or Properties held with Council</b>			
Do you currently hold any other debtors account/s with Council? If YES, please list all accounts held		YES / NO	
Do you own any properties within the Mount Isa City Council Region? If Yes, please supply details of property (Property Address / Assessment Number)		YES / NO	
<b>Service Type</b>			
<input type="checkbox"/> Waste Management	<input type="checkbox"/> Water & Sewerage	<input type="checkbox"/> Batch Plant – Concrete	
<input type="checkbox"/> Town Planning / Building	<input type="checkbox"/> Environmental Health	<input type="checkbox"/> Other (Please specify) _____	
What will be the average volume and/or value of goods and services per month? _____			
<b><u>FOR Waste Management Accounts ONLY</u></b> – Please indicate ALL Registrations of Vehicles AUTHORISED to Use this Account: *			

Company Authority Position & Name:		
Company Authority Signature:		Date:
<p><i>This section must be completed by a legal representative: the individual, the Company Owner/s, Director/s, Chief Executive Officer and/or Manager. By signing this Debtor Form you the applicant acknowledge having read and understood the terms and conditions governing the Debtor arrangements between the applicant and Mount Isa City Council, as set out on this form.</i></p>		

Please turn over page to review and sign Mount Isa City Council's Terms and Conditions. Your debtor application will not be processed unless the Debtors Application/Update Debtors Information Form & Terms and Conditions are fully completed and signed.

### OFFICE USE ONLY

Officer	Signature	Date	Approved
Senior Revenue Officer Approval:			YES / NO
Department Officer:			
Revenue Officer Processing Application:			

### PRIVACY STATEMENT

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Version 1.0 Dated 07 February 2019 - [8.Sundry Debtor Application - Update of Information Version 2.0 Dated 19 February 2019.docx](#)

# Sundry Debtors Application / Update of Information Terms & Conditions

From here within, the “applicant” refers to individuals, the company and/or business that have applied to hold a Sundry Debtors account with Mount Isa City Council. “Council” refers to the Mount Isa City Council as a whole, including all sections and subsidiaries of the entity.

Prior to issuing any credit, the applicant is required to complete the attached Sundry Debtors Application / Update of Information application and return it to the Council’s Revenue Department for processing. The completion and return of this form is the sole responsibility of the applicant. A sundry debtor’s account will not be created until this application form is returned, completed and approved by Council following credit checks. Please be advised that until your account has been approved by Council, all goods and services must be paid for prior to supply.

**Council reserve the right to refuse to issue a line of credit to individuals, the company and/or businesses that have other sundry debtor/s accounts and properties with Council that are currently in arrears. All current accounts, including any rating accounts, need to be paid in full before Council will consider issuing a new line of credit.**

By signing this application form you agree to abide by Council’s payment policy, which is strictly net (30) days from the invoice issue date. Council reserves the right to suspend or cancel the supply of goods and services to any account which does not comply with this policy.

In accordance with the Sundry Debt Recovery Policy (available for viewing on [www.mountisa.qld.gov.au](http://www.mountisa.qld.gov.au) )

- 30 Days after invoice is issued – Reminder Letter & Statement Issued
  - Advising:
    - Charges are overdue.
    - Legal action maybe initiated unless the debt is paid in full or an approved payment commitment is entered into within fourteen (14) days.
    - Letter is also to advise that credit with Council is suspended and that all goods/services must be paid for upfront until the account arrears are cleared.
  
- 14 days after issue of Reminder Letter – Notice of Proposed Legal Action & Statement Issued
  - Advising:
    - Sundry Debtor that legal action may be initiated unless the debt is paid in full or an approved payment commitment is entered into within fourteen (14) days.
  
- 14 days after issue of Notice of Proposed Legal Action – Recovery Action
  - Advising:
    - Council or Council’s appointed Legal Representative or Debt Recovery Agent will issue a letter of final demand to advise that if payment in full or an agreed payment arrangement is not entered into within fourteen (14) days, legal recovery action may commence.

All requests for a supply of goods and services by Council must be accompanied with a Purchase Order or a Letter of Authority from the customer, except where a purchase order covering a whole month period has been submitted. If a purchase order is covering a whole month period, this must be stated on the purchase order. This will ensure that the service provided has been appropriately authorised by the debtor. Purchase Orders and Letters of Authority must be on company letterhead and contain the following:

- ABN/ACN
- Name & Postal Address
- Contact Details
- Dates authorisation is effective
- Council’s Goods & Service/s the customer is permitted to use / obtain
- Quoted price (if applicable)
- Signature of an authorised representative of the company (Chief Executive Officer, Director, Manager or Owner)

**DECLARATION**

*By signing this Sundry Debtor Application Terms & Condition Section;*

*I, (Company Authority Name) \_\_\_\_\_ being the applicant, acknowledge that I have read and understand the Sundry Debtors Application Terms & Conditions that govern the Sundry Debtors arrangement between myself (the applicant) and the Mount Isa City Council, as set out in this form. I further acknowledge that should I fail to adhere to the above terms and conditions, that my Sundry Debtors account will be suspended and / or cancelled with no further allowance for credit.*

<b>Company Authority Position &amp; Name:</b>			
<b>Company Authority Signature:</b>		<b>Date:</b>	



## Drinking Water Carrier Self-Assessment

This checklist is designed as a guidance tool to ensure food premises operators are prepared for an inspection by a Council Environmental Health Officer. These requirements are based on the Food Safety Standard 3.2.2 (Food safety practices and general requirements) and Food Safety Standard 3.2.3 (Food premises and equipment). It does not limit your legal responsibilities and obligations under the *Food Act 2006*.

<b>Licence (Once Issued)</b>	✓
The licence or a copy of the licence is displayed within/on the vehicle.	
<b>Identification</b>	✓
The wording, "DRINKING WATER ONLY", is printed on each side of the vehicle at not less than 150mm in height.	
<b>Exterior Surfaces of Vehicle/Trailer/Tanker</b>	✓
Paintwork is in good order.	
Vehicle/Trailer/Tanker is kept in clean condition	
<b>Tanker Fittings and Equipment</b>	✓
Tanker fittings and equipment are structurally sound and in good order.	
Tanker fittings and equipment are appropriate to prevent contamination during loading, travelling and delivery.	
A backflow system is installed.	
<b>Tank Interior</b>	✓
The internal coating/lining is suitable for drinking water and applied in accordance with manufacturer's instructions.	
The interior is in a clean and hygienic condition.	
The interior is free from rust and foreign matter.	
<b>Delivery Hoses and Pipes</b>	✓
The distribution pipes are capped when not in use to prevent contamination.	
The interior surfaces of the hoses are structurally sound.	
The interior surfaces of the hoses are regularly cleaned and sanitised to prevent a build-up of slime.	
<b>Log Books</b>	✓
Log books are carried in each water tanker detailing: <ul style="list-style-type: none"> <li>- place where water is obtained, the amount drawn and the metered stand pipe readings</li> <li>- place and date where water is delivered and the amount at each location</li> <li>- printed name and signature of the driver for each delivery</li> <li>- any treatment carried out to the tanker</li> <li>- any rejection of water.</li> </ul>	

Your name: \_\_\_\_\_

Date: \_\_\_\_\_



# Fact Sheet

## Drinking Water Carrier

This fact sheet is designed as a guidance tool only. Water carriers delivering drinking water must apply for a Drinking Water Carrier Licence to comply with the Food Act 2006.

### Guidelines

- Vehicle must not be used for any other purpose than domestic water distribution.
- Carriers are required to be available for inspection by a Council officer at any time.
- Carriers may only source treated drinking water from an approved potable water source, eg Council standpipe.
- Adequate measures must be taken to prevent contamination of the source of supply, distribution tank and container into which the water is being transferred.
- Water carriers are required to be licensed with only one Council, even if they are delivering water to multiple council areas.

### Duty of Carriers

- Carriers must notify the Council of the district in which the business is registered, prior to undertaking the bulk cartage of drinking water.
- The operator of the vehicle must be trained and be proficient in its operation.
- Carriers must ensure that all persons involved in the bulk cartage of potable water are adequately trained.

### Signage on Tanks

The following information must be prominently displayed in signage:

- Trading name and phone number – not less than 75mm in height each
- The licence number and tanker approval number – not less than 100mm in height each
- Sign - "DRINKING WATER ONLY" – not less than 150mm in height
- Drinking Water Carrier Licence number.

### Hoses, pumps, fittings and water tank inner lining

Pump and related fittings (including hoses and pipes) are to be used only for drawing water for human consumption.

Delivery hoses must comply with relevant Australian Standards, such as 2070–1999 (Plastic materials for food contact use) or relevant international standard.

Hoses, fittings, pump and water tank must be kept leak-free in a clean and well-maintained condition externally and internally at all times.

Suitable storage areas for fittings and hoses must be provided on the tanker to prevent contamination; the delivery fittings attached to the delivery pump must be adequately capped and protected to prevent contamination of couplings and fittings.

Lining materials used within containers and fittings must comply with Australian Standard 4020-2005

(Testing of products for use in contact with drinking water).

Inner tank must be rust-free. If rust proofing is required, an approved rust-proof treatment suitable for drinking water must be used and applied in accordance with the manufacturer's instructions

Internal coating of mild steel for water distribution tanks must not be carried out until all welding has been completed and the interior surfaces of the tank have been thoroughly de-scaled and cleaned.

Queensland Water Resources Commission Technical Bulletin (TB19/1992) states that "coal tar-based products" are not recommended as internal coatings or linings for drinking water storages. Organic chemicals, leaching from these products, act as a food source for bacteria, consequently promoting bacterial regrowth.





# Fact Sheet

## Drinking Water Carrier

### Back Flow Prevention

Vehicles must be fitted with backflow prevention systems in accordance with Australian Standard 3500-2003 (Plumbing and drainage set). Back flow devices on tanks used solely for the bulk cartage of drinking water must conform to the medium hazard rating of Australian Standard/New Zealand Standard 3500.1-2003 (Plumbing and drainage - water services). The vessel must also display a back flow approval sticker from Council on the rear driver's side of the vessel.

### Sanitising of Tank, Fittings and Hoses

Cleaning and sanitising, with a solution of 35ml of sodium hypochlorite (12.5% available chlorine) per 1000L of water, must be done on a regular basis. This dose rate must give a free residual chlorine level of not less than 1 part per million (ppm) after 30 minutes contact time. The solution must then be disposed of in an approved manner, and the tanks, hoses and fittings flushed with clean water.

### Log Books

Details required in a log book include:

- Place where water is obtained, the amount drawn and the metered standpipe readings
- Place and date where water is delivered and the amount at each location
- Printed name and signature of driver for each delivery
- Any treatment carried out to the tanker
- Any rejection of water

### General information

If applying for a Drinking Water Carrier Licence for the first time, other approvals may include:

- Access to Council standpipes
- Local Laws permits if applicable
- A debtors account with Council
- Any treatment carried out to the tanker
- Any rejection of water

### Complaints regarding water quality from Council standpipes

To reduce the likelihood of complaints about contaminated water, the operator is encouraged to check the quality of water they collect from a Council-approved water source. If at any stage, the operator believes Council's water supply from the standpipes is contaminated, Council must be contacted immediately. The resident is also encouraged to check water quality (eg smell, taste, odour) prior to the water being discharged to their rainwater tank.

The majority of problems appear to occur when high organic content has built up in a customer's rainwater tank and this organic matter, algae and sludge have reacted with the delivered treated chlorinated supply, causing an unpleasant taste and odour problems.

Certain by-products can be produced or stirred up from the sludge and algae on the bottom and sides of the tank when chlorinated water is added to the tank. These by-products can include iodine, chlorine, ammonia, hydrogen sulphide (rotten egg gas) etc. Tanks that are underground, partly submerged or covered in vegetation are more

This Fact Sheet is designed to be completed in conjunction with the conditions of your Drinking Water Carrier Licence, *Food Act 2006*, *Water Act 2000* or any other relevant legislation.



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