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Food Act 2006

APPLICATION FORM ACCREDITATION OR AMENDMENT OF FOOD SAFETY PROGRAM

PURPOSE OF FORM: This form will be used to process your application for accreditation of a Food Safety Program or an amendment of an accredited Food Safety Program.

IMPORTANT INFORMATION

Application for:

- The Food Act 2006 prescribes licensable food businesses that require an accredited Food Safety Program. Licensable food businesses are required to have an accredited Food Safety Program if:
 - 1. The food business involves off-site catering.
 - 2. The primary activity of the food business is on-site catering at the premises stated on the food business licence.

☐ Accreditation of a Food Safety Program without Written Advice from an approved auditor (additional fees apply)

- 3. The primary activity of the food business is on-site catering at part of the premises stated on the food business licence.
- 4. The food business is carried on as part of a private hospital.

☐ Accreditation of a Food Safety Program with Written Advice from an approved auditor

☐ Amendment to an accredited Food Safety Program with Written Advice from an approved auditor

- 5. The food business processes or serves potentially hazardous food to six or more vulnerable persons (i.e. a person receiving care from a private hospital, aged care facility, childcare facility or is a client of a delivered meals organisation).
- New businesses that require an accredited Food Safety Program must submit a copy of the program for accreditation at the time of applying
 for a food business licence.
- Food businesses that do not require an accredited Food Safety Program may elect to apply for one and can do so by completing this form (fees apply).

☐ Amendment to an accredited Food Safety Program without Written Advice from an approved auditor (additional fees apply) For applicable fees and charges, please refer to page 3 of this Application Form.						
The applicant is to be the OWNER of the business. Trust funds are not acceptable (refer Section 53 of the Food Act 2006). Complete EITHER the Individual Applicant/s Section or the Registered Entity Section only. If a Company, insert Company Name and ACN. Business name relates to the Trading Name of the business and will appear on the Licence certificate.	Section 1 – Applicant's Details					
	Complete for Individual Applicant/s only:					
	Title:	Title:				
	Surname:	Surname:				
	Given Names:	Given Names:				
	OR Complete for Registered Entity/Company only:					
	Company Name:					
	Director's Name:					
	ACN:					
	Section 2 – Contact Details					
	On-site Contact Person:					
	Phone:	Email:				
	Section 3 – Business Details					
	Business Name:					
	Business Address:					
	Postal Address (if different to above):					
	Business Ph:	Business Fax:				
	Business Mobile:	Business Email:				

Section 4 - Food Business Activities (Please tick all relevant activities that require you to have an accredited Food Safety Program)

Privacy Notice: In using this form you are providing personal information such as name and contact details. This information will be used only for the purpose stated above and will only be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

Page 1 of 3 #2065408v4

CATERING		VULNERABLE POPULATIONS				
Off-site catering		Child Care facility				
On-site catering		Aged Care facility				
On-site catering in part of the premises		Delivered meals to vulnerable persons				
(>199 people, 12 times or more per year)		Private hospital	П			
Voluntary submission of Food Safety Program		·				
Section 5 – Amendment Details (This Section is only to be completed	d by applicants app	olying for an amendment to an accredited Food Safety Program).				
Please outline the amendments to the accredited Food Safety	Program and pro	ovide a copy of the changes made.				
Section 6 – Written Advice from an Approved Auditor						
Has Written Advice from an approved auditor been obtained?						
 Yes- Written Advice from an approved auditor provided. No- Written Advice from an approved auditor not provided.* 						
Applications for accreditation of a Food Safety Program may be submitted with or without Written Advice from an approved auditor. This advice will assist Council in determining whether your program complies with the <i>Food Act 2006</i> . Such advice must be provided on the approved Queensland Health form and must state whether or not the auditor considers that - a) the program complies with Section 98 of the <i>Food Act 2006</i> ; and b) implementation of the program is reasonably likely to effectively control the food safety hazards of the food business to which the program relates.						
For a list of approved auditors please refer to: https://www.publications.qld.gov.au/dataset/food-safety-auditing/resource/62aaf1c5-f60b-4e0f-b726-488ac27d5a93 .						
*Should you wish to submit a Food Safety Program for accreditation without Written Advice from an approved auditor, please be advised that Council will engage an approved auditor on your behalf to obtain Written Advice prior to processing your application for accreditation of a Food Safety Program. Additional costs apply and payment of the invoiced amount must be received prior to accreditation being issued.						

Section 7 - Attachments -	
Please provide the following applicable attachments w	ith this application dependent on the type of application being lodged:
☐ A copy of Written Advice from an approved	g all associated documentation (i.e. record keeping templates).
OR	
Application for amendment of an accredited Food Safe A copy of the changes made to the food safe A copy of Written Advice from an approved	ety program.
Section 8 - Declaration -	
I	declare that the information provided by me in this application is true and correct
and I consent to the making of enquiries and exchange	e of information with authorities of any Local, State/Territory or Commonwealth Department
in regards to any matters relevant to this application.	
Signature of Applicant:	Date:

Applicable Fees and Charges:

The following fees apply to an Application for Accreditation of a Food Safety Program:

- Application Fee where Written Advice from an approved auditor accompanies the application- this fee applies to the lodgement and
 accreditation of the Food Safety Program, allowing for up to three hours of assessment. An additional hourly rate may be applied should
 assessment exceed three hours.
- Application Fee where Written Advice from an approved auditor is not provided- this fee applies to the lodgement and accreditation of the Food Safety Program, allowing for up to three hours of assessment. An additional hourly rate may be applied should assessment exceed three hours. The Food Safety Program will be referred to an approved auditor for Written Advice prior to assessment. The auditor's fee will be invoiced to the applicant and payment is required prior to accreditation being issued.
- Amendment fee where Written Advice from an approved auditor accompanies the application- this fee applies to the lodgement and assessment of amendments to an accredited Food Safety Program, allowing for up to three hours of assessment. An additional hourly rate may be applied should assessment exceed three hours.
- Amendment fee where Written Advice from an approved auditor is not provided- this fee applies to the lodgement and assessment of
 amendments to an accredited Food Safety Program, allowing for up to three hours of assessment. An additional hourly rate may be
 applied should assessment exceed three hours. Amendments to the Food Safety Program will be referred to an approved auditor for
 Written Advice prior to assessment. The auditor's fee will be invoiced to the applicant and payment is required prior to approval being
 issued.

Please refer to the Fees and Charges Schedule in place at the time of making this Application for fee amounts. The Fees and Charges Schedule for the current financial year can be accessed on Council's website.

OFFICE USE ONLY					
Date: CSO Initials:	Amount Paid \$	Receipt Number:	Application Number: FSP		