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Application for Eat Safe Audit Star Rating Review or Re-grade Assessment

IMPORTANT INFORMATION
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 for which the completion of this form is intended 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*.

FEES & CHARGES INFORMATION
The following fees apply to an Application for a Eat Safe Audit Star Rating Review or Re-grade Assessment, depending on the type of application being made: **Star Rating Review (Internal Review)**- this fee applies to the lodgement of an Application for an Internal Review Request for an assigned star rating on the grounds of an administrative error, difference in opinion, or details that were overlooked during the Audit conducted by Council. This review is undertaken by a Senior Officer, and a determination is made to either uphold the assigned star-rating or assign a new star rating based on the findings of the review. No additional inspection of the premises is undertaken as part of this review process and the review is based on the audit report and any information submitted by the applicant. This application must be lodged within five (5) business days of the date of issue of the Eat Safe Audit Report. Where the review results in a successful outcome for the applicant, being that the star rating is increased from that assigned following the Audit, the fee paid for the Star Rating Review application will be refunded in full. **OR** **Minor or Major Re-grade Assessment**- this fee applies to the lodgement of an Application for a Minor or Major Re-grade of the premises involving a re-assessment of the premises, following notification from the applicant that all relevant non-compliances have been rectified, and the assignment of an updated star rating based on the results of this inspection. A licensee is eligible to apply for a Minor Re-grade where no more than three (3) minor non-compliances have been identified and rectified. Where four or more minor non-compliances, a major and/or a critical non-compliance has been identified and rectified, a Major Re-grade application is required. It is important to note that a Minor or Major Re-grade Assessment does not guarantee an increase in the assigned star rating. Should Officers identify any other non-compliances during the Re-grade Assessment, the star rating will be reflective of these findings. 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.

Section 1: APPLICATION TYPE	
Star Rating Review (Internal Review) (Complete sections 1-4, 6 and 7)	☐ Yes **OR** ☐ No Grounds for Request: ☐ Administrative error ☐ Difference in opinion ☐ Details overlooked during Audit Eat Safe Audit Date: ____/____/____
Minor Re-grade Assessment (Complete sections 1-3, 6 and 7)	☐ Yes **OR** ☐ No
Major Re-grade Assessment (Complete sections 1-3, 6 and 7)	☐ Yes **OR** ☐ No

Section 2: APPLICANT DETAILS	
APPLICANT ONE	
Title:	☐ Mr ☐ Mrs ☐ Ms ☐ Other: _____
Surname:	
Given Name/s:	
APPLICANT TWO	
Title:	☐ Mr ☐ Mrs ☐ Ms ☐ Other: _____
Surname:	
Given Name/s:	

OR

COMPLETE FOR REGISTERED ENTITY/COMPANY ONLY	
Company Name:	
Director/s Name/s:	

Section 3: FOOD BUSINESS DETAILS	
Licensee Name: *if not the applicant*	
Business Trading Name:	
Business Trading Address:	
Postal Address: *if different to above*	
Business Phone:	
Business Email:	
Accounts Email: *if different to above*	
On-site Contact Person (Manager):	
Mobile:	
After Hours Phone:	
Email:	
Food Business Licence Number:	
Date of Last Eat Safe Inspection:	____/____/____

Section 4: GROUNDS FOR REQUEST TO REVIEW STAR RATING (INTERNAL REVIEW) (To be completed for Internal Review Application)
Provide details of the matter/s to be reviewed and the grounds for requesting this review.

Section 5: DETAILS OF NON-COMPLIANCES AND REMEDIAL ACTIONS	
Describe the non-compliances identified: *(Attach a separate sheet of paper for any additional non-compliances)*	Non-compliance Item 1:
	Non-compliance Item 2:
	Non-compliance Item 3:
	Non-compliance Item 4:
	Non-compliance Item 5:
Describe the actions taken to rectify the non-compliances: *(Attach a separate sheet of paper for any additional non-compliances)*	Remedial actions to address non-compliance Item 1:
	Remedial actions to address non-compliance Item 2:
	Remedial actions to address non-compliance Item 3:
	Remedial actions to address non-compliance Item 4:
	Remedial actions to address non-compliance Item 5:

Section 6: SUPPORTING DOCUMENTATION/INFORMATION ***(List all supporting documentation and/or information and attach relevant documentation to this application).***

Section 7: 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 of information with authorities of any Local, State/Territory or Commonwealth department in regard to any matters relevant to this application.	
Signature of Applicant:	
Date:	