

**\*Privacy Collection Notice:** Logan City Council is collecting your name, the name and location of your business in accordance with the *Food Act 2006* in order to assess your application for a food licence. The information will only be accessed by employees and/or Councillors of Logan City Council for Council business related activities only. Your information will not be given to any other person or agency unless you have given us permission, or we are required or authorised by law to do so.

## **Food Act 2006**

I / we hereby make an application for

- Accreditation of a Food Safety Program (FSP) Existing food business licence no: **PH/FSDM/**
- Amendment of an accredited Food Safety Program
- Administration transfer of an accredited Food Safety Program (with no amendments to the program)

**If this is a new food business the Application for Food Business Licence form must also be completed and submitted with the required fee.**

**Provide an electronic copy of your Food Safety Program with your application.**

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## Section 1 - Applicant Details\*

Applicant name:

Individual's Full Name (Company or Proprietor) **Please note: Applicant must be the same as the food business licensee. A trading name or trust cannot hold a licence.**

Trading as:

Postal address:

ABN/ACN:

Contact person name:

Business phone number:

Mobile phone number:

Email address:

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## Section 2 - Site Details

Site address of premises or place (*Mandatory*):

Real property description (*refer to Rates notice or lease*) E.g. Lot 1 SP 234567:

### *Council use only*

LOGAN CITY COUNCIL  
PO Box 3226  
LOGAN CENTRAL DC QLD 4114  
ABN 21 627 796 435  
logan.qld.gov.au

Doc# 6723702 / File # 483479-1  
Health, Environment & Waste Branch  
Enquiries: Environmental Health  
TEL: (07) 3412 3412  
Email: COUNCIL@logan.qld.gov.au

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Dynamic, City of the Future**



**Food Sector** (please tick)

- Private hospital  
 Primary activity is on-site catering at the premises  
 Primary activity is on-site catering at *part* of the premises (\*serving 200 persons or more on 12 or more occasions per year)  
 Off-site caterer  
 Aged care  
 Child care  
 Delivered meals organisation  
 Voluntary submission
  - Café or restaurant
  - Food manufacturer
  - Supermarket
  - Other

All licensable food businesses are required to have a nominated food safety supervisor (FSS). The FSS must be reasonably available to both Council and food handlers whilst food is being handled. The food safety supervisor must also be able to supervise and give directions to staff about matters of food safety. Please attach the food safety supervisor's statement of attainment for the required units of competency. Contact Council for course codes. If you do not know the details of your food safety supervisor, you have thirty (30) days to notify Council once your licence is issued.

Name of food safety supervisor: \_\_\_\_\_

Business hours contact number: \_\_\_\_\_

**Section 3 - Food Safety Program Submission Checklist**Please tick  the appropriate box

Have you identified all food business processes?	Yes	N/A
Purchasing/Receiving		
Dry storage		
Cold storage		
Frozen storage		
Thawing		
Preparation		
Cooking food		
Cooling food		
Reheating and hot holding food		
Serving, self-service and displaying food		
Allergens, food packaging and labelling		
Transporting food		
Off-site events		
Have you systematically identified all potential hazards likely to occur for each food business process?		
For each potential hazard have you identified the controls (including critical control points) and appropriate corrective action to be taken when hazards are found not to be under control?		
Have you identified all required support programs eg pest control, cleaning and sanitation etc?		
Have you identified all required monitoring records eg temperature control, staff training etc?		
Have you identified and planned appropriate food safety and hygiene training?		

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## Section 4 - Food Safety Program Amendment

Please tick  if appropriate

- If proposing to change the way food is handled that would result in potential new hazards being introduced, which also require effective control measures, the Food Safety Program must be amended. If yes, provide:
- an electronic copy of the amended Food Safety Program; and
  - cover sheet outlining the specific changes made.

## Section 5 – Certification

As the applicant, I apply for accreditation of a Food Safety Program as part of my food business licence in accordance with the information provided. I am aware that it is an offence to knowingly provide false and misleading information and declare:

1. That I am authorised to sign on behalf of the person (meaning a corporation or individual/s) and commit this person (meaning a corporation or individual/s) in all respects; and
2. If written advice of an approved 3<sup>rd</sup> party auditor is supplied, that the approved 3<sup>rd</sup> party auditor did not assist or was not involved with the development of the Food Safety Program submitted for accreditation.

Applicant signature: \_\_\_\_\_

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

Name in full: \_\_\_\_\_

Position: \_\_\_\_\_

## Section 6 FEES (Not subject to GST)

**Food Safety Program accreditation fees** are additional to the food business licence application fees.

- |   |           |
|---|-----------|
| <input type="checkbox"/> Application for accreditation of Food Safety Program   | \$ 877.00 |
| <input type="checkbox"/> Application for accreditation of Food Safety Program - (with written advice of an approved 3 <sup>rd</sup> party auditor supplied) | \$ 392.00 |
| <input type="checkbox"/> Application for amendment of Food Safety Program   | \$ 392.00 |
| <input type="checkbox"/> Application for an administrative transfer an accredited Food Safety Program only (with no amendments to the program)              | \$ 170.00 |
| <input type="checkbox"/> Consideration of subsequent additional written advice, plus \$170.00 per hour  | \$ 170.00 |

### PAYMENT OPTIONS



#### Paying by Mail:

Make your cheque or money order payable to LOGAN CITY COUNCIL.  
Complete the application form and return it to Council.



#### Paying by Phone:

Call Logan City Council on (07) 3412 3412 to pay with Mastercard or Visa. Please ensure you also return the signed application form to Council.



#### Paying in Person:

Cash, cheque, money order, EFTPOS, Mastercard or Visa.  
Please ensure you also return the signed application form to Council.

#### Council's Administration Centre

150 Wembley Road, Logan Central, 8am to 5pm weekdays (except public holidays), or  
Council's Customer Service Centres  
18-22 Honora Street, Jimboomba, 8am to 4.45pm weekdays (except public holidays), or  
105 George Street, Beenleigh, 8.am to 4.45pm weekdays (except public holidays).

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