

Eat Safe Logan Administrative Review Application

2024/25 Financial Year

Note: This form **must** be completed and submitted to Council within 10 business days from the date Council conducted the Eat Safe Logan inspection.

This application is for a a more senior officer than the Environmental Health Officer that conducted the Eat Safe Logan inspection to conduct a desktop review of the Eat Safe Logan inspection and supporting information.

The review decision will either:

- a) confirm the original star rating, or
- b) require a subsequent Eat Safe Logan inspection, or
- c) substitute another star rating for the original.

Once the formal review process is complete, you will be notified in writing of the outcome.

Section 1 - Applicant details (food business licensee details)

Applicant's name:
Individual's full name or company name.

Contact person name:

Postal address:

Postcode:

Food business address:

Postcode:

Food licence number: PH/FSDM/

Food business trading name:

Date of Eat Safe inspection: Star rating given:

Email address:

IMPORTANT: By providing your email you are agreeing to receive all correspondence electronically including licensing renewal information, letters, inspection reports, legal notices and other licensing related information.

Business telephone number: Mobile phone number:

PRIVACY COLLECTION NOTICE: Council is collecting your personal information to be able to provide services and information in accordance with the *Food Act 2006*. It may be used to update records, contact you about Council business, including by mail, email or SMS and can only be accessed by Councillors, Employees and Authorised Contractors. To unsubscribe or opt out of electronic correspondence, please email your request to council@logan.qld.gov.au. All information is handled in accordance with Council's Privacy Policy and Procedure Visit: <https://www.logan.qld.gov.au/information-and-privacy/privacy>.

Section 2 - Inspection details

Describe the matter to be reviewed and your desired outcome (e.g. what you believe should have been rated higher during the inspection).

Section 3 - Supporting documentation

Provide details to support your position and explain how it relates to the inspection). Attach copies of documents separately where necessary (e.g. pest control documentation).

Section 4 - Licensee authorisation

As the applicant, I apply for an administrative review to be conducted on the Eat Safe Logan inspection results.

I am aware that it is an offence to knowingly provide false and misleading information and declare:

Certification	Applicant 1	Applicant 2
I have read and understood the Eat Safe Logan Review and Re-grade Policy.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
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.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
That the information supplied is correct to the best of my knowledge or that I could reasonably obtain.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
I am aware that it is an offence to knowingly provide false and misleading information	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
I understand that failure to provide sufficient information may result in the application being refused.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
I understand that all information supplied on or with this application form may be disclosed publicly in accordance with the <i>Right to Information Act 2009</i> and the <i>Evidence Act 1977</i> .	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

Applicant 1	Applicant 2
Name/s in full <input type="text"/>	Name/s in full <input type="text"/>
Applicant signature <input type="text"/>	Applicant signature <input type="text"/>
Date <input type="text"/>	Date <input type="text"/>
Position <input type="text"/>	Position <input type="text"/>




Section 6 - Fees (Not subject to GST)

Your application cannot be processed unless the correct fees are paid in full.

If the administrative review finds Council is in error, the application fee will be refunded.

Application type	Fee
Eat Safe Logan Food Business Administrative Review	\$293.00

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 us on 07 3412 3412 to pay with Mastercard or Visa. Ensure you return the signed application form to Council. A merchant surcharge fee of 0.34% will apply.
	Pay online	We will send through a notice of account once the application is lodged for you to pay. Please note that your application will not be processed until full payment has been received. A merchant surcharge fee of 0.34% will apply.
	Paying in person	Cash, cheque, money order, EFTPOS, Mastercard or Visa. Ensure you also return the signed application form to Council.
	Customer service centre locations	Council Administration Centre 150 Wembley Road, Logan Central Beenleigh - 105 George Street, Beenleigh Jimboomba - 18-22 Honora Street, Jimboomba

Phone: 07 3412 3412

Email: council@logan.qld.gov.au