

Food Safety Program Application / Accreditation / Amendment

2025/26 Financial Year - **Food Act 2006**

I / we apply for (please tick):

If applicable, existing food business licence no: PH/FSDM/

- ☐ Accreditation of a Food Safety Program
- ☐ Amendment of an accredited Food Safety Program
- ☐ Administrative transfer of an accredited Food Safety Program (with no amendments to the program)

Important: If this is a new food business, the application for a food business licence must also be completed and submitted with the required fee. Provide an electronic copy of your Food Safety Program with your application.

Section 1 – Applicant Details

Important: Individual's full name or company name - We cannot accept a trading name or trust as the applicant.

Applicant / licensee name/s':			
Site address:			
		Post code:	
Postal address: (if applicable)			
		Post code:	
Trading name:			
ABN / ACN:			
Email:			
Business phone:		Mobile:	

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.

PRIVACY COLLECTION NOTICE: Logan City Council is collecting your personal information in accordance with Section 102 of the Food Act 2006 for the purpose of processing an application for accreditation of a food safety program. If we do not collect this information we are unable to accredit the food safety program. Within Australia, Council usually provides the information collected to other government agencies if required by law. For more information about privacy, please visit Council's website: www.logan.qld.gov.au/privacy

Section 2 – Site Details

Food Sector:

- ☐ Private hospital
- ☐ The 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/medical care centre
- ☐ Childcare
- ☐ Delivered meals organisation
- ☐ Voluntary submission
- ☐ Other:

Section 3 - Food Safety Program Submission List

Have you identified all food business processes?	Yes	No
Have you systematically identified all potential hazards likely to occur for each food business process?	☐	☐
Have you identified where, during food handling operations, each potential hazard identified can be controlled and the means of control? Including critical control points and critical limits.	☐	☐
For each potential hazard, do you have a system to monitor the means of control?	☐	☐
For each potential hazard, have you established appropriate corrective actions to be taken when a potential hazard is not under control?	☐	☐
Have you established a regular Food Safety Program review process? To ensure the Food Safety Program remains appropriate for the business.	☐	☐
Have you established appropriate Food Safety Program record keeping processes? Including records about action taken to ensure the business is carried on in compliance with the Program.	☐	☐

Section 4 - Food Safety Program Amendment

If proposing to change the way food is handled that would result in potential new hazards being introduced, which require effective control steps, the Food Safety Program must be amended. If yes, provide:

- ☐ An electronic copy of the amended Food Safety Program; and
- ☐ A cover sheet outlining the specific changes made.

Section 5 – Certification

Certification	Applicant 1	Applicant 2
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.	☐ YES ☐ NO	☐ YES ☐ NO
That the information supplied is correct to the best of my knowledge or that I could reasonably obtain.	☐ YES ☐ NO	☐ YES ☐ NO
If written advice of an approved 3 rd party auditor is supplied, that the approved 3 rd party auditor did not assist or was not involved with the development of the Food Safety Program submitted for accreditation.	☐ YES ☐ NO	☐ YES ☐ NO
I am aware that it is an offence to knowingly provide false and misleading information.	☐ YES ☐ NO	☐ YES ☐ NO

Applicant 1	Applicant 2
Name in full:	Name in full:
Applicant signature:	Applicant signature:
Date:	Date:
Position:	Position:

Section 6 – Fees (Not subject to GST)

Your application cannot be processed unless the form is complete, signed and correct fees are paid in full.

Application type	Fee
Application for accreditation of Food Safety Program - (with written advice of an approved 3 rd party auditor supplied)	\$ 539.00

Application for amendment of Food Safety Program	\$ 539.00
Application for an administrative transfer of an accredited Food Safety Program only (with no amendments to the program)	\$ 154.00
Consideration of subsequent additional written advice, plus \$85.00 per hour	\$ 85.00

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. Ensure you also 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