



Food Safety Program

Accreditation/Amendment Application

*Food Act 2006***Incomplete applications will not be accepted.**

This is not an application for a food business licence - please use the Food Business Licence Application.

- 1** Are you applying for a Food Safety Program Accreditation for a new premises?

No ☐

Yes ☒ You must also lodge a Food Business Licence Application and Food Safety Supervisor Notification/Alteration Application

- 2** What type of accreditation/approval are you applying for?

Tick ONE only

New Food Safety Program Accreditation ☐

NOTE: Written endorsement from a third party auditor must accompany this form when applying for a New Food Safety Program Accreditation. The application will not be accepted without this endorsement.

Approval of Amendment to Existing Accredited Food Safety Program ☐

Amendments may include identifying other hazards, controls, altering monitoring systems or changing corrective actions

Existing Accredited Food Safety Program no.

- 3** Is this application for a listed charitable organisation and your activity is of a nature where a reduction or waiver of fee is applicable?

A listed organisation is one that is listed in Appendix A of Brisbane City Council's *Schedule of Fees and Charges*.

No ☐

Yes ☒ Attach proof of status

- 4** What is the Food Business Licence number? *If known*

- 5** What is the official address of the food business?

For a mobile food business, you must give the address where the vehicle is stored, or your residential address.

This address cannot be a post office box.

Postcode

- 6** What is the business/trading name of the food business applying for the Food Safety Program Accreditation/Approval of Amendment?

Office Use Only

DART Application no.

DART Permit no.

- 7** Who is applying for accreditation/approval of amendment?

NOTE: The person applying for the accreditation must be the licensee.

Corporation/Incorporated Association ☐ **Go to 12**

Individual ☒ **Go to next question**

- 8** Individual's name

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Family name

First and middle name(s)

- 9** Individual's postal address

Postcode

- 10** Individual's contact details

Phone number

Fax number

Mobile number

E-mail address

- 11** What is your ABN?

Any person who conducts a business is required to have an ABN.

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12 Is a Corporation/Incorporated Association applying for accreditation/ approval of amendment?

A business name is not a legal entity and **cannot** hold accreditation.

No ☐ **Go to 17**

Yes ☐ **Go to next question**

13 Corporation/Incorporated Association's name

14 Corporation/Incorporated Association's postal address

 Postcode

15 Corporation/Incorporated Association's contact details

Phone number

Fax number

Mobile number

E-mail address

16 What is your Corporation/Incorporated Association's ABN?

Any organisation who conducts a business is required to have an ABN.

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17 What is the **registered** address of the food business?

This is the address where you can receive legal documents. This may be the same address as the location of the activity.

This address **cannot** be a post office box.

 Postcode

18 What is the type of food business?

Off-site caterer

Caterer serving potentially hazardous food at a place other than the principal place of business. Does not include delivering food to a consumer, i.e. *delivering pizzas*.

On-site caterer

Caterer preparing and serving potentially hazardous food, to all consumers of the food at the premises from which the business is carried on under an agreement which the food is predetermined type, number of persons, time and cost, i.e. *a wedding function*.

Private hospital ☐

Off-site caterer ☐

On-site caterer ☐

On-site caterer at
part of a business ☐

Vulnerable population, ☐
e.g. *child care, aged care,
nursing home, hospice*

Other ☐ **Give details**

QUESTIONS 19-23 (Only required for New Food Safety Program Accreditation applications).

NOTE: Information regarding registered auditors can be found on the Queensland Health website.

19 Third party auditor's name

NOTE: The nominated third party auditor must endorse the Food Safety Program and provide a report to Council before the program will be accredited. The approved Queensland Health form can be found at: www.health.qld.gov.au/industry/food/

20 Auditor's ID number

21 Auditor's official address

This address **cannot** be a post office box.

 Postcode

22 Auditor's contact details

Phone number

Fax number

Mobile number

E-mail address

23 Has the Food Safety Program been endorsed by this registered auditor?

NOTE: For amendments please contact Environmental Health Officer on 3403 8888 to discuss if the written endorsement is required.

No ☐ This accreditation will not be accepted.

Yes ☐ Attach report on approved form outlining endorsement of program.

24 Checklist

Attach additional information as required

Tick ALL that apply

Office Use Only

Correct fee enclosed or paid ☐

Proof of charity status if requesting reduced fee ☐

Two copies of food safety program ☐

Auditors report ☐

(New Food Safety Program Accreditation application ONLY)

25 Applicant declaration

If you are supplying commercially sensitive or confidential information, please ensure you mark such information clearly.

If the application is made by a corporation or an incorporated association, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association.

I understand that the information provided in and with this application may be disclosed publicly under the *Right to Information Act 2009* and the *Evidence Act 1977*.

I am aware that it is an offence to knowingly provide false or misleading information.

Individual/Organisation's name

Signatory name *If applicant is an Organisation*

Position *Proprietor, Director, Manager*

Signature

Date

Application lodgement options

By mail:

Return completed application to:

**Brisbane City Council
GPO BOX 1434
BRISBANE QLD 4001**

In person:

Applications can only be lodged at the Regional Business Centres.

For further information

Please contact Brisbane City Council on **133 BNE (133 263)** or visit Council's website at **www.brisbane.qld.gov.au**.