

Authorising provisions - Food Act 2006

If you have any specific enquiries regarding how to complete this form, please contact council's Healthy Places Unit.

Application type:

- New Food Safety Program Accreditation**
- Amendment to Accredited Food Safety Program**

1. Licensee details

Entity type	<input type="checkbox"/> Corporation	<input type="checkbox"/> Incorporated association	<input type="checkbox"/> Individual / other entity	ABN
Licensee Name	A business name, trust, shop name, partnership or unincorporated company is not considered a legal entity			Date of birth
Registered address (for correspondence)				
Suburb	State		Postcode	
Business phone	Alternate phone		Mobile	
Email				
Preferred method of contact for correspondence	<input type="checkbox"/> Email		<input type="checkbox"/> Post	

2. Business details

Food Licence number	Trading name			
Type of food business:	<input type="checkbox"/> On-site caterer	<input type="checkbox"/> Off-site caterer	<input type="checkbox"/> Private hospital	<input type="checkbox"/> Food service to vulnerable persons
	<input type="checkbox"/> Other food business:			
Business trading name				
Postal address (for council correspondence)				
Suburb	State		Postcode	
Licensee name	ACN / ABN No			
Preferred contact person				
Business phone	Alternate phone		Mobile	
Email address				
Food Safety Supervisor name/s				

3. Additional information required

The following must be attached to this application:

- A completed Notice of Written Advice from an approved auditor (refer below for register of approved auditors)
- One copy of your Food Safety Program. Where this is an application for an approval of an amendment, please also include a summary of the amendments

 Refer to Queensland Health's website www.health.qld.gov.au for the register of approved auditors.

4. Fees and charges
Privacy

 Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Council may provide information about you to any relevant Queensland State Department. Your personal information is dealt with in accordance with council's privacy policy.

www.sunshinecoast.qld.gov.au | mail@sunshinecoast.qld.gov.au | T 07 5475 7272

Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

Caloundra office 1 Omrah Avenue Caloundra Qld 4551

Maroochydore office 10 First Avenue Maroochydore Qld 4558

Nambour office Corner Currie and Bury Streets Nambour Qld 4560

Please select application type	Fees
<input type="checkbox"/> New Food Safety Program Accreditation – application fee only (CR-HP4735)	\$600.00
<input type="checkbox"/> Amendment to Accredited Food Safety Program (CR-HP6636)	\$199.00

5. Declaration of applicant

I/We, the applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with the Sunshine Coast Council. Should any of the details given in relation to this application be changed in the future, the applicant shall advise the Sunshine Coast Council in writing prior to any such change being implemented. I/We hereby make application for a food business licence under the *Food Act 2006* as set out in this form. I/We, the applicant, understand that Sunshine Coast Council use all provided contact details including email, phone calls and SMS for sending annual notices, reminders and verifying data. To opt out of all SMS and email contacts I/we must contact Sunshine Coast Council and specifically nominate to be excluded from emails or SMS.

Name	Signature	Position e.g. director, manager	Date
1.			
2.			

OFFICE USE ONLY

Application no.	Amount paid	Date paid	Receipt no.	Initial	Date stamp

The Food Act 2006 requires certain licensable food businesses must have a food safety program accredited by their local government. Licensed food businesses are required to have an accredited food safety program if:

- The food business involves off-site catering
- The primary activity of the food business is on-site catering at the premises stated on the food business licence
- The primary activity of the food business is on-site catering at part of the premises stated in the licence
- The food business is carried on as part of a private hospital
- The food business processes or serves potentially hazardous food for six or more *vulnerable persons**

* A vulnerable person is a person who receives care from one of the following:

- Hospital facilities including acute care, psychiatric, hospice, chemotherapy and renal dialysis facilities, aged care facilities including nursing homes, respite care, same day aged care and low care aged care facilities
- Child care facilities, including long day care, occasional day care and employer sponsored child care (does not include family day care)
- Is a client of a delivered meals organisation

Food safety program fact sheets, resources and relevant application forms can be found at www.lgtoolbox.qld.gov.au

6. Payment options

In person	Customer service centres: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays).			
By mail	Cheque or money order to be made payable to: Sunshine Coast Regional Council.			
	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money order	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa
	Card number		Expiry date	Amount \$
	Name on card		Signature of cardholder	
	Phone	Is a receipt required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No