

Food Safety Program Accreditation and Amendment Form



Privacy Notice: Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under section 102 of the *Food Act 2006*. Council deals with your personal information in accordance with law including the *Information Privacy Act 2009*.

This form is to be completed when applying for accreditation of a food safety program or amendment to an accredited food safety program for a food business carried on by the applicant. Food Safety Program amendment applications will be forwarded an invoice when the application is decided.

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Under the *Food Act 2006*, certain licensable food businesses in Queensland must have an accredited food safety program. Food businesses require an accredited food safety program if they provide offsite catering; onsite catering as the primary activity at the premises stated in the licence or part thereof; operate as part of a private hospital under the *Private Health Facilities Act 1999*; or produce potentially hazardous food for vulnerable populations at child care, aged care and hospital facilities.

Applicant Details				
Applicant name: <i>(if partnership or company)</i>				
Applicant name: <i>(if individual)</i>				
First		Middle		Last
Residential address: <i>(if individual)</i>				
Street number and name		City	State	Postcode
Postal address <i>(if different or company)</i> :				
Preferred contact number:			Email:	
Application Type				
Please select the relevant application type: <input type="checkbox"/> Accreditation <input type="checkbox"/> Amendment				
Licence Details				
Licence number:			Trading name:	
Premise location:				
Street number and name		City	State	Postcode
Business Type				
Please identify the relevant business type:				
<input type="checkbox"/> Offsite catering	<input type="checkbox"/> Child care centre	<input type="checkbox"/> Aged care facility		
<input type="checkbox"/> Onsite catering	<input type="checkbox"/> Private hospital	<input type="checkbox"/> Other <i>(please specify)</i> :		
Food Safety Auditor Details				
Rockhampton Regional Council requires the applicant to obtain a 'Notice of Written Advice' from an approved auditor as to whether the food safety program meets the criteria for food safety programs set out in section 104 of the <i>Food Act 2006</i> . Please visit the Queensland health website https://www.health.qld.gov.au/public-health/industry-environment/food-safety/auditing/choose-auditor for a list of approved food safety auditors.				
Food safety auditor's name:				

OFFICE USE ONLY	Date:	CSO:	Information checked: Y / N
	Amount:	Receipt number:	Licence number:

Declaration

I submit this Food Safety Program Accreditation and Amendment Form with supporting documentation as required. For amendment applications, I understand that Council will forward an account for the relevant fee for processing when the assessment is complete.

Applicant name:

Applicant signature:

Date:

Signatory name:

(if partnership or company)

Signatory position:

(if partnership or company)

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

- Two copies of the food safety program.
- 'Notice of Written Advice' from an approved food safety auditor.

Fees and Charges

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#).

Payment Information

In person | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

By phone | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

By post | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.