

# APPLICATION FOR FOOD SAFETY PROGRAM ACCREDITATION

Food Act 2006



<b>Purpose</b>	This application ONLY applies to those businesses that require a food safety program under the <i>Food Act 2006</i> or who wish to voluntarily submit a program. Contact the Environmental Health and Regulatory Services Team on 13 48 10 for more information.
<b>Purpose for food safety program application</b>	<p>What is the purpose for submitting the food safety program?</p> <p><input type="checkbox"/> Operating a child care centre with food preparation Child care centres are required to have a food safety program when they prepare and serve potentially hazardous food at the facility for children to consume. Serving of meals that have been provided by parents does not require a food safety program.</p> <p><input type="checkbox"/> Conducting off-site catering Offsite catering means serving potentially hazardous food at a place other than the principle place of business. It does not include delivering food (i.e. pizzas, platter of sandwiches) or sale of food from mobile premises or temporary premises</p> <p><input type="checkbox"/> Conducting on-site catering On-site catering means preparing and serving potentially hazardous food, to more than 199 persons at the premises from which the business is carried out on more than 11 occasions in a 12-month period. The catering is under an agreement whereby the food is of a predetermined type, number of persons, time and cost. Examples include wedding reception venues, function halls or large hotels whose primary food business is on-site catering.</p> <p><input type="checkbox"/> Operating an aged care facility</p> <p><input type="checkbox"/> Operating a private hospital</p> <p><input type="checkbox"/> Amendment to an existing accredited food safety program</p> <p><input type="checkbox"/> Other (please describe below) _____</p>
<b>Business details</b>	Trading name _____ Address where activity is carried out _____ (NOT a post office box) Suburb _____ State _____ Postcode _____ Business phone number _____ Email address _____
<b>Applicant/ licensee details</b> Complete either individual or company as applicable	<b>Individual 1</b> Full name _____ Postal address _____ Suburb _____ State _____ Postcode _____ Contact phone number _____ Email address _____

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## Individual 2

Full name \_\_\_\_\_

Postal address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact phone number \_\_\_\_\_

Email address \_\_\_\_\_

## Corporation/ incorporated association

Legal entity name \_\_\_\_\_

Australian company number \_\_\_\_\_

Postal address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact name \_\_\_\_\_

Contact phone number \_\_\_\_\_

Email address \_\_\_\_\_

## Food safety program

Please provide the following:

- A copy of the food safety program

Section 98 of the *Food Act 2006* states that a food safety program must:

- a) systematically identify food safety hazards that are reasonably likely to occur in food handling operations of the food business; and
- b) identify where in a food handling operation of the food business, each hazard identified in paragraph (a) can be controlled and the means of control; and
- c) provide for the systematic monitoring of the means of control; and
- d) provide for appropriate corrective action to be taken when a hazard identified under paragraph (a) is not under control; and
- e) provide for regular review of the program to ensure its appropriate for the food business; and
- f) provide for the keeping of appropriate records for the food business, including records about action taken to ensure the business is carried on in compliance with the program
- g) contain other information, relating to the control of food safety hazards, prescribed under a regulation.

- A copy of the written advice from a Queensland Health approved auditor

Townsville City Council requires the applicant to obtain written advice from an approved auditor as to whether this food safety program meets the criteria outlined in section 104 of the *Food Act 2006*.

Council will not proceed with assessing this application if written advice is not attached. To find an approved auditor visit Queensland Health's website: [health.qld.gov.au/public-health/industry-environment/food-safety/auditing/choose-auditor](http://health.qld.gov.au/public-health/industry-environment/food-safety/auditing/choose-auditor)

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<b>Applicant/ licensee declaration</b> To be completed by the licence holder	I declare that the particulars provided on this form are true and correct in every detail. I am aware that it is an offence to knowingly provide false or misleading information. <b>Note:</b> If the application is made by a corporation or 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.  Signature _____ Print name _____ Position _____ Date _____
<b>Payment options</b>	<input type="checkbox"/> <b>In person:</b> I will pay any fees at a Council Customer Service Centre upon submission of my application <input type="checkbox"/> <b>Via phone:</b> Contact me for my credit card details. Contact number: _____ (Visa or MasterCard payments are subject to a 0.5% payment processing fee.) <input type="checkbox"/> <b>Cheque</b> (must be received with application)
<b>Privacy collection statement</b>	Townsville City Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which council manages personal information is governed by the <i>Information Privacy Act 2009</i> (Qld). We are collecting your personal information in accordance with the <i>Food Act 2006</i> . The information will be used to process this application, update Council's records, and undertake any compliance-related activities where necessary. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you give your consent to this disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.
<b>Submit the form</b>	<b>Submit via email:</b> enquiries@townsville.qld.gov.au <b>Submit by mail:</b> Townsville City Council, PO Box 1268, TOWNSVILLE CITY QLD 4810. <b>Submit in person:</b> Townsville City Council Customer Service Centres located at: » 103 Walker Street, Townsville City; or » CityLibraries Thuringowa, 86 Thuringowa Drive, Thuringowa Central.