

Application for Food Safety Program Accreditation

Food Act 2006



Purpose

This application ONLY applies to those businesses that require a food safety program under *the Food Act 2006* or who wish to voluntarily submit a program. Contact the Environmental Health and Regulatory Services Team on 13 48 10 for more information.

Purpose for food safety program application

What is the purpose for submitting the food safety program?

- ☐ Operating a childcare centre with food preparation
Childcare 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.
- ☐ 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
- ☐ 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.
- ☐ Operating an aged care facility
- ☐ Operating a private hospital
- ☐ Amendment to an existing accredited food safety program
- ☐ Other (please describe below)

Business details

Trading name

Address where activity is carried out (NOT a post office box)

Suburb

State

Postcode

Business phone number

Email address

Applicant/ licensee details
Complete either individual or company as applicable

Individual 1

Full name

Postal address

Suburb

State

Postcode

Contact phone
number

Email address

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/resources/tools-for-auditors

Applicant/ licensee declaration 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.

Note: 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 _____ Date _____

Print Name _____

Position _____

Payment options - Payment must be made prior to assessment being undertaken

For current fees, please refer to the Regulatory Services schedule of fees and charges on Council's website.

☐ I will pay the applicable fee at Council's Customer Service Centre when submitting my application in person

☐ Credit card by phone: (Please provide phone number to call) _____
(Visa or MasterCard payments are subject to a 0.5% payment processing fee.)

☐ I will pay the applicable fee by cheque when submitting my application via post

Privacy Collection Statement

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 Information *Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Food Act 2006*. 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.

Submit the form

Email enquiries@townsville.qld.gov.au

Post Return your completed form together with cheque/money order payable to
Townsville City Council, PO Box 1268, TOWNSVILLE CITY QLD 4810

In person **SERVE Centre - Townsville City**, 103 Walker Street, Townsville City - 8am to 5pm, Monday to Friday
(cash, card, cheque, money order)

SERVE Centre - Citylibraries Riverway, 20 Village Boulevard, Thuringowa Central - 9am to 5pm,
Monday to Friday (card only)