

FOOD SAFETY SUPERVISOR – NEW, AMEND, REMOVE

Food Act 2006

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| Purpose | <p>All licensed food businesses must have a Food Safety Supervisor. Use this form to add a new Food Safety Supervisor to your nomination, amend existing Food Safety Supervisor details, or remove a Food Safety Supervisor.</p> <p>You must notify Council of the name of your Food Safety Supervisor/s within 30 days after receiving your food licence, and any changes to your food safety supervisor within 14 days.</p> |
| Business details | <p>Legal name _____</p> <p>Trading name _____</p> <p>Physical address _____</p> <p>Suburb _____ State _____ Post code _____</p> |
| Food licence number | <p>What is the business's food licence number?</p> <p>_____</p> |
| New, amend or remove? Complete relevant section/s below | <p><input type="checkbox"/> New nomination</p> <p><input type="checkbox"/> Amend details for an existing Food Safety Supervisor</p> <p><input type="checkbox"/> Remove a Food Safety Supervisor</p> |
| New Food Safety Supervisor Complete if relevant | <p>NEW FOOD SAFETY SUPERVISOR 1</p> <p>Full name _____</p> <p>Contact phone number _____</p> <p>Email _____</p> <p>Proof of specific food safety knowledge (over and above basic food safety training) must be provided. Please specify what evidence is being provided:</p> <p><input type="checkbox"/> Certificate of attainment course and institution OR Note: A copy of the certificate/s MUST be attached.</p> <p><input type="checkbox"/> Describe SPECIFIC food safety related experience</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |

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New Food Safety Supervisor continued

NEW FOOD SAFETY SUPERVISOR 2

Full name _____

Contact phone number _____

Email _____

Proof of specific food safety knowledge (over and above basic food safety training) must be provided. Please specify what evidence is being provided:

☐ Certificate of attainment course and institution OR

Note: A copy of the certificate/s MUST be attached.

☐ Describe SPECIFIC food safety related experience

Amend details of Food Safety Supervisor

Complete if relevant

EXISTING FOOD SAFETY SUPERVISOR 1

Full name _____

What details need to be updated? Provide information in the space below.

☐ Name

☐ Contact number

☐ Email

☐ Update Food Safety Supervisor Certificate

Note: A copy of the certificate from a Registered Training Organisation MUST be attached.

EXISTING FOOD SAFETY SUPERVISOR 2

Full name _____

What details need to be updated? Provide information in the space below.

☐ Name

☐ Contact number

☐ Email

☐ Update Food Safety Supervisor Certificate

Note: A copy of the certificate from a Registered Training Organisation MUST be attached.

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| Remove Food Safety Supervisor Complete if relevant | REMOVAL OF FOOD SAFETY SUPERVISOR 1 Full name _____ Contact phone number _____ Email _____ REMOVAL OF FOOD SAFETY SUPERVISOR 2 Full name _____ Contact phone number _____ Email _____ |
| Applicant declaration | <p>I understand that the information provided in and accordance with this application may be disclosed publicly under the <i>Right to information Act 2009</i> and the <i>Evidence Act 1977</i>.</p> <p>I am aware that it is an offence to knowingly provide false or misleading information.</p> <p>I declare that the information provided on this form and attachments is true and correct in every detail.</p> Full name _____ Position title _____ Signature _____ Date _____ 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. |
| Privacy collection statement | <p>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>. We are collecting your personal information in accordance with <i>Food Act 2006</i>. The information will be used to update our food safety supervisor records for your business and undertake any compliance actions as required. 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.</p> |
| Submit the form | <p>Email: enquiries@townsville.qld.gov.au</p> <p>Mail: Townsville City Council, PO Box 1268, TOWNSVILLE CITY QLD 4810.</p> <p>In person: Customer Service Centres are located at:</p> <ul style="list-style-type: none">» 103 Walker Street, Townsville City» Citylibraries Riverway, 20 Village Boulevard, Thuringowa Central (card only) |