



FOOD SAFETY SUPERVISOR – NEW, AMEND, REMOVE

Food Act 2006

Purpose	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. 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.
Business details	Legal name _____ Trading name _____ Physical address _____ Suburb _____ State _____ Post code _____
Food licence number	What is the business's food licence number? _____
New, amend or remove? Complete relevant section/s below	<input type="checkbox"/> New nomination <input type="checkbox"/> Amend details for an existing food safety supervisor <input type="checkbox"/> Remove a food safety supervisor
New food safety supervisor Complete if relevant	NEW FOOD SAFETY SUPERVISOR 1 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: <input type="checkbox"/> Certificate of attainment course and institution OR Note: A copy of the certificate/s MUST be attached. <input type="checkbox"/> Describe SPECIFIC food safety related experience _____ _____ _____ _____ _____



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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: <input type="checkbox"/> Certificate of attainment course and institution OR Note: A copy of the certificate/s MUST be attached. <input type="checkbox"/> 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. <input type="checkbox"/> Name <input type="checkbox"/> Contact number <input type="checkbox"/> Email _____ _____ _____ EXISTING FOOD SAFETY SUPERVISOR 2 Full name _____ What details need to be updated? Provide information in the space below. <input type="checkbox"/> Name <input type="checkbox"/> Contact number <input type="checkbox"/> Email _____ _____ _____



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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	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.
Submit the form	Email: enquiries@townsville.qld.gov.au Mail: Townsville City Council, PO Box 1268, TOWNSVILLE CITY QLD 4810. In person: Customer Service Centres are located at: » 103 Walker Street, Townsville City » CityLibraries Thuringowa, 86 Thuringowa Drive, Thuringowa Central.