

Food Safety Supervisor - New, Amend or 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 _____

Business address _____

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

Suburb _____

State _____

Postcode _____

Food licence number

What is the business's food licence number? _____

New, amend or remove?

Complete relevant section/s below

- ☐ New nomination
- ☐ Amend details for an existing Food Safety Supervisor
- ☐ Remove a Food Safety Supervisor

New Food Safety Supervisor

Complete if relevant

New food safety supervisor 1

Full name _____

Contact phone
number _____

Evidence of specific current food safety supervisor training undertaken within the previous five (5) years and from a registered training organisation (RTO) must be provided.

☐ Certificate of attainment course and institution attached.

New Food Safety Supervisor continued

New food safety supervisor 2

Full name _____

Contact phone
number _____

Evidence of specific current food safety supervisor training undertaken within the previous five (5) years and from a registered training organisation (RTO) must be provided.

☐ Certificate of attainment course and institution attached.

Amend details of Food Safety Supervisor

Existing food safety supervisor 1

Full name _____

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

☐ Name ☐ Contact Number ☐ Update Food Safety Supervisor Certificate

Note: (Certificate MUST be attached)

Existing food safety supervisor 2

Full name _____

☐ Name ☐ Contact Number ☐ Update Food Safety Supervisor Certificate

Note: (Certificate MUST be attached)

Remove Food Safety Supervisor Complete if relevant

Removal of food safety supervisor 1

Full name _____

Contact phone
number _____

Removal of food safety supervisor 2

Full name _____

Contact phone
number _____

Applicant Declaration

I understand that the information provided in and accordance with this application may be disclosed publicly under the *Right to Information Act 2009* and the *Evidence Act 1977*.

I am aware that it is an offence to knowingly provide false or misleading information.

I declare that the information provided on this form and attachments is true and correct in every detail.

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

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)