



Food Safety Supervisor Notification/Amendment

Food Act 2006

GST does not apply to these fees

Office Use Only

DART Application no.

DART Permit no.

A nominal fee applies to this notification.

Incomplete notifications will not be accepted.

This is not an application for a food business licence - please use the Food Business Licence Application.

NOTE: If there is more than one Food Safety Supervisor at your business, please photocopy this page and attach each person's details to the notification.

If a Food Safety Supervisor is responsible for multiple locations, a separate notification form is required for each food business licence.

1 What are you applying for? Tick **ONE** only

New Food Safety Supervisor Notification

*This notification must be made within **30 days** after the Food Business Licence has been issued.*

Amendment to existing Food Safety Supervisor details

*Please attach in writing request to retain or remove existing FSS. This amendment request and the attachment must be submitted within **14 days** of any changes.*

2 What is the Food Business Licence number?

NOTE: Number is located on certificate/renewal document.

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3 What is the official address of the food business?

For a Mobile Food Business, you must give the address where the vehicle is stored, or your residential address.

*This address **cannot** be a post office box.*

Postcode

4 What is the Business/Trading name of the food business?

5 Food business contact details.

Phone no.

Fax no.

Mobile no.

E-mail address

6 Food Safety Supervisor

NOTES:

The Food Safety Supervisor may be the licensee of the business.

*The Food Safety Supervisor must be **reasonably available** while food is being prepared (except in an unforeseen circumstance).*

A licensee may have more than one Food Safety Supervisor for a business.

A Food Safety Supervisor must meet the following requirements under the *Food Act 2006*.

- Have the necessary skills and knowledge to recognise, prevent and control food safety hazards relating to the operations of the food business;
- Authority to supervise and give direction to persons handling food about matters relating to food safety at the food business.

A Food Safety Supervisor may be called upon to demonstrate their ability to meet these requirements by a Council officer authorised under the *Food Act 2006*.

Full name of Food Safety Supervisor

Mr Mrs Miss Ms Other

Surname

First and Middle name(s)

Official address

*This address **cannot** be a post office box.*

Unit no. Street no. Street

Suburb

Postcode

Postal address

Postcode

Contact phone no.

() _____

Signature

7 Checklist

Attach additional information as required.

| Tick ALL that apply | Office Use Only |
|---|--------------------------|
| Correct fee enclosed or paid <input type="checkbox"/> | <input type="checkbox"/> |
| Proof of charity status if requesting reduced fee <input type="checkbox"/> | <input type="checkbox"/> |
| Additional page/s for Food Safety Supervisor notifications/amendment <input type="checkbox"/> | <input type="checkbox"/> |
| No 1-8 of form completed <input type="checkbox"/> | <input type="checkbox"/> |

8 Licensee approval

I certify that the Food Safety Supervisor details in this notification for the food business are correct.

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

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

If you are supplying commercially sensitive or confidential information, please ensure you mark such information clearly.

If the notification is made by a corporation or an 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.

Name of Individual/Organisation (*food business licence holder*)

Name of Signatory *If applicant is an Organisation*

Position *Proprietor, Director, Manager*

Signature

Date

Lodgement details

Lodge your completed notification in person at any Council Regional Business Centre or mail to your nearest Centre.

Council's Regional Business Centres provide localised business and community services around Brisbane to builders, developers, small business, the trades, industry and community groups. Multi-disciplinary teams service these regional offices.

In person – EFTPOS available

Central Region

Brisbane Square, 266 George Street, Brisbane

Mail to: Brisbane City Council
GPO BOX 1434
BRISBANE QLD 4001

East Region

Westfield Carindale, 2 Millennium Boulevard, Carindale

Mail to: Brisbane City Council
Locked Bag 50
MANSFIELD DC QLD 4122

North Region

960 Gympie Road, Chermside (opposite the Tax office)

Mail to: Brisbane City Council,
Locked Bag 960
VIRGINIA DC QLD 4014

South Region

Sunnybank Hills Shoppingtown, Shop 301, Level 1

661 Compton Road, Sunnybank Hills
Mail to: Brisbane City Council
Locked Bag 301
ARCHERFIELD BC QLD 4108

West Region

70 Station Road, Indooroopilly

Mail to: Brisbane City Council
Locked Bag 3046
TOOWONG DC QLD 4066

General postal address

Brisbane City Council

GPO BOX 1434
BRISBANE QLD 4001