

If you have any specific enquiries regarding how to complete this form please contact council's Healthy Places Unit. Contact number listed at bottom of page 1.

1. Business details

Trading name		
Postal address		
Suburb	State	Postcode
Preferred contact person		
Business phone	Alternate phone	Mobile
Email address		Fax

2. Food safety supervisor notification

A food business licensee must advise council of the name and contact details of each food safety supervisor for the business. Penalties apply for failing to provide the required information within the specified timeframe.

- for a new licence – **within 30 days**
- for a change in food safety supervisor – **within 14 days**
- for a change in a food safety supervisor's contact details – **within 14 days**

For **each** food safety supervisor listed, attach a copy of the certificate of attainment for the relevant competencies. For current competencies refer to www.lgtoolbox.qld.gov.au

Food safety supervisor 1

Title	Surname	Given names	
Business phone	Alternate phone		Mobile
Email address			Fax
Competencies held			

Food safety supervisor 2

Title	Surname	Given names	
Business phone	Alternate phone		Mobile
Email address			Fax
Competencies held			

Food safety supervisor 3

Title	Surname	Given names	
Business phone	Alternate phone		Mobile
Email address			Fax
Competencies held			

Please attach an additional sheet if you have more than three food safety supervisors.

Privacy

Council will use any personal information provided by you for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the Local Government Act 2009 and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Council may provide information about you to any relevant Queensland State Department. Your personal information is dealt with in accordance with council's privacy policy.

www.sunshinecoast.qld.gov.au | mail@sunshinecoast.qld.gov.au | T 07 5475 7272 F 07 5475 7277

Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

Caloundra office 1 Omrah Avenue Caloundra Qld 4551
Maroochydore office 10 First Avenue Maroochydore Qld 4558
Nambour office Corner Currie and Bury Streets Nambour Qld 4560

3. Delete previous food safety supervisor/s

Please delete the following names from your records as they are no longer our food safety supervisor:

4. Fees - the term of licence will be until 31st August 2015 (unless cancelled or suspended)

Category - Please tick	Food Business licence no	Total fee
<input type="checkbox"/> Notification of Food Safety Supervisor		\$66.00

5. Declaration of applicant

I/We, the applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with the Sunshine Coast Regional Council. Should any of the details given in relation to this application be changed in the future, the applicant shall advise the Sunshine Coast Regional Council in writing prior to any such change being implemented.

I/We hereby make application for a food business licence under the *Food Act 2006* as set out in this form.

	Name	Signature	Position, eg director, manager	Date
Name 1				
Name 2				

OFFICE USE ONLY

<input type="checkbox"/> New food safety supervisor				Charge Type	
Application no.	Amount paid	Date paid	Receipt no.	Initial	Date stamp

Payment options

In person	Customer service centres: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays).				
By mail	Cheque or money order to be made payable to: Sunshine Coast Regional Council.				
	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money order	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	
	Card number		Expiry date	Amount \$	
	Name on card		Signature of cardholder		
	Phone	Is a receipt required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	