

## Application for Accreditation 2017

Please complete this form, sign it and return it with the prescribed fee.  
Please contact Safe Food Production Queensland on 1800 300 815 if you require assistance in completing this form.

*NOTE: You must not commence operating until you have been granted an accreditation by Safe Food.*

### Applicant's details

Do you currently hold an accreditation with Safe Food? If so, what is your accreditation number \_\_\_\_\_  
An accreditation can only be issued in the name of an individual or an incorporated body (an ACN registered company).

☐ I want to apply as an individual:

First name:

Middle name/s:

Last name:

OR

☐ I want to apply as a company:

Company name:

ACN (not ABN):

Contact name for this application:

Position:

### Where you undertake your activities

Site trading name:

Site address:

Suburb:

State:

Postcode:

Phone number:

Mobile number:

Fax number:

Email address:

Preferred method of contact (please tick one) ☐ Email ☐ Mobile ☐ Post ☐ Fax

Is all correspondence to be sent to this address? ☐ Yes ☐ No If no, please provide your preferred mailing address

Address:

Suburb:

State:

Postcode:

Phone number:

Mobile number:

Fax number:

Email address:

### Food safety program/management statement

☐ I have attached my food safety program/management statement describing my business activities.

*Please note: All applications will be assessed and a desktop audit conducted against the activities described in the food safety program or management statement. This comprises your first compliance audit as required under the Food Production (Safety) Act 2000 and will be invoiced separately on a 'fee for service' basis.*

### Privacy information

Safe Food is committed to protecting personal information. Information provided by the applicant will be used for the purpose of providing accreditation and monitoring services, administering and managing administrative systems and to provide information about our services and requirements.

Information will be managed in accordance with Information Privacy Act 2009 and the Right to Information Act 2009. For public health and safety reasons and for managing food safety generally, Safe Food may disclose personal information to other agencies or entities. Information may also be used for statistical research or related purposes. Safe Food will assume that it has permission to do so unless advised otherwise. Information may also be required to be disclosed by law. For more information on this matter, please contact Safe Food on 1800 300 815, email to; [privacy@safefood.qld.gov.au](mailto:privacy@safefood.qld.gov.au) or visit our website at [www.safefood.qld.gov.au](http://www.safefood.qld.gov.au)

**Fees:** An application fee of \$151.30 is already included in the total amount payable

Activity	Fees Payable
<b>Processing</b> ( <i>Please tick all that apply</i> ) <input type="checkbox"/> dairy scheme <input type="checkbox"/> egg scheme <input type="checkbox"/> meat scheme <input type="checkbox"/> seafood scheme	
<b>Processing carried out in a meat retail premises or a meat retail vehicle</b> <input type="checkbox"/> meat scheme ( <i>please include your vehicle registration if required</i> ) _____	
<b>Producing</b> ( <i>Please tick all that apply</i> )  <input type="checkbox"/> dairy scheme <input type="checkbox"/> egg scheme <input type="checkbox"/> meat scheme ( <i>poultry meat</i> )  <input type="checkbox"/> seafood scheme <i>(please indicate your activity)</i> <input type="radio"/> aquaculture <input type="radio"/> commercial fishing boat <input type="radio"/> oyster grower/pickers ( <i>please include your boat mark</i> )      ( <i>please include your oyster area numbers and the number of leases you have</i> ) _____      _____	
<b>Temperature controlled storage</b>  <input type="checkbox"/> meat scheme <input type="checkbox"/> seafood scheme <i>(including game meat)</i> <i>(cold/live storage)</i>	
<b>Transporting</b>  <input type="checkbox"/> meat scheme ( <i>please include your vehicle registration</i> ) _____	
<b>Wild animal harvesting</b>  <input type="checkbox"/> meat scheme <input type="checkbox"/> seafood scheme <i>(please include your vehicle registration)</i> <i>(please include your boat mark)</i> _____      _____	

Please note: GST does not apply to application or accreditation fees. Not all categories of accreditation are applicable to all food safety schemes. For further information, please refer to the relevant **guidelines for application** for the specific food safety schemes.

## Declaration

**I, being the applicant (individual or authorised company representative):**

- wish to apply for an accreditation under the *Food Production (Safety) Act 2000* and declare that the information stated in this application form is true and correct.
- understand if an accreditation is granted in respect of this application that my accreditation will expire on 31 December 2017. I understand that I will need to apply to renew the accreditation and have paid in full the prescribed fee by 1 January 2018.
- understand my application will be assessed and a desktop audit conducted against the activities described in my food safety program or management statement. I understand that this comprises my first compliance audit as required under the *Food Production (Safety) Act 2000* and will be invoiced separately on a 'fee for service' basis.
- understand the accreditation fees are not calculated on a pro-rata basis and that refunds are not available following the surrender or cancellation of an accreditation.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print full name: \_\_\_\_\_

## Payment Options

Please complete the payment method you are using: ☐ Cheque ☐ Money order ☐ Credit card

Cheques and money orders should be made payable to Safe Food Production Queensland and enclosed with this form.

Card type: ☐ Mastercard ☐ Visa Card Number

Cardholder name: \_\_\_\_\_ Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_

**Send your completed application to:**