



**Food business licence - Amendment notification/change of details of food safety supervisor**



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*Fees listed are applicable 1 July 2024 – 30 June 2025*

**ABN:** 92 967 232 136

**Applicable fee: Food Business Licence Application Fee - Administrative Amendment**

**Application type and fees:**

- Additional Nominated Food Safety Supervisor/s**  \$50.00  
Complete sections A, B, E only
- Removal of existing Nominated Food Safety Supervisor/s**  No fee  
Complete sections A, C, E only
- Addition and removal of Nominated Food Safety Supervisor/s**  \$50.00  
Complete sections A, B, C, E only
- Change of details for a previously Nominated Food Safety Supervisor/s**  No fee  
Complete sections A, D, E only

**Note:** Any change of food safety supervisor must be provided in writing to Council within 14 days of the change.

**Section A - Food business details:**

Licensee name:

ABN:  ACN:

Licence number:

Name of food business:

Address of food business:

Business phone:

Email address:

**Section B - Additional Nominated Food Safety Supervisor/s**

First name:  Surname:

Address:

Home number:  Mobile phone:  Work phone:

Email address:

Details of qualification issued by a Registered Training Organisation (RTO) dated within the last five years (provide details of national competency codes and attach copy of qualification to this form):

**Are you adding more than one food safety supervisor?**

- No
- Yes - complete the above details on a separate sheet and return with this form and a copy of their qualifications

**Section C - Removal of existing Nominated Food Safety Supervisor**

Please provide details of person/s to be removed in box below:

**Section D - Change of details for a previously Nominated Food Safety Supervisor**

Please provide details of change

**Section E - Licensee Summary:**

I,  certify that the above information and the information on any attachments, to the best of my knowledge, is correct.:

Signature of licensee:  Date:

**Office use only**

Receipt number: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

CSO: \_\_\_\_\_ Licence number: \_\_\_\_\_

**Privacy Collection Statement:**

*Moreton Bay City Council is collecting your personal information for the purpose of processing your food business licence application. The collection of this information is authorised under section 85 of the Food Act 2006. Some information may be disclosed to the State Government authority responsible for administering the Act in accordance with section 272 of the Food Act 2006. Council deals with your personal information in accordance with its [Information Privacy Plan](#) and will use your personal information to update Council's customer information records and to contact you about other functions and services of Council.*