

Eat Safe Logan Minor Re-Grade Assessment Application

2024/25 Financial Year

Use this form after you have corrected minor non-compliances and/or good management practices. You can't make further claims once this form has been submitted.

This form can **only** be used for up to 3 minor non-compliances. For more than 3 minor non-compliances, use the major re-grade assessment application form.

Note that this form **must** be submitted within 10 business days of the inspection. Incomplete forms will not be accepted.

Section 1 - Applicant details (food business licence details)

Applicant's name:

Individual's full name or company name.

Contact person's name:

Postal address:

Postcode:

Food business address:

Postcode:

Food licence number: PH/FSDM/

Food business trading name:

Date of Eat Safe inspection: Star rating given:

Email address:

IMPORTANT: By providing your email you are agreeing to receive all correspondence electronically including licensing renewal information, letters, inspection reports, legal notices and other licensing related information.

Business telephone number: Mobile phone number:

Once the review process has been completed you will be notified of the outcome in writing.

PRIVACY COLLECTION NOTICE: Council is collecting your personal information to be able to provide services and information in accordance with the *Food Act 2006*. It may be used to update records, contact you about Council business, including by mail, email or SMS and can only be accessed by Councillors, Employees and Authorised Contractors. To unsubscribe or opt out of electronic correspondence, please email your request to council@logan.qld.gov.au. All information is handled in accordance with Council's Privacy Policy and Procedure Visit: <https://www.logan.qld.gov.au/information-and-privacy/privacy>.

Section 2 – Issues that can be assessed in this application

Minor non-compliances that can be assessed include:

- Administrative (e.g. licence not displayed, current food safety supervisor not notified)
- Minor maintenance (e.g. cracked refrigerator seal, hairline crack in a wall tile)
- Minor cleaning (e.g. small number of dead insects in light cover).

Please contact an Environmental Health Officer on 3412 4039 to discuss your business' non-compliances if you are unsure whether if you need a minor or major re-grade assessment.

Section 3 – Non-compliance details

Please describe the non-compliances you were required to rectify:

No	Minor non-compliance	Section 'A' criteria reference	Briefly describe what action has been taken to rectify the non-compliance	Date item fixed
<i>Example</i>	<i>Split refrigerator seal on middle door of sandwich unit</i>	<i>Maintenance - Section A37</i>	<i>Fridge seal replaced within 48 hours of inspection (see receipt attached)</i>	<i>1/11/2011</i>
1				
2				
3				

Section 4 - Good management practice details

Please describe the additional/new good management practices you have implemented:

No.	Good management practice recommended to improve	Efforts made to improvement GMPs	Evidence attached?	Date item fixed
<i>Example</i>	<i>B6 - In the previous inspection we didn't have training records or any evidence of food handler training.</i>	<i>All food handlers are now required to undertake 'I'm Alert' training as part of their induction and also as refresher training every 12 months. A</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>3/07/2012</i>

		<i>copy of the current year's training records are attached.</i>		
1			<input type="checkbox"/> Yes <input type="checkbox"/> No	
2			<input type="checkbox"/> Yes <input type="checkbox"/> No	
3			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 5 – Supporting documentation

Provide details to support your position and explain how it relates to the inspection. Attach documents separately where necessary.

Section 6 – Licensee authorisation

As the applicant, I apply for a minor regrade assessment to be conducted on the Eat Safe Logan inspection results.

I am aware that it is an offence to knowingly provide false and misleading information and declare:

Certification	Applicant 1	Applicant 2
I have read and understood the Eat Safe Logan Review and Re-grade Policy.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
I am authorised to sign on behalf of the person (meaning a corporation or individual/s) and commit this person (meaning a corporation or individual/s) in all respects.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
The information supplied is correct to the best of my knowledge or that I could reasonably obtain.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
I am aware that it is an offence to knowingly provide false and misleading information	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
I understand that failure to provide sufficient information may result in the application being refused.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
I understand that all information supplied on or with this application form may be disclosed publicly in accordance with the <i>Information Privacy Act 2009</i> and the <i>Evidence Act 1977</i> .	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO




Applicant 1	Applicant 2
Name/s in full <input type="text"/>	Name/s in full <input type="text"/>
Applicant signature <input type="text"/>	Applicant signature <input type="text"/>
Date <input type="text"/>	Date <input type="text"/>
Position <input type="text"/>	Position <input type="text"/>

Section 7 – Fees (Not subject to GST)

The application form cannot be processed until fees are paid in full.

Application type	Fee
Eat Safe Logan Minor Re-Grade Assessment	\$357.00

PAYMENT OPTIONS

 Paying by mail	Make your cheque or money order payable to Logan City Council. Complete the application form and return it to Council.
 Paying by phone	Call us on 07 3412 3412 to pay with Mastercard or Visa. Ensure you return the signed application form to Council. A merchant surcharge fee of 0.34% will apply.
Pay online	We will send through a notice of account once the application is lodged for you to pay. Please note that your application will not be processed until full payment has been received. A merchant surcharge fee of 0.34% will apply.
 Paying in person	Cash, cheque, money order, EFTPOS, Mastercard or Visa. Ensure you also return the signed application form to Council.
Customer service centre locations	Council Administration Centre 150 Wembley Road, Logan Central Beenleigh - 105 George Street, Beenleigh Jimboomba - 18-22 Honora Street, Jimboomba

Phone: 07 3412 3412
 Email: council@logan.qld.gov.au