

To: Chief Executive Officer, Fraser Coast Regional Council

**Application for:**

**Internal Review**

**Grounds for Request:**

- Administrative Error
- Difference of Opinion
- Details overlooked during Audit by Council

**Complete Sections 1, 2, 3, 4, 6 and 7**

Lodge within ten (10) business days from the date of issue of the Eat Safe Audit results.

**Re-grade Assessment**

**Type of application:**

- Minor** – ≤ 3 minor non-compliances only rectified
- Major** – ≥ 4 minor, major and/or critical non-compliance/s rectified

**Complete Sections 1, 2, 3, 5, 6 and 7**

Lodge in the following timeframes from the Eat Safe Audit - "3 Stars" or above after six (6) months.

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**Section 1 - Eat Safe Audit Date:**        /        /20

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**Section 2 – Applicant's details (Please print)**

Applicant Name (Person/s or Company):

Contact name:

Email:

Telephone:

Mobile:

Postal Address:

Position (if a Company):

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**Section 3 – Food Licence Details (Please print)**

Licensee Name: (If not the Applicant)

Licence Number:

Business Trading Name:

Business Premises Address:

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**Section 4 – Provide specific details of matter/s to be reviewed and attach any additional supporting information (Please print)**

**Section 5 – Details of changes/improvements since last audit (Please print)**

**Section 6 - Details of supporting document/s attached: (Please print)**

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**Section 7 - Declaration**

In making this application I authorise the audit review/reassessment to be conducted and understand that the results will be issued to the applicant.

Signature of Applicant/s: ..... Date:        /        /20

Signature of Licensee:(if not the applicant) ..... Date:        /        /20

**Lodgement:** This application must be accompanied by the relevant fee. Please forward your application to the address on the bottom of this form.

**Privacy Notice:** In using this form you are providing personal information such as name and contact details. This information will be used for the purpose of processing your application as required under the *Food Act 2006*. Your personal information will be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

**Section 7 – Audit Request Fee**

**Fee will be in accordance with Council’s current Fees & Charges Schedule.**

OFFICE USE	Fee Paid	Date	Receipt Number	Licence Number
	\$			