

This form must be completed and submitted to Council within five (5) business days from the date Council issues the audit result. Incomplete forms will NOT be accepted.

Use this form if you require a formal review of the rating results from a recent audit. You may make application if you believe any of the following:

- an administrative error has been made in rating the premises
- there is a difference of opinion with the level of non-compliance on a particular subject identified by the auditing officer, or
- a detail has been overlooked by the Auditing Officer in assessing criteria in the audit proforma that affects the rating assigned to the business.

The written application must be made within five (5) business days from the audit and is available to all businesses. A desktop review will be conducted by a more senior Officer than the Officer who conducted the initial audit.

The formal review decision will either:

- confirm the original rating decision, or
- require an additional audit, or
- substitute another rating for the original. The original rating decision would continue to apply until the formal review process is completed.

BUSINESS DETAILS					
Current licence reference number					
Licensee name (individual or organisation)					
Business/Trading name					
PREMISES ADDRESS					
Note: the official address of location where the activity is carried out. The address is on the current licence for the activity.					
Property address					
Suburb		State/Territory		Postcode	
APPLICANT DETAILS (person requesting this Food Business Audit Review Request)					
Title		Given name		Surname	
Residential address					
Suburb		State/Territory		Postcode	
Postal address (if different from above)					
Suburb		State/Territory		Postcode	
Home phone		Work phone		Mobile	
Email					

CONTACT DETAILS (if different from applicant)					
Title		Given name		Surname	
Home phone		Work phone		Mobile	
Email					
REVIEW REQUEST DETAILS					
Briefly describe the matter to be reviewed and your desired outcome (e.g. I received a 2 star rating and I believe it should be 3 stars)					
Provide specific details to support your position. Please attach any information you consider relevant to your position and refer to audit documentation provided to you by Council					
LICENSEE AUTHORISATION (to be completed by Licensee)					
<input type="checkbox"/>	I authorise a review to be conducted on the audit results.				
Licensee name (individual or organisation)					
Name of signatory (if operator is an organisation)					
Position (Proprietor, Director, Manager)					
Licensee signature			Date	□□ / □□ / □□□□	
APPLICANT AUTHORISATION					
Applicant name					
Applicant signature			Date	□□ / □□ / □□□□	

PAYMENT OPTIONS

For fees and charges please refer to ipswich.qld.gov.au/feesandcharges

Credit card type	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard		
Card number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiry date	<input type="text"/>	<input type="text"/>		

Cardholder name	<input type="text"/>
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Cardholder signature	<input type="text"/>	Date	<input type="text"/>
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Amount authorised	\$ <input type="text"/>
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Cheque (make payable to Ipswich City Council), cash, money order or credit card

LODGEMENT Please lodge your completed application form to

In person	Post to	Email
Ipswich City Council Customer Service Centre 143 Brisbane Street IPSWICH (top of the Ipswich City Mall)	Ipswich City Council PO Box 191 IPSWICH QLD 4305	council@ipswich.qld.gov.au

INTERNAL USE ONLY

Prepayment allocation number	<input type="text"/>	Amount paid	\$ <input type="text"/>
Date paid	<input type="text"/>	Receipt number	<input type="text"/>

Ipswich City Council is collecting your personal information in accordance with Council's Local Laws and/or relevant legislations so that we can manage a variety of processes concerning the processing of this application. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. However, in order to perform the above functions, we may need to disclose your personal information to the Chief Executive Officer who may in turn make this information available to others in accordance with the Act or as required by law.