

# Food licence renewal invoice explained

## Premises type

This is your food premises type, which is defined by the business's primary activity. Premises type has no impact on the fee charged and is predominantly for reporting purposes.

Contact Council's Environmental Health Services if this is incorrect.

## Premises category *office use only*

Fee category is determined according to the scale of the business and the risk level of food handling activities.

## Think Food Safe

Has the business opted into Council's **Think Food Safe program**?

Business must sign the *Agreement to Display the Think Food Safe logo* to opt into the program. This ensures eligible discounts can be applied.



## Food safety result

Determined based on the most recent food safety inspection completed for the business.

After an authorised officer completes an inspection, a letter detailing any identified non-compliances is issued.

- Excellent** - 0-2 low risk items identified
- Good** - 3-6 low risk items identified

- Non-compliant level 1 (N1)** - 6+ low risk items identified, and/or  
- 1-2 high-risk items identified, and/or  
- Repeated non-compliances noted across consecutive inspections
- Non-compliant level 2 (N2)** - Critical risk item, and/or 3+ high risk items identified, and/or  
- Repeated non-compliances noted across consecutive inspections.

## Record result

Determined based on the assessment of records maintained by the business at the most recent food safety inspection.

Records required by Council must be up-to-date, with corrective actions recorded where appropriate.

### Think Food Safe record keeping

1. Temperature checks twice daily of storage and display areas, transportation
2. Food receipt (temperature and food condition)
3. Thermometer calibration (monthly or more often)
4. Cleaning program & schedule
5. Other records applicable to the food business (e.g. Food Safety Program records, 2hr/4hr records)

- Nil** - No records, or  
- If there are no temperature check records available at time of inspection, result defaults to nil.
- Basic** - Temperature check records only, or  
- Temperature check records plus other records of 2-5, but not all.
- Excellent** - Full and complete records of 1-5.

## Discount

Only Category 2 and 3 businesses are eligible for the licence fee discount. Those who sign up to the program, maintain compliance, and display the **Think Food Safe logo** will be rewarded with licence incentives and less frequent inspections.

The licence fee discount is calculated based on the food safety result, record result and ensuring the **Think Food Safe agreement** has been signed. 50% increase and 100% fee increases apply to all businesses assessed as N1 or N2 regardless of Think Food Safe opt-in status.

No discount (standard fee)	No discount (standard fee)	10% licence discount	20% licence discount	20% licence discount	30% licence discount	50% licence surcharge	100% licence surcharge
Good or excellent food safety practices	Good or excellent food safety practices	Good food safety practices	Good food safety practices	Excellent food safety practices	Excellent food safety practices	Non-compliant level 1 food safety practices	Non-compliant level 2 food safety practices
Nil, basic or excellent food safety monitoring and records	Nil food safety monitoring and records	Basic food safety monitoring and records	Excellent food safety monitoring and records	Basic food safety monitoring and records	Excellent food safety monitoring and records	Nil, basic or excellent records	Nil, basic or excellent records
No signed Think Food Safe agreement	Signed Think Food Safe agreement and display logo					Signed or unsigned Think Food Safe agreement Not eligible to display logo	

[bundaberg.qld.gov.au/business/think-food-safe/2](http://bundaberg.qld.gov.au/business/think-food-safe/2)