



Restaurant & Catering

CERTIFIED PROFESSIONAL RESTAURATEUR



Application for Restaurant Accreditation

RETURN COMPLETED FORMS:

Restaurant & Catering
PO Box 121
SURRY HILLS NSW 2010
T: 1300 722 878
F: 1300 722 396
W: www.rca.asn.au

The restaurateur certification and accreditation, which has been developed by industry for industry, is a two-staged process including the Certified Professional Restaurateurs (CPR) and the Restaurant Accreditation. In short, the CPR program recognises the skills restaurateurs have in the management of their businesses.

SECTION 1: CONTACT DETAILS

I am a member of R&CA (M# _____) I am not a member of R&CA

Name: _____

Business Name: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Phone: _____ Fax: _____

Email: _____

SECTION 2: SUPPORTING DOCUMENTATION

The CPR Restaurant Accreditation predominately focuses on the management of your business by a Certified Professional Restaurateur. To apply for the restaurant accreditation, the restaurateur must already have a CPR certified.

Name on CPR certificate: _____ Certificate Number: _____

The following evidence is required to be supplied with this application:

- Copy of your notification of your/your companies' Australian Business number
Certificate of Registration of Business Name and Incorporation
Current copy of Certificate of Currency for Workers Compensation
Current copy of Certificate of Currency for Public & Property Liability (minimum of \$10 million each)
Copy of your liquor licence document (if applicable)
Dress code policy
Menu and photos of entrée, main and desserts
Workforce and Business Plan
Organisational Chart
Induction procedure and performance appraisal
Service policies and procedures
Testimonials and/or reviews
Food Safety Program
Incident Registry and risk assessment
Maintenance Schedule

Please note: if you have a valid Gold Licence Caterers Accreditation, you may not be required to provide some of the compliance evidence.

SECTION 3: AGREEMENT OF TERMS & CONDITIONS, AND DECLARATION

I hereby attest that the information presented in this application is, to the best of my knowledge, true and correct.
I agree to the terms and conditions (below) of the Certified Professional Restaurateur Restaurant Accreditation program.

Name: _____

Signature: _____

Date: _____



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SECTION 4: PAYMENT

- CPR CERTIFICATION FEE (R&CA MEMBERS) \$175.00
 CPR CERTIFICATION FEE (NON-MEMBERS) \$500.00

I wish to pay by: EFT (BSB#: 032 008 ACC#: 115298) Visa Mastercard Amex Cheque (payable to Restaurant & Catering)

Please fill out if paying by EFT; Payment Date: _____ Reference: CPR and your business name _____

Card Number: _____ / _____ / _____ / _____ Expiry: ____ / ____ CVN: _____

Card Name: _____

Signature: _____

TERMS & CONDITIONS

1. GENERAL

- a. Statements made by accredited businesses and their representatives are the responsibility of the people making them, not of Restaurant & Catering Australia. Restaurant & Catering Australia hereby excludes all liability of whatever nature, arising out of or relating to the operation of restaurant accreditation scheme. In no event shall Restaurant & Catering Australia be liable for any direct, indirect or consequential losses suffered by any party as a result of the operation of the Restaurant Accreditation.
- b. The operation of the restaurant accreditation shall be governed by the law of New South Wales. Restaurant & Catering Australia and the accredited business irrevocably submit to the exclusive jurisdiction of the courts of New South Wales and the New South Wales division of the Federal Court of Australia, and the courts of appeals from them.

2. APPLICATION

- a. The applicant agrees and acknowledges that the applicant has no right or entitlement to accreditation and that any grant or renewal for accreditation is at the absolute discretion of Restaurant & Catering Australia.
- b. The applicant agrees, by making an application for accreditation, to be bound by the terms and conditions of the restaurant accreditation contained in this document, including those related to application, operation and appeals.
- c. The applicant agrees and acknowledges that the Association may at its absolute direction:
 - i. Decline or accept any application for accreditation;
 - ii. Refuse to grant any application for accreditation;
 - iii. Refuse to renew an applicant's accreditation; or
 - iv. Vary, withdraw or discontinue an applicant's application.
- d. The applicant acknowledges that the Association relies absolutely on the full and frank disclosure of all information requested in the application. Any incorrect description of misrepresentation or failure to provide information as requested in the application document or the validation may lead to the Association refusing, withdrawing or varying the accreditation.
- e. The applicant must pay a fee when submitting the application for accreditation at the beginning of the two year accreditation period (the accreditation application fee).
- f. Applications must be complete and accompanied by the correct payment in order for processing to take place.

3. OPERATION

- a. Accredited businesses have the right to display materials indicating that they are accredited. Some material may be supplied for this purpose with the accreditation certificate. This marketing material remains the property of the issuing authority and should be used in accordance with the following guidelines. If accreditation expires or is withdrawn, all marketing material must be returned to the issuing authority.
 - i. Accreditation logo: The logo may be displayed as per printing guidelines, on any marketing material. The logo may only be displayed if accreditation is current.
 - ii. Certificate: The provides proof of current accreditation and is intended to be displayed.
- b. Restaurant & Catering Australia retains the right to recover the use of the accreditation logo from the applicant.
- c. Restaurant & Catering Australia's accreditation is intended to be a trademark of Restaurant & Catering Australia.
- d. Restaurant & Catering Australia reserves the right to change its trademarks at any time at its discretion. When Restaurant & Catering Australia changes the Restaurant & Catering Australia certification trademark, existing use of the unchanged version is permitted to continue in a short term, but users should transition to the changed version as soon as possible.
- e. The applicant must immediately notify Restaurant & Catering Australia of any change in or to information provided in the application or otherwise and the applicant accepts and acknowledges that the accreditation may be varied of withdrawn as a result of such change at the absolute discretion of the Association.
- f. Where businesses are found to be in breach of any of the accreditation requirements, written notice will be given to the business specifying the breach and the action necessary to rectify it. Businesses will be required to produce evidence that the breach has been rectified to the satisfaction of the Association, within seven (7) days of the letter being sent, in order to main their accredited status.

4. APPEALS

- a. An accredited business, a business applying, or a business re-applying for accreditation, has a right of appeal to the Association if their accreditation is removed or application refused. The President of Restaurant & Catering Australia will appoint an Arbitration Panel at the time of the appeal being lodged. An appeal can be made against any decision made by the Association other than a decision as to whether the applicant has met the required minimum criteria for accreditation.
- b. An appeal must be lodged in writing with Restaurant & Catering Australia no later than fourteen (14) days after the notice of the Association's decision has been given.