

APPLICATION FOR A LICENCE– PLANT PRODUCTS
Food Regulation 2004Licensing Unit Office Hours: 8.30 - 5.00 (Monday - Friday) Phone: (02) 6552 3000 or 1300 552 406 Fax: (02) 6552 7239
NSW Food Authority, PO Box 6682 SILVERWATER NSW 1811

In most cases, some food industry sectors are required under legislation to have a licence with the NSW Food Authority in order to run their food business. Businesses that operate without the appropriate licence from the NSW Food Authority are committing an offence under the Food Act and may be prosecuted.

Plant product businesses that prepare, store, distribute or transport plants products must have a NSW Food Authority licence. Licensing under this Regulation is used to ensure that a business has the capacity to produce safe food before the food is supplied to the market.

Plant Product means fresh cut fruit & fresh cut vegetables (usually consumed raw), vegetables in oil, unpasteurised juice or seed sprouts.

Food Handler any person who directly handles and/or supervises the handling of packaged or unpackaged food, food equipment and utensils, or food contact surfaces.

Who needs to be licensed?

Any businesses that fall within the definition of a "plant products business" under Clause 136 of the Food Regulation 2004 are required to hold a NSW Food Authority Licence.

As provided under Clause 136, business involved in the handling of plant products and carrying out any of the following activities in the course of that business:

- the extraction of juice from vegetables or fruits without pasteurising the juice (excludes retail operations);
- the processing (including packaging) of seed sprouts, fruits or vegetables to produce plant products, including (but not limited to) cutting, peeling, preserving and cooking;
- the processing (including packaging) of fruit or vegetables to produce fresh cut ready-to-eat (RTE) products (which are usually consumed raw);
- the production (including packaging) of vegetables in oil;
- the refrigerated storage of these plant products, and
- the refrigerated distribution and/or transporting of these plant products.

Those businesses not involved in any of these activities, or where they fall within the exception provided under clause 135 (for example, retail operations, or where it is clear that the plant product will be processed and converted by pasteurisation) do not require a NSW Food Authority licence.

What do I need to comply with?

Any businesses that hold a licence must comply with the following:

- Food Regulation 2004 (NSW)
- Food Act 2003 (NSW)
- Food Standards Code; and
- Development and implementation of an adequate food safety program under the Food Regulation 2004 based on Standard 3.2.1 of the Food Standards Code or Codex HACCP (with the exception of businesses solely storing or transporting these products). The program must accurately outline the hazards associated with the food business' operations. Assistance material is available from the NSW Food Authority's web site at www.foodauthority.nsw.gov.au . Where a Food Safety Program is required for businesses under the legislation, failure to have a Food Safety Program available for review at the compliance inspection may result in the non issue of licence to operate.

What to do next?

- Complete the licence application form and return it with payment to: NSW Food Authority, PO Box 6682, Silverwater NSW 1811.
- You must not commence operations until the above steps have been completed and you are informed that your licence application has been processed. If the premises and/or vehicles are found to be operating without a licence, enforcement action will be taken.
- Prior to the approval of a licence, a licensing audit or licensing inspection will be carried out to ensure compliance with the Food Standards Code and Food Regulation 2004. If the licensing audit or inspection fails the licence may not be approved and your licence application may be rejected.

IMPORTANT NOTES




- A separate licence application must be completed if you have more than one premises and/or vehicle – however if the application forms are submitted at the same time only one application fee will be required.
- Please ensure that each page of the application is completed (where applicable) and checked before it is returned as failure to provide all information or signature(s) will result in delays in processing and issuing of the Licence.
- If you require further information or assistance please contact the NSW Food Authority's Licensing Unit on 02 6552 3000 or go to the NSW Food Authority website at www.foodauthority.nsw.gov.au

TAX INVOICE

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FOOD REGULATION 2004**

Phone: (02) 6552 3000 Fax: (02) 6552 7239 Office Hours: 8.30 - 5.00 (Monday - Friday)
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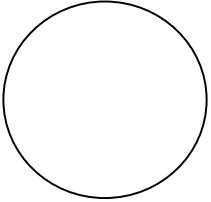
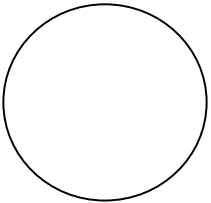
APPLICANT DETAILS:

Business Structure (please tick appropriate box)	<input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other Give details.....	
Full Name(s) of all applicant(s) <ul style="list-style-type: none"> ● Sole Trader ● Partners ● If a Company, please provide name(s) of all Director(s) ● If a Trust, please provide name(s) of nominated person(s) to receive correspondence ● Association, please provide copy of Certificate of Incorporation 	Family Name (Mr Mrs Miss Ms)	Given Name(s)
Name of Registered Company (if applicable)  If a Company, please provide a copy of full ASIC Company Registration Certificate & ABN Certificate		ABN
		ACN
Trust Name (if applicable)  If a Trust, please provide a copy of full ASIC Company Registration Certificate & ABN Certificate		
Trading Name (if applicable)  If operating under a trading name, please provide copy of Department of Fair Trading Certificate of Registration of Business Name		
Postal Address of applicant(s) for service of notices		Business Contact Details: Telephone No: () Facsimile No: () Mobile No:
Email address: Do you want to receive the NSW Food Authority 'Foodwise' newsletter?	<input type="checkbox"/> YES – Please send to the above email address. <input type="checkbox"/> YES – Please send to the postal address indicated above. <input type="checkbox"/> NO – I do not wish to receive the 'Foodwise' newsletter.	
Authorised Contact Name		Authorised Contact's Phone Numbers: Telephone No: () Facsimile No: () Mobile No:
Position		
Do you have an existing Food Authority licence? If so, please give details.	Licence No: Customer No:	

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<p>SIGNATURE(S) OF ALL APPLICANT(S)</p> <ul style="list-style-type: none"> • <i>All applicants must sign individually</i> • <i>If a company, show capacity of person signing</i> 	<p>I/We hereby certify that all information provided on this form is true and correct.</p> <p>Date of Application: ____/____/____</p> <p style="text-align: right;">Company Seal (if applicable)</p> 
<p>CONSENT OF PRESENT LICENCEE(S) (If applicable)</p> <ul style="list-style-type: none"> • <i>All licencee(s) must sign individually</i> • <i>If a company, show capacity of person signing</i> 	<p>I/We, the current licencee(s) will/will not continue to conduct a seafood business using the premises and/or vehicle(s) and agree/do not agree to the cancellation of the Licence for the premises and/or vehicle(s).</p> <p>My/Our licence number is _____.</p> <p style="text-align: right;">Date: ____/____/____</p> <p style="text-align: right;">Company Seal (if applicable)</p> 

<p>Office Use Only: DEBTOR CODE: _____ LICENCE NUMBER _____ INVOICE NUMBER _____</p>

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PREMISES INFORMATION

- Fill out this section if you have a building or premises where plant products are handled or processed

Street address of building or premises			Phone no
			Facsimile no
	State	Post Code	
Contact person	Position		Telephone no
	Email		Mobile no
Type of outlet operated from this premises?	Processor	Wholesale	Storage Other
Nominated commencement of trading date:			
Please tick and specify what operations are carried out at this premises:			
Process fresh-cut products (usually consumed raw), unpasteurised juice, seed sprouts, vegetables or fruit in oil?	Vegetables	Fruits	Extract unpasteurised juice
	Package unpasteurised juice	Process seed sprouts	Process vegetables in oil
	Process fruits in oil	Other - please specify	
Store plant products? <i>(not applicable if the product is processed and stored at the same premises).</i>	Refrigerated Vegetables in Oil	Fresh Cut Fruit	Unpasteurised juice
	Refrigerated Fruits in Oil	Seed Sprouts	Fresh cut vegetables
Number people involved in food handling activities <i>(refer to definition on page 1)</i>	1 to 5	6 to 50	Greater than 50

VEHICLE INFORMATION

- If you transport, pickup or deliver plant products, please fill in the following section

Make		Body type	
Year of manufacture		Registration number	
Is it refrigerated?	Yes No		
Address where garaged?			
Please tick which type of plants you transport			
Fresh cut fruit	Fresh cut vegetables	Unpasteurised juice	Seed sprouts Vegetables in Oil

STORAGE FACILITY

- If you store plant products at a separate premises, please fill in the following section

1. Street address of Storage Facility			Phone no
			Facsimile no
	State:	Post Code:	
2. Contact person	Position		Telephone no
	Email		Mobile no

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PAYMENT INFORMATION

APPLICATION FEE	\$50.00	\$50.00
LICENCE FEE FOR PROCESSORS	Processors with 1 to 5 employees Fee \$286 x _____ No. of Premises	\$
	Processors with 6 to 50 employees Fee \$575 x _____ No. of Premises	\$
	Processors with 51 or more employees Fee \$2,304 x _____ No. of Premises	\$
* LICENCE FEE FOR STORES	Stores Fee \$304 x _____ No. of Premises	\$
LICENCE FEE FOR VEHICLES	Vehicles Fee \$205 x _____ No. of Vehicles	\$
TOTAL (Application Fee + Licence Fees)		\$

Please Note:

- The fee to accompany this application form is the total of both the application fee and licence fee indicated above.
- For applications on an existing Licence, please submit form with application fee \$50.00 only. An invoice for the licence fee will then be returned to you for payment.
- For applications for a premises where both storage and processing of product is done, then only one Licence Fee is applicable.

Payment methods for a Food Authority licence fee of the above amount include:

A. PAYMENT BY CHEQUE OR MONEY ORDER

Please mail money order or cheque (crossed 'Not negotiable' and made out to NSW Food Authority) along with completed application form to PO Box 6682, Silverwater NSW 1811

B. PAYMENT BY BPAY®, INTERNET BANKING OR TELEPHONE

If you wish to make payment by any of the above methods, please submit your completed application form without payment to the Licensing Unit by:

- Fax to (02) 6552 7239;
- Post to PO Box 232, Taree NSW 2430; or
- Email to licensing@foodauthority.nsw.gov.au

An invoice will then be forwarded to you for payment.

- Please note, we do not have a facility for American Express

Please return all pages of your Food Authority licence application to:

**NSW Food Authority
PO Box 6682
SILVERWATER NSW 1811**

OFFICE USE ONLY	
Date Received:	Amount paid:
Customer Code:	Receipt no:

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CHECKLIST

To avoid any delays in the processing of your application, please ensure all relevant documentation is submitted with this application form.

- Application form completed and signed
- Company registration certificate attached (where applicable)
- Certificate of registration of business name attached (where applicable)
- Certificate of incorporation attached (where applicable)
- ABN certificate (where applicable)
- Payment attached