

APPLICATION FOR A LICENCE FOR A FOOD PREMISES TO PROCESS/STORE MEAT
Food Regulation 2004

Licensing 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.

Food businesses that store or process meat or meat products (including animal food or game meat) 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.

animal food food intended for consumption by animals.

game meat meat that is from a game animal (ie animals that are not husbanded in the manner of a farmed animal and is killed in the field) and which is intended for human consumption.

meat the whole or any part of the carcass of an animal (not a game animal), but does not include processed meat or processed animal food.

Who needs to be licensed?

Any businesses that are defined as a "meat business" under Clause 62 of the Food Regulation 2004, require a NSW Food Authority licence. These include the following businesses: Abattoirs, Animal Food Processing Plants, Game Meat Processing Plants, Knackeries, Meat Processing Plants, Rendering Plants or Retail Meat Premises that perform any of the following activities listed below require a NSW Food Authority Licence:

- the slaughtering of any animal that is not a game animal for human consumption.
- the storage and/or processing of food for animal consumption at a premises not an Abattoir, Game Meat Processing Plant, Knackery or Meat Processing Plant.
- the storage and/or processing of game meat for human consumption at a premises not an Abattoir or Meat Retail Premises.
- the slaughtering of knackery animals for use as animal food, or in connection with the destruction of animals.
- the storage and/or processing of abattoir meat (where sales are greater than 1 tonne per week) at a premises not an Abattoir or Meat Retail Premises.
- the storage and/or processing of raw meat carcasses or parts of raw meat carcasses for retail sale (where sales are less than 1 tonne per week)
- the rendering (boiling down) of animal by-products at a premises not an abattoir or a knackery.

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, Food Regulation 2004; 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 (FSP) is required for businesses under the legislation, failure to have a FSP available for review at the compliance inspection may result in the non issue of a 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 is 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 – 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

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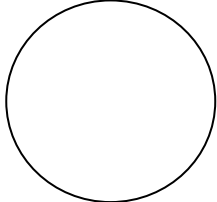
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APPLICANT DETAILS:

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
Trust Name (if applicable)  If a Trust, please provide a copy of full ASIC Company Registration Certificate & ABN Certificate	ACN	
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		
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.	Business Contact Details: Telephone No: () Facsimile No: () Mobile No:
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 align="right">Date of Application: ____/____/____  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 business at the Food Processing/Storage Premises and agree/do not agree to the cancellation of the Licence for the Food Processing/Storage Premises. My/Our licence number is _____.</p> <p align="right">Date: ____/____/____  Company Seal (if applicable)</p>

Office Use Only: DEBTOR CODE: _____ **LICENCE NUMBER** _____ **INVOICE NUMBER** _____

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PREMISES DETAILS:

<p>FOOD PROCESSING/ STORAGE PREMISES TYPE (please tick appropriate box):</p>	<input type="checkbox"/> Abattoir <input type="checkbox"/> Knackery <input type="checkbox"/> Meat Processing Plant <input type="checkbox"/> Rendering Plant <input type="checkbox"/> Animal Food Processing Plant/ Field Depot <ul style="list-style-type: none"> • Please provide the WS-CP number for the premises (where applicable) WS _____ CP _____ <input type="checkbox"/> Game Meat Processing Plant/ Field Depot <ul style="list-style-type: none"> • Please provide the WS-CP number for the premises (where applicable) WS _____ CP _____ <input type="checkbox"/> Retail Meat Premises <ul style="list-style-type: none"> • Do you produce or process cooked ready to eat meats or smoked meats? (please circle) YES NO • Do you also wish to receive a Food Safety Program Pack (please circle) for which a fee is payable consisting of: <ul style="list-style-type: none"> - NSW Standards for Construction and Hygienic Operation of Retail Meat Premises; - NSW Retail Meat Food Safety Program; and - NSW Food Authority Retail Diary YES NO	
<p>SPECIES SLAUGHTERED (If Licensing an Abattoir or Knackery):</p>	<p>Red Meat</p> <input type="checkbox"/> Bovine – bull, ox, steer, cow, heifer, calf <input type="checkbox"/> Ovine – ram, ewe, wether, hogget, lamb <input type="checkbox"/> Caprine – goat, kid <input type="checkbox"/> Porcine – swine, pigs <input type="checkbox"/> Deer <input type="checkbox"/> Buffalo	<p>Non Red Meat</p> <input type="checkbox"/> Poultry – chicken, turkey, duck, squab, pigeons, any other birds <input type="checkbox"/> Rabbit <input type="checkbox"/> Crocodile <input type="checkbox"/> Ratite – Emu, Ostrich
<p>CLASS OF LICENCE (where applicable): _____</p>	<p>Please see page 4 for Class Descriptions – For Animal Food Processing Plants, Game Meat Processing Plants or Meat Processing Plants only</p>	
<p>Nominated commencement of trading date:</p>		
<p>LOCATION OF PREMISES FOR INSPECTION (if different to postal address):</p>		
<p>NUMBER OF EMPLOYEES: _____</p>	<p>Note: The number of people working in the premises is determined as the number of staff employed in your meat processing/storage operation (excluding office staff, delivery drivers, etc). These details will be determined between the applicant and the auditor. The Food Regulation 2004 prescribes the appropriate licence fee (based on the number of people working in the premises) and application fee to be applied to all licences.</p>	

COMPLIANCE CONFIRMED BY A FOOD AUTHORITY OFFICER:

NSW Food Authority requires the food processing/storage premises to be inspected to ensure compliance before a licence can be issued.

.....
FOOD AUTHORITY OFFICER

.....
SIGNATURE

.....
COMPLIANCE DATE

<p>LICENCE FEE PAYABLE: Please refer to Fee Schedule on page 5</p>	<p align="right">Amount Payable: \$ _____</p>
<p>The fee of \$ _____ was received on: Date: ___/___/___</p>	<p>Licence Number: Licence Issued: Tax Invoice No. Raised:</p>

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FOOD PROCESSING/ STORAGE PREMISES CLASS DESCRIPTIONS

Please note: The following Premises have no Licence Classes:

- Abattoir
- Knackery
- Rendering Plant
- Retail Meat Premises

Animal Food Plant

- Class 1 An Animal Food Processing Plant comprising premises where animal food composed of meat, poultry or fish is stored for example cold store or freezer complex.
- Class 2 An Animal Food Processing Plant where abattoir, game or knackery animals or meat is processed treated, boned or cut up for use as animal food.
- Class 3 An Animal Food Processing Plant where kangaroos or feral goats, that have been slaughtered in the field are dressed, packaged, processed, treated, boned or cut up for use as animal food.
- Class 4 An Animal Food Processing Plant comprising premises where "skin on" kangaroos or feral goat carcasses are stored awaiting transport to class 3 premises.

Game Meat Plant

- Class 1 In respect of a Game Meat Processing Plant comprising premises where processed game meat in the form of sausages or cooked meat, or salted, smoked, pickled or cured game meat is produced.
- Class 2 In respect of a Game Meat Processing Plant comprising premises where game meat (except in the form of unflayed game meat carcasses) is stored or packed for the purpose of being stored, but not packaged, processed, treated, boned or cut up.
- Class 3 In respect of a Game Meat Processing Plant comprising premises other than premises referred to in Class 1, 2, 4 or 5.
- Class 4 In respect of a Game Meat Processing Plant comprising premises where game meat in the form of unflayed carcasses is stored but not packaged, processed, treated, boned or cut up.
- Class 5 In respect of a Game Meat Processing Plant comprising premises where game meat is treated, boned or cut up.

Meat Processing Plant

- Class 1 In respect of a Meat Processing Plant comprising premises- where processed meat or poultry in the form of ham, bacon, sausages or cooked meat, or salted, smoked, pickled or cured abattoir meat or poultry is produced
- Class 2 In respect of a Meat Processing Plant comprising premises where abattoir meat or poultry is stored in the course of a business such as a Freezer store or Cold storage depot.
- Class 3 Is not covered by 1 or 2 above and is generally a Meat Processing Plant where abattoir meat or poultry is boned or cut up and packed.

FEE SCHEDULE

Please Note:

For applications on an existing License, please submit form with application fee \$50.00 only. An invoice for the license fee will then be returned to you for payment.

Activities authorised by licence	No. Employees	Application Fee?	Application Fee	Licence Fee
Abattoir	1 to 5			\$276.00
Meat Processing Plant (All Classes)	6-50	Yes	\$50.00	\$559.00
Meat Retail Premises	51+			\$2,239.00
Rendering Plant				
Game Meat Processing Plant (All Classes)	1 to 5			\$347.00
	6-50	Yes	\$50.00	\$672.00
	51+			\$2,635.00
Knackery	1 to 5			\$672.00
Animal Food Processing Plant (Class 1, 2 or 3)	6-50	Yes	\$50	\$999.00
	51+			\$2,967.00
Animal Food Processing Plant (Class 4)	N/A	No	N/A	\$205.00

Additional Chargeable Items	No. Packs	Cost per Pack (plus Postage & Handling)	Total
Food Safety Program Information Pack (Retail Meat Premises only)		\$64.95	

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PAYMENT METHODS FOR A FOOD AUTHORITY LICENCE APPLICATION &/OR FOOD SAFETY PROGRAM PACK 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

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

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 Number: _____