

APPLICATION FOR A LICENCE FOR A FOOD TRANSPORT VEHICLE (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 distribute or transport 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. The definitions of a meat business are as follows:

animal food van any vehicle used for the conveyance of meat intended for use as animal food
game meat van any vehicle that is used for the conveyance of meat that is game meat.
meat van any vehicle used for the conveyance of meat that is abattoir meat.

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 license. These include the following businesses: animal food van, game meat van or meat van that perform any of the following activities listed below require a NSW Food Authority Licence:

- the distribution and/or transporting of meat or meat products for animal food.
- the distribution and/or transporting of game meat for human consumption.
- the distribution and/or transporting of abattoir meat for human consumption.

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
- Applicable Australian Standards as prescribed in the Food Regulation 2004:
Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products for Human Consumption – AS4696:2007; or
Australian Standard for the Hygienic Production of Game Meat for Human Consumption – AS4464-1997.

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 vehicle/s 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.
- If applying for an animal food van or game meat van licence, please ensure that an approved course has been completed prior to the submission of this application form.




IMPORTANT NOTES

- A separate licence application must be completed if you have more than one 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

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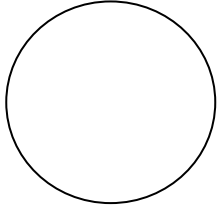
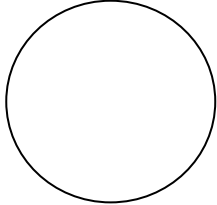
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APPLICANT DETAILS:

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
		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 align="center">Date of Application: ____/____/____</p> <p 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 business at the Food Transport Vehicle and agree/do not agree to the cancellation of the Licence for the Food Transport Vehicle. My/Our licence number is _____.</p> <p align="right">Date: ____/____/____</p> <p align="right"> Company Seal (if applicable)</p>

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

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VEHICLE DETAILS:

Food Transport Vehicle Type (please tick appropriate box)	<input type="checkbox"/> Animal Food <input type="checkbox"/> Game Meat <input type="checkbox"/> Meat If an Animal Food or Game Meat Vehicle, an Approved Food Hygiene Course must be completed prior to the issuing of this licence application.  Please attach copy of statement of attainment or other evidence of completion of the course
Location of Vehicle for Inspection (if different to postal address):	
DESCRIPTION OF VEHICLE DETAILS IN RESPECT OF LICENCE SOUGHT:	Motor Vehicle Registration: _____ Year: _____ Make of Vehicle: _____ (eg Toyota) Model: _____ (eg Landcruiser) Refrigerated: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
For Animal Food or Game Meat Vehicles harvesting Kangaroos – DECCC Trappers' Permit No: <hr/> SPECIES HARVESTED (if a Game Meat vehicle) Please tick species to be harvested: <input type="checkbox"/> Pigs <input type="checkbox"/> Kangaroos <input type="checkbox"/> Goats <input type="checkbox"/> Rabbits/ Hares <input type="checkbox"/> Other _____	<p align="center">FOOD TRANSPORT VEHICLE CLASS DESCRIPTIONS</p> <p>Please indicate class of vehicle below:</p> <p>Animal Food Vehicle</p> <input type="checkbox"/> Class 1 In respect of a vehicle fitted with rails from which skun carcasses, intended for use as animal food, are conveyed and suspended during transport. <input type="checkbox"/> Class 2 In respect of a vehicle that is NOT fitted with rails and is used to transport meat intended for use as animal food in tubs, cartons or plastic bags or whole carcasses as is the case with a butchers panel Vehicle. <input type="checkbox"/> Class 3 In respect of a vehicle that is used to transport carcasses of animals intended for animal food, that have been eviscerated but not skun, from the point of harvest to a chiller. <p>Game Meat Vehicle</p> <input type="checkbox"/> Class 1 In respect of a vehicle fitted with rails from which flayed game meat carcasses conveyed in the Vehicle are to be suspended from. <input type="checkbox"/> Class 2 In respect of a vehicle that is not a game meat Vehicle referred to in Classes 1,3,4,5 or 6. <input type="checkbox"/> Class 3 In respect of a vehicle that is used in the course of a business as a game meat Vehicle, solely on journeys that in normal circumstances do not exceed 1 hour for the conveyance of game meat that has been packed in cartons and secured to pallets, from the point of preparation to a cold store. <input type="checkbox"/> Class 4 In respect of a game meat Vehicle that is used in the course of a business for the conveyance of any game meat (other than rabbit or duck) from the point of harvest to a class 4 game meat processing plant. <input type="checkbox"/> Class 5 In respect of a game meat Vehicle that is used in the course of a business for the conveyance of rabbit game meat from the point of harvest to a class 4 game meat processing plant. <input type="checkbox"/> Class 6 In respect of a game meat Vehicle that is used in the course of a business for the conveyance of duck game meat from the point of harvest to a class 4 game meat processing plant. <p>Meat Vehicle</p> <input type="checkbox"/> Class 1 A licence that authorises the operation of a Class 1 Meat Vehicle in respect of a meat Vehicle fitted with rails from which abattoir meat conveyed in the Vehicle is to be suspended, or <input type="checkbox"/> Class 2 A licence that authorises the operation of a Class 2 Meat Vehicle in respect of a vehicle that is not a Meat Vehicle referred to in paragraph (a) or (c), or <input type="checkbox"/> Class 3 A licence that authorises the operation of a Class 3 Meat Vehicle in respect of a vehicle that is used in the course of a business as a Meat Vehicle, solely on journeys that in normal circumstances do not exceed 1 hour for the conveyance of: (i) frozen abattoir meat from a cold store to a port, or (ii) abattoir meat, that has been packed in cartons and secured to pallets, from the point of preparation to a cold store.

COMPLIANCE CONFIRMED BY A FOOD AUTHORITY OFFICER:
NSW Food Authority requires the Food Transport Vehicle to be inspected to ensure compliance before a licence can be issued.

.....
FOOD AUTHORITY OFFICER

.....
SIGNATURE

.....
COMPLIANCE DATE

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PAYMENT METHODS FOR SETTLEMENT OF LICENCE/APPLICATION FEE:

Activities authorised by licence	No. Vehicles to be licensed	License Fee	Total License Fee Payable (No. vehicles x Licence Fee)
Animal Food Van		\$205.00	
Game Meat Van		\$205.00	
Meat Van		\$205.00	
Plus Application Fee			\$50.00
TOTAL FEE PAYABLE			

NB: 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.

PAYMENT METHODS FOR A FOOD AUTHORITY LICENCE APPLICATION 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)
- Evidence of completion of approved course attached (for animal food van or game meat van applications)
- 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: _____