

## TAX INVOICE

### APPLICATION FOR A GOAT MILK LICENCE FOOD REGULATION 2004

Phone: (02) 6552 3000 Fax: (02) 6552 7239 Office Hours: 8.30 - 5.00 (Monday - Friday)  
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, store or process or produce dairy or dairy products must have a NSW Food Authority licence.

Licensing under this Regulation is used to ensure that a business defined under Clause 23 of the Dairy Food Scheme under Part 4 of the Regulation has the capacity to produce safe food before the food is supplied to the market. The definitions of a dairy business are as follows:

- dairy farmer** a person who carries on the business of producing milk on a dairy farm for human consumption.
- dairy produce factory** any building or place at or in which
- (a) any milk or dairy product is produced or packaged, or
  - (b) any milk is treated or processed after its production if the treatment or processing results in a product that is milk or a dairy product, or
  - (c) any dairy product is treated or processed after its production if the treatment or processing results in a product that is a dairy product,

#### Who needs to be licensed?

Any business that fall within the definition of a "Dairy farmer or Dairy Produce Factory" under Clause 25 of the Food Regulation 2004 are required to hold a NSW Food Authority Licence. Any businesses that fall under the definition of a "dairy business" as provided under Clause 25 of the Food Regulation 2004 require a NSW Food Authority Licence. These businesses include those who operate as a Dairy Farmer, etc as set out in the definition section above, who perform any one of the following activities:

- the production of goat milk on a dairy farm and/or supply for further processing.
- the production and/or bottle raw goat milk to sell for human consumption.
- the production, packaging or processing of goat milk or dairy products.

#### 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](http://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 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](http://www.foodauthority.nsw.gov.au)

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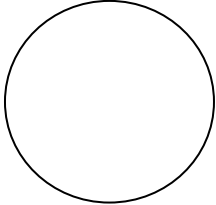
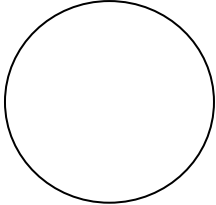
**APPLICANT DETAILS:**

<b>Business Structure</b> (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.....	
<b>Full Name(s) of all applicant(s)</b> <ul style="list-style-type: none"> <li>● Sole Trader</li> <li>● Partners</li> <li>● If a Company, please provide name(s) of all Director(s)</li> <li>● If a Trust, please provide name(s) of nominated person(s) to receive correspondence</li> <li>● Association, please provide copy of Certificate of Incorporation</li> </ul>	<b>Family Name (Mr Mrs Miss Ms)</b>	<b>Given Name(s)</b>
<b>Name of Registered Company (if applicable)</b>  If a Company, please provide a copy of full ASIC Company Registration Certificate & ABN Certificate		<b>ABN</b>
		<b>ACN</b>
<b>Trust Name (if applicable)</b>  If a Trust, please provide a copy of full ASIC Company Registration Certificate & ABN Certificate		
<b>Trading Name (if applicable)</b>  If operating under a trading name, please provide copy of Department of Fair Trading Certificate of Registration of Business Name		
<b>Postal Address of applicant(s) for service of notices</b>		<b>Business Contact Details:</b>  Telephone No: (    ) Facsimile No: (    ) Mobile No:
<b>Email address:</b>  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.	
<b>Authorised Contact Name</b>		<b>Authorised Contact's Phone Numbers:</b> Telephone No: (    ) Facsimile No: (    ) Mobile No:
<b>Position</b>	<b>Do you have an existing Food Authority licence?</b> If so, please give details.	
	Licence No:  Customer No:	

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<p><b>SIGNATURE(S) OF ALL APPLICANT(S)</b></p> <ul style="list-style-type: none"> <li>• <i>All applicants must sign individually</i></li> <li>• <i>If a company, show capacity of person signing</i></li> </ul>	<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><b>CONSENT OF PRESENT LICENCEE(S) (If applicable)</b></p> <ul style="list-style-type: none"> <li>• <i>All licencee(s) must sign individually</i></li> <li>• <i>If a company, show capacity of person signing</i></li> </ul>	<p>I/We, the current licencee(s) will/will not continue to conduct a food business using the Premises and agree/do not agree to the cancellation of the Licence for the Premises.</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> 

**Office Use Only:** DEBTOR CODE: \_\_\_\_\_ LICENCE NUMBER \_\_\_\_\_ INVOICE NUMBER \_\_\_\_\_

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**PREMISES DETAILS:**

<b>PREMISES TYPE</b> (please tick appropriate box):	<input type="checkbox"/> Dairy Farmer (Goat Milk) - (milk goats and/or supply for further processing) <input type="checkbox"/> Unpasteurised Goat Milk Producer - (farm and/or bottle raw milk to sell for human consumption) <input type="checkbox"/> Dairy Goat Produce Factory - (produce dairy products and/or pasteurized milk)
<b>FEE SCHEDULE</b> (please tick appropriate box):	<p align="center"><b>(Maximum licence fee not to exceed \$559)</b></p> <input type="checkbox"/> Application Fee <span style="float:right"><b>\$50</b></span> <input type="checkbox"/> Dairy Farmer (Goat Milk) <span style="float:right"><b>\$111</b></span> <input type="checkbox"/> Bottling (Unpasteurised Goat Milk Producer) <b>&amp;/or</b> Dairy Farm (Goat Milk) <span style="float:right"><b>\$335</b></span> <input type="checkbox"/> Dairy Goat Produce Factory <b>&amp;/or</b> Unpasteurised Goat Milk Producer <b>&amp;/or</b> Dairy Farm (Goat Milk) <span style="float:right"><b>\$559</b></span>
<b>PREMISES ADDRESS</b> (where business will be operating from):	<p>▪ Nominated commencement of trading date: _____</p>

**COMPLIANCE CONFIRMED BY A FOOD AUTHORITY OFFICER:**

*NSW Food Authority requires the premises to be inspected to ensure compliance before a licence can be issued.*

.....  
**FOOD AUTHORITY OFFICER**

.....  
**SIGNATURE**

.....  
**COMPLIANCE DATE**

**Please Note:**

- 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.

<b>LICENCE FEE PAYABLE:</b> Please refer to Fee Schedule above		<b>Amount Payable:</b> \$ _____
<b>The fee of \$ _____ was received on:</b> <b>Date:</b> ___/___/___	<b>Licence Number:</b> <b>Licence Issued:</b> <b>Tax Invoice No. Raised:</b>	

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**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](mailto: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: \_\_\_\_\_