

TAX INVOICE

**APPLICATION FOR A SEAFOOD LICENCE  
(excluding Shellfish Harvesters)  
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, handle or process seafood 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.

- (1) **seafood business** any business involving the handling of seafood, including (but not limited to) the carrying on of any of the following activities:
- (a) the culture, harvesting and collecting of shellfish and gastropods,
  - (b) the depuration of shellfish,
  - (c) aquaculture,
  - (d) the processing of seafood, including (but not limited to) skinning, gill and gutting, filleting, shucking, cooking, smoking, preserving and canning,
  - (e) the packaging of seafood,
  - (f) the storage of seafood,
  - (g) the transportation of seafood,
  - (h) the wholesaling of seafood.
- (2) For the purposes of this Part, a **seafood business**:
- (a) does not include the act of taking or catching marine fin fish, crustacea or cephalopod but includes any handling of such seafood immediately after it is taken or caught, whether the handling occurs on board a vessel or otherwise,
  - (b) does not include the retail sale of seafood.

**Who needs to be licensed?**

Any businesses that are defined as a seafood business under Clause 147 of the Seafood Safety Scheme under Part 7 of the Regulation and that perform any of the following activities listed below require a NSW Food Authority Licence:

- distributes, stores, handles or processes seafood (including live seafood) but not for retail sale.

**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 facility/s to be licensed 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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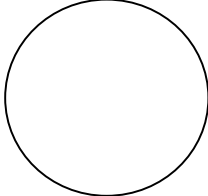
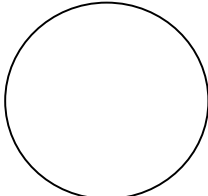
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**APPLICANT DETAILS:**

<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>  <b>Telephone No:</b> ( ) <b>Facsimile No:</b> ( ) <b>Mobile No:</b>
<b>Email address:</b>  <b>Do you want to receive the NSW Food Authority 'Foodwise' newsletter?</b>	<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> <b>Telephone No:</b> ( ) <b>Facsimile No:</b> ( ) <b>Mobile No:</b>
<b>Position</b>		
<b>Do you have an existing Food Authority licence? If so, please give details.</b>	<b>Licence No:</b>  <b>Customer No:</b>	

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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 seafood business using the premises/ vehicle/ vessel and agree/do not agree to the cancellation of the Licence for the premises/ vehicle/ vessel. My/Our licence number is _____ .</p> <p>Date: ____/____/____</p> <p style="text-align: right;">Company Seal (if applicable)</p> 

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

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**PREMISES INFORMATION**

- Fill out this section if you have a building or premises where seafood (including live) is stored, handled or processed

<b>Street address of building or premises</b> (if the same as Section 1, please write "same")			Telephone no
			Mobile no
			Facsimile no
	State:	Post Code:	Email

<b>Type of outlet operated from this premises?</b>	Retail    Wholesale    Storage    Other _____
<b>Nominated commencement of trading date</b>	

<b>Please tick and specify what activities are carried out at the specified premises:</b>	
<b>Process seafood (Low Risk)</b>	Store:    Live seafood    Fresh chilled seafood    Frozen seafood Process:    Gill & Gut, fillet or clean seafood Thaw seafood Freeze seafood Other processing _____ Package seafood Process Caviar
<b>Process seafood (High Risk)</b>	Cook seafood Smoke seafood – Finfish / Mussels / Other _____ Store seafood Manufacture sushi Shuck &/or can Abalone Open oysters Bottle Oysters Other _____

<b>Non-Shellfish Aquaculture?</b>	Farm Finfish    Farm Crustacea    Other _____
<b>Wet Store shellfish?</b>	Oysters    Mussels    Pipsis    Cockles    Other _____
<b>Other</b>	Yes    Please specify _____

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

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

 .....  
 FOOD AUTHORITY OFFICER

 .....  
 SIGNATURE

 .....  
 COMPLIANCE DATE

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**VEHICLE INFORMATION**

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

<b>Please tick appropriate box for intended use of vehicle(s) to be licenced</b>	<input type="checkbox"/> Delivery of own catch to local co-op/own facility (fishers) - Licence fee per vehicle = Nil <input type="checkbox"/> Other transportation or distribution of seafood - Licence fee per vehicle = \$178.00																
<b>Location of Vehicle(s) where vehicle kept for Inspection:</b>																	
<b>Type of Seafood Transported (Please tick)</b>	<p><b>a. Live seafood</b>          Finfish                  Shellfish                  Crustacea          Other Please specify: _____</p> <p><b>b. Fresh Chilled Seafood</b>          Finfish                  Shellfish                  Crustacea          Raw    Cooked/processed          Other Please specify: _____</p> <p><b>c. Frozen seafood</b>          Finfish                  Shellfish                  Crustacea          Raw    Cooked/processed          Other Please specify: _____</p>																
<b>DESCRIPTION OF VEHICLE(S) DETAILS IN RESPECT OF LICENCE SOUGHT:</b>  (If licensing more than 6 vehicles, please provide details on a separate page and attach it to this form)	<table border="0"> <tr> <td>Motor Vehicle Registration: _____</td> <td>Year: _____</td> </tr> <tr> <td>Make of Vehicle: _____</td> <td>(eg Toyota)</td> </tr> <tr> <td>Model: _____</td> <td>(eg Landcruiser)</td> </tr> <tr> <td>Refrigerated: <input type="checkbox"/> YES    <input type="checkbox"/> NO    <input type="checkbox"/> N/A</td> <td></td> </tr> </table> <hr/> <table border="0"> <tr> <td>Motor Vehicle Registration: _____</td> <td>Year: _____</td> </tr> <tr> <td>Make of Vehicle: _____</td> <td>(eg Toyota)</td> </tr> <tr> <td>Model: _____</td> <td>(eg Landcruiser)</td> </tr> <tr> <td>Refrigerated: <input type="checkbox"/> YES    <input type="checkbox"/> NO    <input type="checkbox"/> N/A</td> <td></td> </tr> </table>	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		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	
Motor Vehicle Registration: _____	Year: _____																
Make of Vehicle: _____	(eg Toyota)																
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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																	

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

NSW Food Authority requires the premises / vehicle / vessel to be inspected to ensure compliance before a seafood licence can be issued.

.....  
FOOD AUTHORITY OFFICER

.....  
SIGNATURE

.....  
COMPLIANCE DATE

**WILD SHELLFISH HARVEST**

- If you collect wild shellfish as part of your fishing activities please complete the following section.

<b>Do you hold a current endorsement with DPI Fisheries?</b> NB: The application will not be processed unless a valid endorsement is provided.	<input type="checkbox"/> <b>YES - If yes, please provide a copy of the endorsement with application form.</b> <input type="checkbox"/> <b>NO</b>
<b>Location of where wild shellfish is collected from</b>	
<b>Type of Wild Shellfish collected (Please tick)</b>	Cockles Pipis Other Please specify: _____

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**VESSEL AND FISHING ACTIVITY INFORMATION**

Note: The following vessels are not required to be included on your NSW Food Authority licence:

- Oyster punt
  - Tow Launch
  - Fishing dinghy
- } If you operate any of these, you must still fill in Section 2 & 3 below

<b>1. Do you operate a vessel with the exception of those listed above?</b>	Yes    No    If Yes, please complete vessel details below.
<b>a. LFB No:</b>	
<b>b. Vessel name</b>	
<b>c. Home port</b>	
<b>d. Port of operation</b>	
<b>2. Please tick and specify what seafood you handle:</b>	
<b>a. Fish</b>	Yes    No
<b>b. Shellfish</b>	Yes    No    If Yes, please specify
<b>c. Crustacea</b>	Yes    No    If Yes, please specify
<b>d. Cephalopods (eg. octopus and squid)</b>	Yes    No    If Yes, please specify
<b>e. Other, Please specify:</b>	
<b>3. Do you process seafood?</b>	Yes No    If Yes, please specify below & also answer section 4.
Cook seafood                      Gill/gut, fillet or clean seafood                      Freeze seafood                      Shuck abalone	
Other Please specify:	
<b>4. If seafood is processed, please specify where:</b>	On board vessel Fixed premises (details on Pg 2 of application) Other Please specify:

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**PAYMENT INFORMATION**

The Food Regulation 2004 prescribes the appropriate licence fee and application fee to be applied to all licences and it is based on the number of people working in the premises.

*Note: The number of people working in the premises is determined as the number of staff employed in your seafood operation (excluding office staff, delivery drivers, etc). These details will be determined between the applicant and the auditor.*

The fee to accompany this application form is the total of both the application fee and licence fee, as follows:

APPLICATION FEE	\$50.00	\$50.00
COMMERCIAL FISHERS	Licence Fee \$260.00	\$
SHELLFISH WILD HARVEST	Licence Fee \$260.00	
LICENCE FEE FOR PROCESSORS AND STORES PER PREMISES	Processors & Stores with 1 to 10 employees Fee \$276.00 x _____ No. of Premises	\$
	Processors & Stores with 11 to 50 employees Fee \$559.00 x _____ No. of Premises	\$
	Processors & Stores with 51 or more employees Fee \$2,239.00 x _____ No. of Premises	\$
LICENCE FEE FOR FINFISH OR CRUSTACEA AQUACULTURE PER PREMISES	Finfish or Crustacea Aquaculture Premises with 1 – 10 employees Fee \$276.00 x _____ No. of Premises	\$
	Finfish or Crustacea Aquaculture Premises with 11 – 50 employees Fee \$559.00 x _____ No. of Premises	\$
	Finfish or Crustacea Aquaculture Premises with 51 or more employees Fee \$2,239.00 x _____ No. of Premises	\$
LICENCE FEE FOR SEAFOOD TRANSPORT VEHICLES	Vehicles Fee \$178.00 x _____ No. of Vehicles	\$
<b>TOTAL (Application Fee + Licence Fees)</b>		<b>\$</b>

**NB: 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.**

**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

**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: _____

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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)

ABN certificate (where applicable)

Payment attached

Wild shellfish harvest endorsement/ licence issued by DPI Fisheries (where applicable)

Aquaculture permit issued by DPI Fisheries (where applicable)