

APPLICATION FOR A LICENCE FOR A FOOD PREMISES TO PROCESS/ STORE PLANT PRODUCTS Food Regulation 2010

Licensing unit office hours: 8.30am – 5.00pm Monday – Friday Phone: 02 6552 3000 or 1300 552 406 Fax: 02 6552 7239
NSW Food Authority ABN 47 080 404 416 PO Box 6682 SILVERWATER NSW 1811

Certain food businesses are required to hold a NSW Food Authority licence to operate. Businesses that operate without the appropriate licence from the NSW Food Authority are committing an offence under the *Food Act 2003* and may be prosecuted.

Plant products businesses that need to be licensed

Under the Food Regulation 2010, food businesses must have a NSW Food Authority licence if they prepare or store plants products as defined under Clause 102 of the Plant Products Food Safety Scheme (Part 7 of the Regulation) and defined as a “Plant products business” under Clause 106 and perform any of the following:

- the extraction of juice from vegetables or fruits without pasteurizing the juice (excluding retail operations)
- the processing of seed sprouts, fruits or vegetables to produce plant products, including (but not limited to) cutting, peeling, preserving and cooking
- the storage of plant products
- the packaging of plant products
- the production (including packaging) of vegetables in oil
- the refrigerated transport or distribution of plant products – If licensing is required for a vehicle to transport plant products please complete application form “Application for food transport business for dairy/ meat/ plant products/ seafood”

Those businesses not involved in any of these activities, or where they fall within the exception provided under clause 100 (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.

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. A licence is not transferable from one person or business to another.

What do I need to comply with?

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

Food Regulation 2010 (NSW)

Food Act 2003 (NSW)

Food Standards Code, Food Regulation 2010; and

Development and implementation of an adequate food safety program under the Food Regulation 2010 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 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 2010. 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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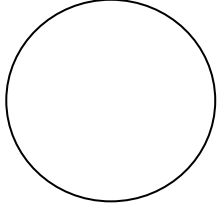
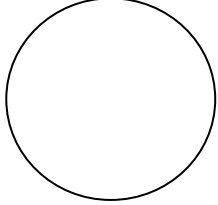
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APPLICANT DETAILS:

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 statement (showing names of public officers/ directors) & ABN Certificate		ABN
		ACN
Trust name (if applicable)  If a Trust, please provide a copy of full ASIC Company Registration Certificate (showing names of public officers/ directors) & 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: Phone: Fax: Mobile:
Email address: Do you want to receive the NSW Food Authority 'Foodwise' newsletter for licensees?	<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: Phone:
Position		Fax: Mobile:
Do you have an existing NSW 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 licensee(s) must sign individually</i> • <i>If a company, show capacity of person signing</i> 	<p>I/We, the current licensee(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. My/Our licence number is _____ .</p> <p>Date: ____/____/____</p> <p style="text-align: right;"> Company Seal (if applicable)</p>

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PREMISES INFORMATION - Fill out this section if you have a building or premises where plant products are handled, processed or stored. If licensing more than one premises, please photocopy this page, complete and return with other pages of application form.

Type of outlet operated from this premises?		<input type="checkbox"/> Processor <input type="checkbox"/> Wholesaler <input type="checkbox"/> Storage <input type="checkbox"/> Other _____	
Street address of building or premises			Phone no
			Facsimile no
	State	Post Code	
Contact person	Position		Telephone no
	Email		Mobile no
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?	<input type="checkbox"/> Vegetables (ie capsicum, carrot, celery, leek, mushroom, spinach, chinese cabbage, cabbage, witlof, lettuce or any other leafy green vegetable not already listed) <input type="checkbox"/> Fruits <input type="checkbox"/> Extract unpasteurised juice (ie fruit or vegetable juice or a mixture of such juice that has not been subject to pasteurisation) <input type="checkbox"/> Package unpasteurised juice (ie fruit or vegetable juice or a mixture of such juice that has not been subject to pasteurisation) <input type="checkbox"/> Process seed sprouts (ie sprouted seeds or beans other than wheatgrass) <input type="checkbox"/> Process vegetables in oil (ie wholly or partly submerged fruits, vegetables or herbs) <input type="checkbox"/> Process fruits in oil <input type="checkbox"/> Other - please specify _____		
Store plant products? <i>(not applicable if the product is processed and stored at the same premises).</i>	<input type="checkbox"/> Refrigerated Vegetables in Oil (ie wholly or partly submerged fruits, vegetables or herbs) <input type="checkbox"/> Fresh Cut Fruit <input type="checkbox"/> Unpasteurised juice (ie fruit or vegetable juice or a mixture of such juice that has not been subject to pasteurisation) <input type="checkbox"/> Refrigerated Fruits in Oil (ie wholly or partly submerged fruits, vegetables or herbs) <input type="checkbox"/> Seed Sprouts (ie sprouted seeds or beans other than wheatgrass) <input type="checkbox"/> Fresh cut vegetables (ie capsicum, carrot, celery, leek, mushroom, spinach, chinese cabbage, cabbage, witlof, lettuce or any other leafy green vegetable not already listed)		
Storage of other foods as well as plant products as defined under Food Regulation 2010 (please tick):	<input type="checkbox"/> Milk or dairy products as defined under Clause 39 <input type="checkbox"/> Meat or meat products as defined under Clause 58 <input type="checkbox"/> Seafood of seafood products as defined under Clause 111 <input type="checkbox"/> Eggs as defined under Clause 149 or egg products as defined under Clause 152		
AQIS APPROVED FACILITY:	<input type="checkbox"/> YES – AQIS ACCREDITED: AQIS REGISTERED EST NO: _____ <input type="checkbox"/> NO		
Number of full time equivalent (FTE) food handlers involved in food handling activities <i>(refer to definition on page 5)</i> _____	Note: The number of full time equivalent (FTE) food handlers employed in your plant products processing/ storage operation as determined by the calculation on Page 5 of this form excluding office staff, delivery drivers, etc. The Food Regulation 2010 prescribes the appropriate licence fee (based on the number of people working on the premises) and application fee to be applied to all licences.		

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FEE SCHEDULE

No. of full time equivalent (FTE) food handlers	Licence Fee	No. of premises	Total licence fee payable (No. of Premises x Licence fee)
0 to 5	\$402.00		
6 to 50	\$825.00		
51+	\$3,612.00		
Application fee			\$50.00
Total fee payable			

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 premises where multiple activities are done at the same site, only one licence fee is applicable.

CALCULATING LICENCE FEES

The licence fee applied to your business is calculated based on the number of full-time equivalent (FTE) food handlers involved in food handling. The number of FTE food handlers is used as it also accommodates businesses who use part time food handlers in their operations. For the purposes of this calculation, a FTE working week is 38 hours.

To calculate the number of FTE food handlers your business has, add up all the hours that the food handlers are undertaking food handling activities during a working week and divide by 38 hours (average working week). For example, if a facility had 4 food handlers to handle food for 25 hours per week, this would equate to approximately 3 FTE food handlers.

Figure 1: Example calculation of FTE food handlers

$$\frac{4 \text{ food handlers} \times 25 \text{ hours per week}}{38 \text{ hours}} = 2.6 \text{ FTE food handlers (round up to 3 FTE food handlers)}$$

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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 CREDIT CARD

Please debit my: Mastercard Viscard

Card number:

Cardholder's name:

CVV number :

(the final three digits of the number printed on the signature strip on the back of your card)

Expiry date:

Payment amount:

Cardholder's signature:

C. 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 accept 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
- ASIC company statement attached (where applicable)
- Dept Fair Trading 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 no: