

APPLICATION FOR A LICENCE FOR A FOOD PREMISES TO PROCESS/STORE MEAT 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.

Meat businesses that need to be licensed

Under the Food Regulation 2010, food businesses must have a NSW Food Authority licence if they produce, store or process meat or meat products as defined under Clause 58 of the Meat Food Safety Scheme (Part 6 of the Regulation) and defined as a "meat business" under Clause 61 and operate any of the following:

- an abattoir
- a meat processing plant
- a game meat field depot
- a game meat primary processing plant
- a knackery
- a rendering plant
- an animal food processing plant
- an animal food field depot
- meat retail premises

If licensing is also required for a vehicle to transport meat or meat products please complete application form "Application for food transport business for dairy/ meat/ plant products/ seafood".

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

Implement, maintain and comply with a food safety program certified by NSW Food Authority, which complies with Standard 3.2.1 of the Food Standards Code. 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 do I need 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 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 2010. If the result of the audit or inspection is unacceptable, the licence may not be approved and the licence application may be rejected.




IMPORTANT NOTES for completing the licence application

- 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.
- For more 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 <http://www.foodauthority.nsw.gov.au/industry/food-standards-and-requirements/licensing>

**APPLICATION FOR A LICENCE FOR A FOOD PREMISES TO PROCESS/STORE MEAT
Food Regulation 2010**

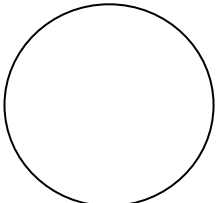
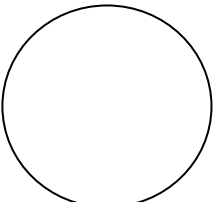
Licensing unit office hours: 8.30am – 5.00pm Monday – Friday Phone: 02 6552 3000 or 1300 552 406 Fax: 02 6552 7239
NSW Food Authority **ABN 47 080 404 416** PO Box 6682 SILVERWATER NSW 1811

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: Fax: Mobile:
Position		
Do you have an existing NSW Food Authority licence? If so, please give details.	Licence No: Customer No:	

**APPLICATION FOR A LICENCE FOR A FOOD PREMISES TO PROCESS/STORE MEAT
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

<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> <div style="text-align: right;">  Company Seal (if applicable) </div>
<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> <div style="text-align: right;">  Company Seal (if applicable) </div>

**APPLICATION FOR A LICENCE FOR A FOOD PREMISES TO PROCESS/STORE MEAT
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

FOOD PROCESSING/ STORAGE PREMISES TYPE (please tick appropriate box/es):

- Abattoir** – the premises where abattoir animals are slaughtered for human consumption. If activities in relation to a rendering plant are also conducted at the Abattoir site, please tick the Rendering Plant box below.
 - Slaughter of red meat species: Bovine (ie bull, ox, steer, cow, heifer, calf), Ovine (ie ram, ewe, wether, hogget, lamb), Caprine (ie goat, kid), Porcine (ie swine, pigs), Deer or Buffalo
 - Slaughter of non-red meat species: Poultry (ie chicken, turkey, duck, squab, pigeons, any other birds), Rabbit, Crocodile or Ratite (ie Emu, Ostrich)
 - Production/ processing of UCFM meat or meat products
 - Production/ processing of Ready To Eat (RTE) meat or meat products
- Animal Food Field Depot** – premises where unflayed carcasses of game animals intended for use as animal food is stored but not packaged, processed, treated, boned or cut up.
- Animal Food Processing Plant** – premises where in the course of a business (being a business of preparing or selling animal food):
 - meat or fish or any product of meat or fish is stored, packed, packaged, processed, treated, boned or cut up
 - processed animal food is produced
- Game Meat Field Depot** – premises where any unflayed carcasses of game animals intended for human consumption are stored but not packaged, processed, treated, boned or cut up
- Game Meat Primary Processing Plant** – premises where in the course of a business, unflayed carcasses of game animals are received from the field or a game meat field depot and are flayed, whether or not the carcasses are further treated, boned or cut up on those premises
- Knackery** – premises used for or in connection with the slaughter of knackery animals for use in animal food, or for or in connection with the destruction of knackery animals for the making of animal by-products that are used in animal food.
 - Slaughter of red meat species: Bovine (ie bull, ox, steer, cow, heifer, calf), Ovine (ie ram, ewe, wether, hogget, lamb), Caprine (ie goat, kid), Porcine (ie swine, pigs), Deer or Buffalo
 - Slaughter of non-red meat species: Poultry (ie chicken, turkey, duck, squab, pigeons, any other birds), Rabbit, Crocodile or Ratite (ie Emu, Ostrich)
- Meat Processing Plant** – premises where in the course of a business:
 - Abattoir meat is:
 - Stored
 - Packed
 - Packaged
 - Processed or further processed
 - Processed for UCFM meat or meat products
 - Processed for Ready To Eat (RTE) meat or meat products
 - Treated boned or cut up
 - Storage of other foods as well as Abattoir meat as defined under Food Regulation 2010, as below (please tick):
 - milk or dairy products as defined under Clause 39
 - plants products as defined under Clause 102
 - seafood or seafood products as defined under Clause 111
 - eggs as defined under Clause 149 or egg products as defined under Clause 152
 - Game meat is:
 - Stored
 - Packed
 - Packaged
 - Processed or further processed from carcasses that have been flayed at other premises
 - Processed for UCFM meat or meat products
 - Processed for Ready To Eat (RTE) meat or meat products
 - Treated boned or cut up
- Meat Retail Premises** – premises where meat is sold by retail and on which raw meat carcasses or parts of raw meat carcasses are processed in some way (such as boning, slicing or cutting) or on which processed meat is produced or further processed and sells less than 1 tonne of meat a week but does not sell meat in a form ready to be consumed (ie restaurant, take-away food shop) or cook and chill meat
 - Production/ processing of UCFM meat or meat products
 - Production/ processing of Ready To Eat (RTE) meat or meat products
- NB:** It is a requirement of the Food Regulation that a food safety program be implemented and maintained. Accordingly it is advisable that a Food Safety Program pack be ordered if one is not already in place in order to comply with this requirement.
Please indicate if you require a Food Safety Program Pack (for which a fee is payable). The Pack consists of:
 - 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
- Rendering Plant** – premises where animal by-products are rendered or boiled down, but does not include an abattoir or knackery

**APPLICATION FOR A LICENCE FOR A FOOD PREMISES TO PROCESS/STORE MEAT
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

AQIS APPROVED FACILITY?	<input type="checkbox"/> YES – AQIS ACCREDITED: AQIS REG EST NO: _____
	<input type="checkbox"/> YES – AQIS TIER 1: AQIS REG EST NO: _____
	<input type="checkbox"/> NO

Nominated commencement of trading date:	
LOCATION OF PREMISES FOR INSPECTION (if different to postal address):	
For application for an Animal Food or Game Meat Field Harvesting Depots:	NUMBER OF CHILLERS: _____ WS-CP NO. (for Kangaroos): _____
NUMBER OF FULL TIME EQUIVALENT FOOD HANDLERS:	Note: The number of full time equivalent (FTE) food handlers employed in your meat processing/storage operation as determined by the calculation below on this page excluding office staff, delivery drivers, etc. The Food Regulation 2010 prescribes the appropriate licence fee (based on the number of people working in the premises) and application fee to be applied to all licences.

FEE SCHEDULE – PREMISES

No. Full Time Equivalent (FTE) food handlers	Licence Fee	No. Premises	Total Fee Payable (No. of Premises x Licence fee)
0 to 5	\$402.00		
6 to 50	\$825.00		
51+	\$3,612.00		
Additional Chargeable Items	No. Packs	Cost per Pack (plus Postage & Handling)	
Food Safety Program Pack – Meat Retail Premises		\$68.10	
Application Fee			\$50.00
Total Fee Payable			

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.

For applications for meat retail premises (where a food safety program and retail diary recording etc is not already in place) - it is advisable that a food safety program pack (consisting of a NSW Standards for Construction and Hygienic Operation of Retail Meat Premises, NSW Retail Meat Food Safety Program and NSW Food Authority Retail Diary) be ordered to meet the requirements of the Food Regulation 2010. Food Safety Program pack/s can be ordered and paid for on the fee schedule above.

**APPLICATION FOR A LICENCE FOR A FOOD PREMISES TO PROCESS/STORE MEAT
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

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

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

