

**APPLICATION FOR EGG FOOD SAFETY SCHEME BUSINESS LICENCE FOR PREMISES TO PRODUCE/ PROCESS/
GRADE/ STORE EGGS & EGG RELATED 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 NSW egg businesses are required under legislation to hold a licence with the NSW Food Authority (the Authority) in order to run their food business.

Who needs to be licensed?

The Egg Food Safety Scheme (under Food Regulation 2010) requires certain NSW egg businesses to be licensed. An egg business is one which undertakes any of the following activities: (Note: see definitions section on page 2 for more information)

- producing, washing, grading, or dry cleaning more than 20 dozen eggs in any week,
- the examination¹ of more than 20 dozen eggs in any week to detect cracks (such as the final crack detection before sale egg candling),
- manufacturing or processing of egg products (such as collecting pulp), blended egg product mixtures (such as scrambled egg mix, salted or sugared yolks), or specialty eggs (ie century eggs, salted eggs, balut eggs),
- pasteurising egg products and blended egg product mixtures,
- storing egg products, blended egg product mixtures, cracked eggs, or specialty eggs,
- transporting egg products, blended egg product mixtures, cracked eggs, or specialty eggs (if a business is conducting this activity they will need to complete the application form 'Application for a licence for a food transport business for dairy/meat/plant products/seafood/egg & egg related products').

If you conduct any of the above activities without the appropriate licence, you are breaching the requirements of the Food Regulation 2010, hence the law.

Any business or person that produces more than 20 dozen eggs for sale in any week needs to hold a licence. Small egg farms that do not need to hold a licence must notify the NSW Food Authority. For more information on how to do this, refer to the Authority's website at: www.foodauthority.nsw.gov.au/industry/food-standards-and-requirements/business-notification/

What do I need to comply with?

An egg business licensed with the Authority must comply with the *Food Act 2003*, Egg Food Safety Scheme (under the Food Regulation 2010) and the Food Standards Code.

A licensed egg business must also comply with any conditions specified on their licence. For example, certain egg businesses must develop and implement a food safety program that complies with Standard 3.2.1 – *Food Safety Programs* of the Food Standards Code (egg businesses solely producing eggs – not washing eggs, detecting cracks or collecting pulp, and egg businesses storing or transporting are exempt from this requirement).

Guidance material to help egg businesses prepare their food safety program is available from the Authority's website at www.foodauthority.nsw.gov.au/industry/industry-sector-requirements/eggs. Egg businesses who require a food safety program and are operating at the commencement of Food Regulation 2010 (18/06/2010) will be given a six month period to develop and implement their food safety program.

What do I do next?

- Complete this licence application form and return with payment (if applicable) to: NSW Food Authority, PO Box 6682, Silverwater NSW 1811. (Note: licensed egg businesses that do not produce more than 100 dozen eggs for sale in any week are entitled to a licence fee waiver and a one-off licence application fee waiver. See payment information section on page 7 for more details)
- If you are an existing business when Food Regulation 2010 commences on 18/6/2010, you must submit a licence application form to the Authority within two months of the Regulation coming into force. That is, for the period of two months and the additional time the Authority takes to determine the application, you are deemed to have a licence. This ensures that all existing businesses can continue to trade over the phasing in of the Regulation.
- If you are starting a new business or buying a business from another person after the Food Regulation 2010 commences, you must apply for a licence before you begin operating. A licence is not transferable from one person or business to another.

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.

¹ other than random examination for the purpose of quality control

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- If you require further information or assistance please contact the NSW Food Authority's Licensing Unit on (02) 6552 3000 or go to the Authority's website at www.foodauthority.nsw.gov.au

DEFINITIONS

Blended egg product mixture means a product consisting of at least 80 per cent by weight of egg white or egg yolk, or both, and other food.

Cracked egg means an egg with a cracked shell, where a crack is visible or visible by candling, and an unbroken shell membrane.

Egg means the egg of any avian species.

Egg business means a business conducting any of the following activities:

- (a) producing, washing, grading or dry cleaning more than 20 dozen eggs in any week,
- (b) the examination (other than the random examination for the purpose of quality control) of more than 20 dozen eggs in any week to detect cracks,
- (c) manufacturing or processing of egg products (other than the pasteurisation of egg products),
- (d) manufacturing or processing of blended egg product mixtures (other than the pasteurisation of blended egg product mixtures),
- (e) manufacturing or processing of specialty eggs,
- (f) pasteurising of egg products,
- (g) pasteurising of blended egg product mixtures,
- (h) transporting egg products (other than in dried form), blended egg product mixtures (other than in dried form), cracked eggs, or specialty eggs, or any combination of those things,
- (i) storing egg products (other than in dried form), blended egg product mixtures (other than in dried form), cracked eggs, or specialty eggs, or any combination of those things, other than storing on premises in connection with a business that also undertakes any of the following on the premises:
 - i. The manufacturing or processing of egg products, blended egg product mixtures or specialty eggs,
 - ii. The production of food using egg products or blended egg product mixtures, or both.

Egg product means the whole or part of the content of an egg with the shell removed and in any form.




Egg producer means a person who produces eggs for sale.

Full time equivalent food handler: any person who directly handles and/or supervises the handling of packaged or unpackaged food (includes eggs), food equipment and utensils, or food contact surfaces. It excludes office staff, cleaning staff, delivery drivers etc. The Food Regulation 2010 prescribes the appropriate licence fee (based on the number of people working on the premises) and the application fee to be applied to all licences. For licensing purposes, only the number of full time equivalent (FTE) food handlers are counted. See page 7 for more information on how to calculate the number of full time equivalent (FTE) food handlers.

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APPLICANT DETAILS:

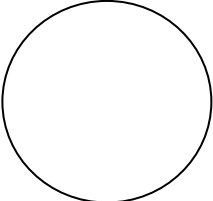
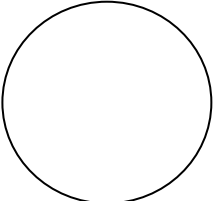
Business Structure (please tick appropriate box)	<input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other Give details.....	
Full Name(s) of all applicant(s) <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 & 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 invoices and notices		Business Contact Details: Telephone No: () Facsimile No: () Mobile No:

Email address:	
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<p>Do you want to receive the NSW Food Authority's Industry newsletter-'Foodwise'?</p>	<p><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.</p>
<p>Authorised Contact Name</p>	<p>Authorised Contact's Phone Numbers: Telephone No: () Facsimile No: () Mobile No:</p>
<p>Position</p>	
<p>Do you have an existing Food Authority licence? If so, please give details.</p>	<p>Licence No: Customer No:</p>

<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>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>Company Seal (if applicable)</p>

TAX INVOICE

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<i>Office Use Only:</i> DEBTOR CODE: _____ LICENCE NUMBER _____ INVOICE NUMBER _____

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EGG PRODUCTION, EGG GRADING OR EGG PROCESSING PREMISES

- Fill out this section if you have a building or premises where eggs and egg related products requiring a licence are produced, graded or processed. Businesses wishing to licence an egg storage premises should fill in the section titled 'Storage Facility' below.
- If licensing more than one premises, please photocopy this page, complete and return with other pages of application form.
- For definitions, refer to page 2

Street address of building or premises	Post Code	Phone no	
		Facsimile no	
		Lot number:	Plan number:

Note: the Lot number is up to 4 characters long and the Plan number (Deposited Plan or DP) is up to 10 characters long. The lot/plan (sometimes called folio) is generally available on your rates notice. However you may also find your lot/plan through the website for the Department of Lands GeoSpatial Portal (<http://gsp.maps.nsw.gov.au/viewer.htm>)

Contact person	Position	Telephone no
	Email	Mobile no

Please tick the operations that are carried out at these premises:

- Produce eggs (please tick the appropriate production rate per week)
 - 20 dozen eggs or less every week (If this box has been ticked, a licence is not required. Please complete food notification at www.foodnotify.nsw.gov.au)
 - More than 20 dozen eggs to 100 dozen eggs or less in any week
 - More than 100 dozen eggs in any week
- Wash eggs
- Examining eggs to detect cracks ie the final crack detection before sale (eg candling)
- Pasteurise egg products (eg egg pulp)
- Pasteurise blended egg product mixtures (eg scrambled egg mix)
- Manufacture and/or process specialty eggs (eg century, salted or balut eggs)
- Manufacture and/or process egg products (eg pulp collection on-farm)
- Manufacture and/or process blended egg product mixtures (eg salted or sugared yolk)

Total number of full time equivalent (FTE) food handlers on this premises <i>(refer to definitions section on page 2 and calculating licence fees section on page 7)</i>	
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EGG STORAGE FACILITY

- If you require an egg store licence (see definition of an egg business on page 2) please fill in the following section.
- An egg storage facility only needs to be licensed if it is located on a separate premises to your egg production, egg grading or egg processing premises
- If licensing more than one premises, please photocopy this page, complete and return with other pages of application form.

Street address or storage facility	Post Code:	Phone no
		Facsimile no
Contact person	Position	Telephone no
	Email	Mobile no
<p>Please tick what egg & egg related products are stored at the facility:</p> <p><input type="checkbox"/> egg products (other than dried egg product) eg liquid or frozen pasteurised/unpasteurised egg pulp</p> <p><input type="checkbox"/> blended egg product mixtures (other than dried blended egg product mixtures) eg salted or sugared yolk, pasteurised/unpasteurised scrambled egg mix</p> <p><input type="checkbox"/> cracked eggs</p> <p><input type="checkbox"/> specialty eggs (including imported speciality eggs) eg salted eggs, century eggs, balut eggs</p>		
<p>Storage of other foods as well as egg & egg related products as defined under Food Regulation 2010 as below (please tick):</p> <p><input type="checkbox"/> milk or dairy products as defined under Clause 39</p> <p><input type="checkbox"/> meat as defined under under Clause 58</p> <p><input type="checkbox"/> plants products as defined under Clause 102</p> <p><input type="checkbox"/> seafood or seafood products as defined under Clause 111</p>		
<p>Total number of full time equivalent (FTE) food handlers on this premises</p> <p><i>(refer to definitions section on page 2 and calculating licence fees section on page 7)</i></p>		

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PAYMENT INFORMATION

- Licence fees are charged per premises.
- Licensed egg businesses that do not produce more than 100 dozen eggs for sale in any week are entitled to a licence fee waiver and a one-off licence application fee waiver. These fees are indicated below.

APPLICATION FEE	\$50.00	\$50.00
LICENCE FEE FOR EGG PRODUCTION (FOR MORE THAN 100 DOZEN EGGS IN ANY WEEK), EGG GRADING OR EGG PROCESSING PREMISES	1 to 5 full time equivalent (FTE) food handlers Fee \$402 x _____ No. of Premises	\$
	6 to 50 full time equivalent (FTE) food handlers Fee \$825 x _____ No. of Premises	\$
	51 or more full time equivalent (FTE) food handlers Fee \$3612 x _____ No. of Premises	\$
Subtotal		
LICENCE FEE FOR EGG STORAGE FACILITIES	1 to 5 full time equivalent (FTE) food handlers Fee \$402 x _____ No. of Premises	\$
	6 to 50 full time equivalent (FTE) food handlers Fee \$825 x _____ No. of Premises	\$
	51 or more full time equivalent (FTE) food handlers Fee \$3612 x _____ No. of Premises	\$
TOTAL (Application Fee + Licence Fees)		\$

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 the licence form with the application fee \$50.00 only. An invoice for the licence fee will then be returned to you for payment.
- For egg businesses entitled to a licence fee waiver and a one-off licence application fee waiver, please submit the licence form only.

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

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

