

**APPLICATION FOR A LICENCE FOR A FOOD TRANSPORT BUSINESS FOR DAIRY/ MEAT/ PLANT PRODUCTS/
SEAFOOD/ 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 food businesses are required to hold a licence with the NSW Food Authority (the Authority) to operate. Businesses that operate without the appropriate licence from the Authority are committing an offence under the *Food Act 2003* and may be prosecuted.

Who needs to be licensed?

Under Food Regulation 2010, food businesses must hold a licence with the Authority if they distribute and/or transport:

- milk or dairy products as defined under Clause 39 of the Dairy Food Safety Scheme (Part 5 of the Regulation) and defined as a "Vehicle Vendor or Dairy transport business" under Clause 39;
- meat or meat products (including animal food or game meat) 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 ie animal food van, animal food field harvesting van, game meat field harvesting van or meat van;
- 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;
- seafood or seafood products as defined under Clause 111 of the Seafood Safety Scheme (Part 8 of the Regulation) and defined as a "Seafood business" under Clause 116
- egg or egg products as defined under Clause 149 of the Egg Food Safety Scheme (Part 10 of the Regulation) and defined as a "egg business", "egg product", "blended egg product mixture" and "specialty egg" under Clause 152.

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 licensed with the Authority must comply with the *Food Act 2003*, Food Regulation 2010 and the Food Standards Code.

If applying as a dairy transport business that collects and transports milk and liquid milk products from a dairy primary production business to a dairy processing business - implement, maintain and comply with a food safety program certified by the Authority, which complies with Standard 3.2.1 – *Food Safety Programs* of the Food Standards Code. Assistance material is available from the Authority's website 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.

If applying as an egg transport business – implement certain food safety requirements. Information on these requirements is available from the Authority's website at: www.foodauthority.nsw.gov.au/industry/industry-sector-requirements/eggs

If applying as a game meat field harvesting van - implement, maintain and comply with a food safety program certified by the Authority, which complies with Standard 3.2.1 – *Food Safety Programs* of the Food Standards Code. Assistance material is available from the Authority's website 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 vehicle/s 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 licensing audit or inspection fails the licence may not be approved and your licence application may be rejected.
- If applying for an animal food field harvesting van or game meat field harvesting van licence, please ensure that an approved course has been completed prior to the submission of this application form.

IMPORTANT NOTES




- If licensing more than five vehicles, please provide details on a separate page and attach it to this form or photocopy page 5 of this application for the required number of vehicles. If more than one application form is 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 Authority's Licensing Unit on 02 6552 3000 or go to the Authority's website at www.foodauthority.nsw.gov.au

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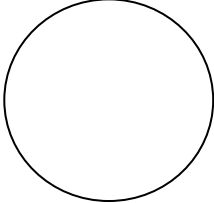
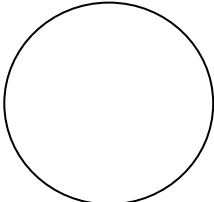
APPLICANT DETAILS:

| | | |
|--|--|--|
| 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 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: Telephone No: () Facsimile No: () Mobile No: |
| Email address: 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. | |
| Authorised Contact Name | | Authorised Contact's Phone Numbers: Telephone No: () |
| Position | | Facsimile No: () Mobile No: |
| Do you have an existing 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>Company Seal (if applicable)</p> |
| <p>CONSENT OF PRESENT LICENCEE(S) (If applicable)</p> <ul style="list-style-type: none"> • <i>All licencee(s) must sign individually</i> • <i>If a company, show capacity of person signing</i> | <p>I/We, the current licencee(s) will/will not continue to conduct a food business using the Vehicle(s) and agree/do not agree to the cancellation of the Licence for the Vehicle(s). My/Our licence number is _____.</p> <p>Date: ____/____/____</p> |  <p>Company Seal (if applicable)</p> |

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| | |
|--|--|
| Location of vehicle(s) ie where vehicle is kept for inspection: | |
|--|--|

| | |
|---|---|
| DESCRIPTION OF VEHICLE(S) DETAILS IN RESPECT OF LICENCE SOUGHT: (If licensing more than 5 vehicles, please provide details on a separate page and attach it to this form) | 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) 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) Model: _____ (eg Landcruiser) Refrigerated: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A |

FEE SCHEDULE

| Licence fee per vehicle | No. vehicles | Total licence fee payable (No. vehicles x licence Fee) |
|---|--------------|--|
| \$299.00 | X | = |
| Application fee | | \$50.00 |
| Total (Application plus Licence fee) | | |

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.

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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.

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: |

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)
- Evidence of completion of approved course attached (for animal food van or game meat van applications)
- Payment attached