TAX INVOICE **LIC009**

APPLICATION FOR A LICENCE FOR A MEAT BUSINESS TO PRODUCE POULTRY Food Regulation 2025

Licensing & Accreditation Services office hours: 9.30am – 4.30pm Monday – Friday Phone: 1300 552 406
NSW Food Authority **ABN 47 080 404 416** PO Box 232 TAREE NSW 2430

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

Did you know … if you are applying to licence a business and do not hold a current NSW Food Authority licence, you can now lodge your application online by going to the online application form link at ***www.foodauthority.nsw.gov.au*** (Please note: conditions apply for use of online applications).

Poultry producers that need to be licensed

Under Food Regulation 2025, food businesses must have a NSW Food Authority licence if they operate a poultry farm as defined under Section 69 of the Meat Food Safety Scheme (Part 6 of the Regulation).

Poultry farm means land or premises where, at any time, 100 or more poultry are being grown for human consumption.

Poultry means chickens, ducks, geese, guinea fowls, muttonbirds, pheasants, quails, squab (pigeons), turkeys or another avian species, except ratites.

Small poultry farms growing up to 100 birds at any time do not need to apply for a licence. However, these businesses must notify their business details to the Authority at:

https://formsfa.bfs.dpi.nsw.gov.au/forms/12120

What do I need to comply with?

- Any business that holds a licence must comply with the Food Regulation 2025, NSW *Food Act 2003*, and the Food Standards Code.
- A licensed poultry producer must also develop and operate according to a food safety management statement that complies with Standard 4.2.2 of the Food Standards Code. Assistance material is available at www.foodauthority.nsw.gov.au

What do I need to do next?

- Complete this licence application form and return with payment (if applicable) to: NSW Food Authority, PO Box 232, Taree NSW 2430.

The NSW Food Authority has waived the licence application fee and the licence fee for businesses growing fewer than 1000 birds at any time. See page 6 of this form for more information.

- If you are starting a new business or buying a business from another person, you must apply for a licence before you begin operating. A licence is not transferable from one person or business to another.
- **Please note:** This application does not allow you to stock your property. You must not commence any operations until the licence determination has been made and you are issued with a Food Authority licence. However, if you are submitting this application due to a change in ownership of an on-going business, or a change to your business, where the farm has previously been stocked with birds, prior to the licence application, NO eggs or poultry will be permitted for sale.

Processing times

The Authority will review your application **within 10 working days** of receiving your licence application and you will be notified if any further information is required. If your application is complete the Authority will write to you to let you know your licence application has been processed and provide you with a time frame for completion of the licensing assessment that is required.

IMPORTANT NOTES

- If you have more than one premises, copy page 5 and complete for each premises. 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 delay the processing and issuing of the licence.
- For more information or assistance please contact NSW Food Authority's Licensing & Accreditation Services on 1300 552 406 (business days, 9.30am - 4.30pm) or go to the NSW Food Authority website at www.foodauthority.nsw.gov.au/industry/food-standards-and-requirements/licensing

APPLICANT DETAILS

- **Complete Section A(i) for sole trader/ partnership details**
- **Complete Section A(ii) for company/ trust/ association details**

SECTION A (i): SOLE TRADER/ PARTNERSHIP BUSINESS STRUCTURE (please tick appropriate box)

☐ **Sole Trader** ☐ **Partnership**

LAST NAME		**FIRST NAME**	
LAST NAME		**FIRST NAME**	
LAST NAME		**FIRST NAME**	
LAST NAME		**FIRST NAME**	
TRADING NAME (if applicable): If operating under a trading name, please provide copy of Business Name Certificate issued either by Fair Trading NSW (if before 28/5/2012) or ASIC (if registered after 28/5/2012)			
ABN			
POSTAL ADDRESS			
SUBURB/ TOWN		**STATE**	**POSTCODE**
PHONE	( )	**FAX**	( )
MOBILE		**EMAIL**	

☐ **Mr** ☐ **Mrs** ☐ **Miss** ☐ **Ms** ☐ **Dr** ☐ **Professor** ☐ **Other**

NAME			
POSITION			
PHONE		**FAX**	
MOBILE		**EMAIL**	

DO YOU HAVE AN EXISTING NSW FOOD AUTHORITY LICENCE?

☐ **NO** ☐ **YES** – please give details (eg Licence number or customer no.)

SECTION A (ii): COMPANY/ TRUST/ ASSOCIATION BUSINESS STRUCTURE (please tick appropriate box)

☐ **Company** ☐ **Trust** ☐ **Association** ☐ **Other**

COMPANY NAME (if applicable) If a company, please provide a copy of full ASIC Company Statement (showing names of public officers/ directors)

ACN

CONSENT TO CONDUCT COMPANY SEARCH ON BEHALF OF APPLICANT/S

If it is not possible for supporting documents to be provided during the application process, an applicant may give consent to the NSW Food Authority, to conduct a company search on their behalf.

Failure to supply supporting documents may result in delays in processing applications and issuing of the licence.

☐ I/We, the applicant/s conducting the food business for which this form is being submitted, give consent for a NSW Food Authority representative to conduct a company search on our behalf.

☐ I/We agree to pay the fees applicable to this service, as per the fee schedule enclosed in this application.

TRUST NAME (if applicable): If a trust, please provide name(s) of nominated person(s) to receive correspondence

ASSOCIATION NAME (if applicable): If an association, please provide a copy of the Certificate of Incorporation.

ABN

TRADING NAME (if applicable): If operating under a trading name, please provide copy of Business Name Certificate issued either by Fair Trading NSW (if before 28/5/2012) or ASIC (if registered after 28/5/2012)

POSTAL ADDRESS					
SUBURB/ TOWN		**STATE**		**POSTCODE**	
PHONE	( )	**FAX**	( )		
MOBILE		**EMAIL**			

AUTHORISED CONTACT DETAILS

☐ **Mr** ☐ **Mrs** ☐ **Miss** ☐ **Ms** ☐ **Dr** ☐ **Professor** ☐ **Other**

NAME			
POSITION			
PHONE		**FAX**	
MOBILE		**EMAIL**	

DO YOU HAVE AN EXISTING NSW FOOD AUTHORITY LICENCE?

☐ **NO** ☐ **YES** – please give details (eg Licence number or customer no.)

Is the business under this application being taken over from an existing licence holder?

☐ **NO** – Please proceed to communication section below.

☐ **YES** – If possible, please arrange for the previous owner to complete the 'Consent of Present Licensee' section below:

CONSENT OF PRESENT LICENSEE(S) (if applicable)

- I/we hereby certify that I am authorised to submit this form on behalf of this business.
- If a company, show capacity of person signing

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 _____

SIGNATURE(S)	X	**DATE**	/ /

BUSINESS ACTIVITY DETAILS

Is the business relocating from an existing site?

☐ **NO** – Please proceed to business activity and location section below.

☐ **YES** – Please confirm existing site address and then proceed to business activity details and location sections below:

LOCATION OF EXISTING SITE	

PRIMARY PRODUCTION ACTIVITY DETAILS:

- Fill out this section if you have any land or premises where poultry birds requiring a licence are grown.
- If licensing more than one premises, please photocopy this page, complete and return with the other pages of the application form.

Please tick the operation that is carried out at the premises:

☐ Growing more than 100 poultry birds and fewer than 1000 birds at any time

☐ Growing 1000 poultry birds or more at any time

Please tick the farming method that is carried out at the premises:

☐ Free Range ☐ Barn ☐ Caged ☐ Other _____

Please tick the species that are grown at the premises:

☐ Chicken ☐ Turkey ☐ Duck ☐ Squab/ Pigeon ☐ Spatchcock/Poussin

☐ Quail ☐ Goose ☐ Emu ☐ Guinea fowl ☐ Pheasant

☐ Other _____

Lot Number	
Plan Number	
Property Identification Code (PIC)	
State name and address of processor to which applicant(s) intend(s) to supply to	

PRIMARY PRODUCTION LOCATION DETAILS

Is the site address same as for postal address provided previously?

☐ **NO** – Please complete location section below.

☐ **YES** – Please proceed to fee schedule and payment section

PREMISES ADDRESS	

FEE SCHEDULE – PREMISES

- Licence fees are charged annually.
- The NSW Food Authority has waived the licence application fee and the licence fee for businesses growing fewer than 1000 birds at any time.

Licence fee per premises	**No. of premises**	**Total licence fee payable (No. of premises x licence fee)**
$425.00	X	=
Additional chargeable items	**Total cost**	
Company search administration Fee	$50.00	
	APPLICATION FEE	$85.00
	TOTAL (Application Fee + Licence Fee)	

DECLARATION

SIGNATURE(S) OF ALL APPLICANT(S) – Please sign below with name clearly printed underneath

- I/we hereby certify that all information provided on this form is true and correct.
- I/we hereby certify that I am authorised to submit this form on behalf of this business.

SIGNATURE(S)	*X*		
PRINT NAME(S)		**DATE**	/ /
POSITION WITHIN ORGANISATION			

Please note:

- For new licence applications, the fee to accompany this application form is the total for the application fee, the licence fee and the company search administration fee (if required) indicated above.
- For businesses with an existing licence, please submit the licence application form only. If a licensee operates a combined abattoir and poultry farm at the one premises the above fees will not be charged. However, licence fees for these businesses may change if the total number of FTE food handlers at the premises increases. In this situation an invoice will be forwarded to the business for immediate payment.
- For applications where an ASIC Company Statement is required and has not been supplied, an invoice for the company search administration fee will be forwarded to you for immediate payment.
- For businesses whose licence application fee and licence fee has been waived, please submit the licence form only.

PAYMENT METHODS

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 232, Taree NSW 2430

B. PAYMENT BY CREDIT CARD

NB: There are no merchant surcharge fees for credit card transactions.

Please debit my: ☐ MasterCard ☐ Visa card

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 BPAY®, Internet Banking or Telephone, please submit your completed application form without payment to the Licensing Unit by:

- Post to PO Box 232, Taree NSW 2430
- Email to **bfs.admin@dpi.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 showing the name/s of the Director/s attached (where applicable)
- ☐ Certificate of Registration of business name attached (where applicable) issued either by Fair Trading NSW (if registered before 28/5/2012) or ASIC (if registered after 28/5/2012)
- ☐ Certificate of Incorporation attached (where applicable)
- ☐ Payment attached

Application submission methods for return of completed pages:

- **Email:** **bfs.admin@dpi.nsw.gov.au**
- **Post:** **NSW Food Authority, PO Box 232, TAREE NSW 2430**