TAX INVOICE **LIC007**

APPLICATION FOR A LICENCE FOR A FOOD TRANSPORT BUSINESS FOR DAIRY/MEAT/PLANT PRODUCTS/ SEAFOOD/EGGS & EGG RELATED PRODUCTS
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 food businesses are required to hold a licence with the NSW Food Authority (the Authority) 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).

Who needs to be licensed?

Under Food Regulation 2025, food businesses must hold a licence with the Authority if they distribute and/or transport:

- milk or dairy products as defined under Section 51 of the Dairy Food Safety Scheme (Part 5 of the Regulation) and defined as a "Dairy business" under Section 52;
- meat or meat products (including animal food or game meat) as defined under Section 69 of the Meat Food Safety Scheme (Part 6 of the Regulation) and defined as a "Meat business" under Section 70, ie animal food van, animal food field harvesting van, game meat field harvesting van or meat van;
- plants products as defined under Section 113 of the Plant Products Food Safety Scheme (Part 7 of the Regulation) and defined as a "Plant products business" under Section 114;
- seafood or seafood products as defined under Section 122 of the Seafood Safety Scheme (Part 8 of the Regulation) and defined as a "Seafood business" under Section 124;
- egg or egg products as defined under Section 158 of the Egg Food Safety Scheme (Part 10 of the Regulation) and defined as an "egg business" under Section 159.

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 2025 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 - develop and implement an adequate food safety program under the Food Regulation 2025 based on Standard 3.2.1 of the Food Standards Code or Codex HACCP. 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.

If applying as an egg transport business – implement certain food safety requirements. Information on these requirements is available from the Authority's website at:

- https://www.foodauthority.nsw.gov.au/industry/eggs/egg-transporters
- https://www.foodauthority.nsw.gov.au/industry/eggs
- https://www.foodauthority.nsw.gov.au/

If applying as a game meat field harvesting van - develop and implement an adequate food safety program under the Food Regulation 2025 based on Standard 3.2.1 of the Food Standards Code or Codex HACCP. 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 do I need to do next?

- Complete the licence application form and return with payment to: NSW Food Authority, PO Box 232, Taree NSW 2430.
- 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 assessment will be carried out to ensure compliance with the Food Standards Code and Food Regulation 2025. If the result of the assessment is unacceptable, the licence may not be approved, and the licence application may be rejected. It is highly recommended the applicant refer to the Authority's website for information relating to the assessment process and industry sector requirements.
- 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 before submission of this application form.

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 licensing more than five vehicles, please provide details on a separate page and attach it to this form or photocopy page 7 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.
- For more information or assistance please contact NSW Food Authority's Licensing & Accreditation Services on 1300 552 406 (business days from 9.30am – 4.30pm) or go to the Authority's 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**	

AUTHORISED CONTACT DETAILS (if different to information provided above eg Manager, QA, Admin, etc)

☐ **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**	/ /

FOOD TRANSPORT VEHICLE (Please tick the appropriate box if vehicle/s being licensed are used to transport more than one type of food)

☐ **Dairy Transport Business** – please tick which activity is applicable
- ☐ the collection of raw milk from a dairy farm
- ☐ the collection and transport of other dairy products
- ☐ Do you own or operate a coolroom? (If yes, please complete the dairy premises application form)
  - ☐ YES ☐ NO

☐ **Animal Food Vehicle** – the transportation of meat intended for use as animal food but not in an animal food field harvesting van

☐ **Meat Vehicle** – the transportation of abattoir meat or game meat but not in a Game Meat Field Harvesting Van

☐ **Seafood Vehicle** – the transportation of seafood, except the transportation of seafood from retail premises to the consumer or in a vehicle from which the seafood will be sold by retail or the handling of live seafood (ie crabs, lobsters, crayfish, abalone or sea urchins)

☐ **Plant Products Vehicle** – the transportation of plant products such as fresh-cut fruit (ie any fruit that has been processed in any way but is still raw), fresh-cut vegetables (ie capsicum, carrot, celery, leek, mushroom, spinach, chinese cabbage, cabbage, witlof, lettuce or any other leafy green vegetable not already listed), vegetables in oil (ie wholly or partly submerged fruits, vegetables or herbs), unpasteurised juice and/or seed sprouts (ie sprouted seeds or beans other than wheatgrass)

☐ **Egg Transport Vehicle** – the transportation of the following products or a combination of the products ie egg products (other than in dried form), liquid or frozen pasteurised/unpasteurised egg pulp, blended egg product mixtures (other than dried blended egg product mixtures) eg salted or sugared yolk, pasteurised/unpasteurised scrambled egg mix or cracked eggs.

FIELD HARVESTING VEHICLE (Please tick the appropriate box):

The transportation of unflayed carcases of game animals intended for use as animal food or for human consumption from the point of harvest to an animal food/ game meat field depot.

☐ **Animal Food Field Harvesting Vehicle**
☐ **Game Meat Field Harvesting Vehicle**

Species harvested:
- ☐ Kangaroos — Please ensure that you have obtained a Professional Kangaroo Harvester Permit from the NSW Department of Climate Change, Energy, The Environment and Water
- ☐ Deer — Please ensure that you have obtained a NSW General (Commercial) Game Hunting Licence Permit from the Department of Primary Industries – Game Licensing Unit
- ☐ Rabbits/Hares
- ☐ Wild boar
- ☐ Goats
- ☐ Camel
- ☐ Ducks
- ☐ Other – please indicate _____

If applying for a licence for an Animal Food Field Harvesting Van or a Game Meat Field Harvesting Van, has an Approved Food Hygiene Course been completed?

☐ YES - Please attach copy of statement of attainment or other evidence of completion of the course with this application

☐ NO - NB: Application cannot be processed if course has not been completed and proof supplied

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 five 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: ☐ YES ☐ NO ☐ N/A
	Motor vehicle registration: _____ Year: _____ Make of vehicle: _____ (eg Toyota) Model: _____ (eg Landcruiser) Refrigerated: ☐ YES ☐ NO ☐ N/A
	Motor vehicle registration: _____ Year: _____ Make of vehicle: _____ (eg Toyota) Model: _____ (eg Landcruiser) Refrigerated: ☐ YES ☐ NO ☐ N/A
	Motor vehicle registration: _____ Year: _____ Make of vehicle: _____ (eg Toyota) Model: _____ (eg Landcruiser) Refrigerated: ☐ YES ☐ NO ☐ N/A
	Motor vehicle registration: _____ Year: _____ Make of vehicle: _____ (eg Toyota) Model: _____ (eg Landcruiser) Refrigerated: ☐ YES ☐ NO ☐ N/A

FEE SCHEDULE

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

DECLARATION

SIGNATURE OF APPLICANT – 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	X		
PRINT NAME		**DATE**	/ /
POSITION WITHIN ORGANISATION			

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 return the completed application form. An invoice for the application fee and licence fee will be forwarded to you 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.

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 by BPAY®, Internet Banking or Telephone, please submit your completed application form without payment to Licensing & Accreditation Services 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**