

**APPLICATION FOR A LICENCE FOR A FOOD PREMISES TO PROCESS/STORE MEAT
Food Regulation 2015**

Licensing unit office hours: 9.00am – 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.

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).

Meat businesses that need to be licensed

Under the Food Regulation 2015, food businesses must have a NSW Food Authority licence if they produce, store or process meat or meat products as defined under Clause 76 of the Meat Food Safety Scheme (Part 9 of the Regulation) and defined as a "meat business" under Clause 79 and operate any of the following:

- Abattoir
- Meat processing plant
- Game meat field depot
- Game meat primary processing plant
- Knackery
- Rendering plant
- Animal food processing plant
- 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 2015 (NSW)
- *Food Act 2003* (NSW)
- Food Standards Code
- Development and implementation of an adequate food safety program under the Food Regulation 2015 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

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 assessment will be carried out to ensure compliance with the Food Standards Code and Food Regulation 2015. 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.

Processing times

The Food 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.

Applications for production of UCFM must be accompanied by a completed pro forma. Applications without a pro forma attached will not be processed.

The technical assessment of a pro forma will be completed once all technical information has been reviewed and applicants will be advised of the outcome in writing.

IMPORTANT NOTES

- If you have more than one premises, copy page 4 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 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>

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

FAMILY NAME

FIRST NAME(S)

FAMILY NAME

FIRST NAME(S)

FAMILY NAME

FIRST NAME(S)

FAMILY NAME

FIRST NAME(S)

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 e.g. Manager, QA, Admin, etc)

Mr

Mrs

Miss

Dr

Professor

Other

NAME

POSITION

PHONE

FAX

MOBILE

EMAIL

DO YOU HAVE AN EXISTING NSW FOOD AUTHORITY LICENCE?

NO

YES – please give details (e.g. 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
 Dr
 Professor
 Other
NAME **POSITION** **PHONE** **FAX** **MOBILE** **EMAIL** **DO YOU HAVE AN EXISTING NSW FOOD AUTHORITY LICENCE?**
 NO
 YES – please give details (e.g. 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)

K

DATE

/ /.

COMMUNICATION

Do you wish to receive the NSW Food Authority 'Foodwise' newsletter for licensees?

NO – I do not wish to receive the 'Foodwise' newsletter

YES – Please send to the email address indicated above

YES – Please send to the postal address indicated above

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 _____

FOOD PROCESSING/STORAGE ACTIVITY DETAILS (please tick appropriate box/es)

FIELD HARVESTING DEPOT (Please tick the appropriate box):

Premises where unflayed carcasses of game animals intended for use as animal food is stored but not packaged, processed, treated, boned or cut up for animal food/ human consumption (game meat).

Animal Food Field Depot - NUMBER OF CHILLERS _____ **WS-CP NUMBER** _____

Game Meat Field Depot - NUMBER OF CHILLERS _____ **WS-CP NUMBER** _____

SPECIES STORED/PROCESSED:

- Kangaroo
- Wild boar
- Deer
- Rabbit/hare
- Camel
- Goat
- Other _____

Abattoir – the premises where abattoir animals are slaughtered for human consumption. If activities in relation to a meat processing and/or rendering plant are also conducted at the Abattoir site, please complete the Meat Processing Plant and/or Rendering Plant sections below.

Slaughter of red meat species (please tick species handled below):

- Bovine (i.e. bull, ox, steer, cow, heifer, calf);
- Ovine (i.e. ram, ewe, wether, hogget, lamb);
- Caprine (i.e. goat, kid),
- Porcine (i.e. swine, pigs);
- Deer;
- Buffalo;
- Equine (i.e. horse)

Slaughter of non-red meat species (please tick species handled below):

- Poultry (i.e. chicken, turkey, duck, squab, pigeons, any other birds);
- Rabbit;
- Crocodile;
- Ratite (i.e. emu, ostrich)
- Production/processing of UCFM (uncooked, comminuted, fermented meat) or meat products

Please note: All applications for production of UCFM must be accompanied by a completed Pro Forma. Applications without a completed pro forma will not be processed.

Pro forma attached Yes No

Production/processing of ready-to-eat (RTE) meat or meat products

Animal Food Processing Plant – premises where in the course of a business (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 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 and are intended for (please tick)

SPECIES PROCESSED (please tick appropriate box/es)

- Kangaroo
 Wild boar
 Deer
 Rabbit/hare
 Camel
 Goat
 Other _____

INTENDED USE

- Human consumption
 Animal food
 Manufacture RTE (ready-to-eat)
 Manufacture UCFM (uncooked, comminuted, fermented meat)

Please note: All applications for production of UCFM must be accompanied by a completed Pro Forma. Applications without a completed pro forma will not be processed.

Pro forma attached Yes No

- 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 (please tick species handled below):

- Bovine (i.e. bull, ox, steer, cow, heifer, calf);
 Ovine (i.e. ram, ewe, wether, hogget, lamb);
 Caprine (i.e. goat, kid);
 Porcine (i.e. swine, pigs);
 Deer;
 Buffalo;
 Equine (i.e. horse)

- Slaughter of non-red meat species (please tick species handled below):

- Poultry (i.e. chicken, turkey, duck, squab, pigeons or any other birds);
 Rabbit;
 Crocodile;
 Ratite (i.e. emu, ostrich)

- Cold food storage including meat/ Meat Processing Plant** – premises where in the course of a business:

- Abattoir meat products produced (please tick appropriate box/es):

- Storage of abattoir meat or meat products
 Boned & sliced meats
 Packaged meats
 Dried meats
 RTE (ready-to-eat) meat products (e.g. smallgoods)
 Vacuum packaged RTE (ready-to-eat) meat products
 UCFM (uncooked, comminuted, fermented meat)

Please note: All applications for production of UCFM must be accompanied by a completed Pro Forma. Applications without a completed pro forma will not be processed.

Pro forma attached Yes No

- Storage of other foods as well as abattoir meat, as defined under Food Regulation 2015, as below (please tick):

- Milk or dairy products as defined under Clause 59
 Plants products as defined under Clause 120
 Seafood or seafood products as defined under Clause 133
 Eggs as defined under Clause 165 or egg products as defined under Clause 168(2)

- Game meat products produced (please tick appropriate box/es):

- Boned & sliced meats
 Packaged meats
 Dried meats
 RTE (ready-to-eat) meat products (e.g. smallgoods)
 Vacuum packaged RTE (ready-to-eat) meat products
 UCFM (uncooked, comminuted, fermented meat)

Please note: All applications for production of UCFM must be accompanied by a completed Pro Forma. Applications without a completed pro forma will not be processed.

Pro forma attached Yes No

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 (i.e. restaurant, takeaway food shop), or cook and chill meat:

- Boned & sliced meats
- Packaged meats
- Dried meats
- RTE (ready-to-eat) meat products (e.g. smallgoods)
- Vacuum packaged RTE (ready-to-eat) meat products
- UCFM (uncooked, comminuted, fermented meat)

Please note: All applications for production of UCFM must be accompanied by a completed pro forma. Applications without a completed pro forma will not be processed.

Pro forma attached Yes No

Note It is a requirement of the Food Regulation 2015 that a food safety program be implemented and maintained. It is advisable that a Food Safety Program pack be ordered if one is not already in place 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
- 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 for the following products:

- Production/processing of meat meal
- Production/processing of tallow

EXPORT APPROVED FACILITY? YES – EXPORT APPROVED: **EXPORT REG EST NO:** _____
 YES – EXPORT TIER 1: **EXPORT REG EST NO:** _____
 NO

Nominated commencement of trading date:

NUMBER OF FULL TIME EQUIVALENT FOOD HANDLERS: Note: The number of full time equivalent (FTE) food handlers employed in your processing/storage operation as determined by the calculation on page 9 of this form excluding office staff, delivery drivers, etc. The Food Regulation 2015 prescribes the appropriate licence fee (based on the number of people working in the premises) and application fee to be applied to all licences.

BUSINESS ACTIVITY 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

LOCATION OF PREMISES FOR INSPECTION	
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FEE SCHEDULE

Premises Type	No. of full time equivalent food handlers	Licence fee	No. of premises	Total licence fee payable (No. of premises x licence fee)
Animal Food Field Depot	-	\$337.00		
Game Meat Field Depot	-	\$454.00		
Abattoir, Animal Food Processing Plant, Cold Food Store, Game Meat Primary Processing Plant, Knackery, Meat Processing Plant, Meat Retail or Rendering Plant	0 to 5	\$454.00		
	6 to 50	\$937.00		
	51+	\$4,111.00		
Additional chargeable items		No. of packs	Total cost	
Food safety program pack – Meat retail premises			\$63.00	
Company search administration fee			\$50.00	
APPLICATION FEE				\$50.00
TOTAL FEE PAYABLE				

DECLARATION

SIGNATURE(S) OF ALL APPLICANT(S) – Please sign below with name clearly printed underneath			
<ul style="list-style-type: none"> 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 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.

For applications where an ASIC Company Statement is required and has not been supplied, the company search administration fee is also to accompany the application.

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 2015. Food Safety Program pack/s can be ordered and paid for on the fee schedule above.

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

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

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 6682, Silverwater NSW 1811

B. PAYMENT BY CREDIT CARD

A 0.4% merchant surcharge will occur on credit card transactions for MasterCard and Visa card

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 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
- 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.

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
- Pro forma for production of UCFM (where applicable)

**Please return all pages of your Food Authority licence application to:
NSW Food Authority
PO Box 6682
SILVERWATER NSW 1811**