



**BUSINESS LICENCE FOR PREMISES TO PRODUCE/ PROCESS/ GRADE/ STORE EGGS & EGG RELATED PRODUCTS**

**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 232 TAREE NSW 2430

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.

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](http://www.foodauthority.nsw.gov.au) (Please note: conditions apply for use of online applications).

**Egg businesses that need to be licensed**

The Egg Food Safety Scheme (under Food Regulation 2015) 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 examination<sup>1</sup> 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).
- Pasteurising egg products and blended egg product mixtures.
- Storing egg products, blended egg product mixtures, cracked eggs.
- Transporting egg products, blended egg product mixtures or cracked 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 and egg related products*).

If you conduct any of the above activities without the appropriate licence, you are breaching the requirements of the Food Regulation 2015, 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/](http://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 2015) 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](http://www.foodauthority.nsw.gov.au/industry/industry-sector-requirements/eggs).

**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.

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 9 for more details).

- 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.
- Effective from 26 November 2014, Standard 4.2.5 – Primary Production and Processing Standard for Eggs and Egg Products in NSW, requires that all egg producers that perform crack detection, egg graders or egg processors in NSW to uniquely identify (stamp) individual eggs and/or packages of egg pulp for sale, to improve trace ability in the event of a food borne illness outbreak. Stamp details are to be supplied to the NSW Food Authority by egg businesses.
- 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.

<sup>1</sup> other than random examination for the purpose of quality control

## 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 6 (for primary production activities) or page 7 (for storage/ processing activities) 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 Authority's website at <http://www.foodauthority.nsw.gov.au/industry/food-standards-and-requirements/licensing>

## 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) Pasteurising of egg products.
- (f) Pasteurising of blended egg product mixtures.
- (g) Transporting egg products (other than in dried form), blended egg product mixtures (other than in dried form) or cracked eggs, or any combination of those things.
- (h) Storing egg products (other than in dried form), blended egg product mixtures (other than in dried form), cracked 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 or blended egg product mixtures,
  - 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 2015 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 9 for more information on how to calculate the number of full time equivalent (FTE) food handlers.

## 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

FAMILY NAME

FIRST NAME

FAMILY NAME

FIRST NAME

FAMILY 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

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**   
 **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 \_\_\_\_\_

<b>SIGNATURE(S)</b>	<i>X</i>	<b>DATE</b>	/	/
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**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**

### PRIMARY PRODUCTION ACTIVITY DETAILS (please tick appropriate box/es)

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

- Produce eggs (please tick the appropriate production rate per week)
- 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)

Please tick the egg farming method/s carried out at these premises:

- Free Range       Barn       Caged       Other \_\_\_\_\_

Please tick the egg species farmed at these premises:

- Chicken       Quail       Turkey       Goose       Duck
- Guinea fowl       Pigeon       Pheasant       Other \_\_\_\_\_

**EGG STAMP INFORMATION** For businesses performing crack detection, grading or processing:

- Is an egg stamp held?  No – please order the egg stamp and ink for this application (no cost)
- Yes – please supply details (eg number/ letters/ symbol etc) below:

\_\_\_\_\_

\_\_\_\_\_

If electronic version of image held, please email to: [bfs.admin@dpi.nsw.gov.au](mailto:bfs.admin@dpi.nsw.gov.au)

State name and address of grading facility/processor applicant(s) intend(s) to supply to

Nominated date of commencement

Property Identification Code (PIC) number

Lot No:

Plan No:

**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.

### 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

Street address of building or premises:

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

**PROCESSING:**

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

- Egg grading
- Pasteurise egg products (eg egg pulp)
- Pasteurise blended egg product mixtures (eg scrambled egg mix)
- Manufacture and/or process egg products (eg pulp collection on-farm)
- Manufacture and/or process blended egg product mixtures (eg salted or sugared yolk)

**EGG STAMP INFORMATION For businesses performing crack detection, grading or processing:**

- Is an egg stamp held?  No – please order the egg stamp and ink for this application (no cost)  
 Yes – please supply details (eg number/ letters/ symbol etc) below:

\_\_\_\_\_  
\_\_\_\_\_

If electronic version of image held, please email to: [bfs.admin@dpi.nsw.gov.au](mailto:bfs.admin@dpi.nsw.gov.au)

**STORAGE:**

**Please tick what egg and egg related products are stored at the facility:**

- Egg products (other than dried egg product) eg 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
- Cracked eggs

**Storage of other foods as well as egg and egg related products as defined under Food Regulation 2015 as below (please tick):**

- Milk or dairy products as defined under Clause 59
- Meat as defined under Clause 76
- Plants products as defined under Clause 120
- Seafood or seafood products as defined under Clause 133

**EXPORT APPROVED FACILITY FOR EGG PRODUCTS?**

- YES – EXPORT APPROVED PROCESSING FACTORY EXPORT REG EST NO: \_\_\_\_\_
- YES – EXPORT APPROVED PRODUCE STORE EXPORT REG EST NO: \_\_\_\_\_
- NO

**Total number of full time equivalent (FTE) food handlers on this premises:** 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.

**PROCESSING/ STORAGE 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

<b>Street address of building or premises:</b>	
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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.

Number of full time equivalent food handlers	Licence fee	Number of premises	Total licence fee payable (No. of premises x licence fee)
0 to 5	\$463.00		
6 to 50	\$956.00		
51+	\$4,197.00		
Additional chargeable items	No. of packs	Total cost	
Company search administration fee	N/A	\$50.00	
<b>APPLICATION FEE</b>			\$50.00
<b>TOTAL FEE PAYABLE</b>			

**DECLARATION**

<b>SIGNATURE(S) OF ALL APPLICANT(S) – Please sign below with name clearly printed underneath</b>			
<ul style="list-style-type: none"> <li>• I/we hereby certify that all information provided on this form is true and correct.</li> <li>• I/we hereby certify that I am authorised to submit this form on behalf of this business.</li> </ul>			
<b>SIGNATURE(S)</b>	✕		
<b>PRINT NAME(S)</b>		<b>DATE</b>	/ /
<b>POSITION WITHIN ORGANISATION</b>			

**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 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 egg businesses entitled to a licence fee waiver and a one-off licence application fee waiver, please submit the licence form only.
- Inspections & audits - Egg producers will be routinely inspected by the Food Authority for compliance with requirements. Compliance or regulatory action will be taken if required. There may be fees for audits and inspections, payable by the licence holder after completion of the audit/ inspection.

**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 232, Taree NSW 2430

**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 [bfs.admin@dpi.nsw.gov.au](mailto: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

**Please return all pages of your Food Authority licence application to:**

**NSW Food Authority  
PO Box 232  
TAREE NSW 2430**