

Application for a dairy manufacturer licence

Applicant Details (Mandatory fields or sections are marked with*)

*Is the legal entity that owns the dairy business a:	
*Legal entity name: <i>Provide full name</i>	
ACN <i>Required if a Company</i>	
Does the business trade under a different name to the legal entity?	
If yes, what is the registered trading name: <i>(Note: this name will not appear on your dairy licence certificate)</i>	
ABN: <i>Required if a trading name is provided</i>	
*Postal address: <i>All correspondence regarding the licence will be posted to this address</i>	
Is there a parent company/organisation? ie: do you hold more than one SFV licence, where the same company information could be applied?	
If Yes, please supply the following parent company/organisation details:	
Parent company postal address:	
Parent company phone number:	
Parent company email address:	

Premises Details

*Premises address: <i>Please supply the full premises address</i>	
Local Government Area (LGA)	
Number of staff on site:	
Number of QA staff on site:	

Key Contacts

***Primary contact person** (All correspondence regarding the licence will be addressed to this person). *In the case of an individual, this is the designated licensee.*

Title:	First Name:	Surname:
Job Title:		
Position held in company (mandatory if the applicant is a company)		
Work Phone:	Mobile:	Email:

*Food safety contact person

Same as Primary Contact:		
Title:	First Name:	Surname:
Job Title:		
Work Phone:	Mobile:	Email:

*Accounts payable contact person		
Same as Primary Contact:		
Title:	First Name:	Surname:
Job Title:		
Work Phone:	Mobile:	Email:

Production Information

***Is your food Safety Program complete and is it being submitted as part of this application:**

If no, please advise why:

Please note that it is an offence under the Dairy and Food Innovation Act 2000 to commence operations prior to the licence being issued by Safe Food Victoria.

A Food Safety Program is required to be submitted with a licence application for all dairy manufacturer licences. Contact SFV or see our website for further details.

***What type of milk will be used at the premises:**

Please select all that apply. Hold down Ctrl button to select more than one option.

***Will you receive raw milk at the premises:**

If yes, from where will you receive the raw milk:

Please select all that apply. Hold down Ctrl button to select more than one option.

*Is your business registered with local government as a food premises under the Food Act 1984:	
If yes, please advise which local government area:	
*Do you intend to export dairy food:	
*Are you registered with the Department of Agriculture, Fisheries and Forestry (DAFF)	
If yes, please provide your export registration number:	
*Type of dairy products manufactured <i>Please place a tick in the box for the products you intend to manufacture and the intended estimated annual production amount.</i>	
<u>Product</u>	<u>Yes ✓ + Estimated Annual Production</u>
Butter & Spreads	
Cheese - Fresh	
Cheese - Hard	
Cheese - Semi-Soft	
Cheese - Shredded, grated and cut	
Cheese - Smear ripened	
Cheese - Surface Mould Ripened	
Concentrates	
Dairy desserts	
Dairy powders	
Dips - Cream cheese based	

Dips - Yoghurt based	
Fermented milk products	
Ghee	
Ice cream	
Pasteurised liquid cream products	
Pasteurised liquid milk products	
Pilot plant/Research & Development <i>Circle tonnes or litres, whichever is applicable</i>	
UHT milk	
Unpasteurised milk product	
Other: <i>Please advise</i>	
*Will you supply any dairy products to another Dairy Food Safety Victoria licensed dairy manufacturer for further manufacturing or packaging:	
If yes, please list the product type and estimated quantity that will be supplied:	
*Will non-dairy products also be manufactured at the premises:	
If yes, please list the product type/s	
*What percentage of your total food production will be dairy:	

Applicant History

**Has the applicant (for a company – the company or a director of the company; for a partnership – a partner; for an individual – that individual) been convicted of an offence in relation to a requirement of any of the following Acts:*

- **Dairy and Food Innovation Act 2000**
- **Food Act 1984**
- **Public Health and Wellbeing Act 2008**

If yes, please provide details:

Licence Conditions

Licence conditions can be viewed on the Safe Food Victoria website at www.dairysafe.vic.gov.au

Declaration

By signing and submitting this application, I declare:

I am the applicant or I am authorised to complete this application on behalf of the applicant and all information provided in this application is true and correct. I have read and understood the Safe Food Victoria Privacy Policy and the licence conditions set by Safe Food Victoria, which are both located on the Safe Food Victoria website.

I make this declaration with the understanding that it is an offence under Section 53 of the Dairy and Food Innovation Act 2000 to provide false or misleading information in connection with any application with respect to a dairy industry licence issued under the Dairy and Food Innovation Act 2000.

If I am supplied raw milk by a Victorian dairy farmer, I accept that I will be required to collect and pay their licence fee to Safe Food Victoria on their behalf. This will be paid to Safe Food Victoria monthly based on the litres of milk that I receive.

Title:

First Name:

Surname:

Job Title:

Email Address:

Signature:

Date:

Select date from calendar

Privacy Statement

Protecting your privacy is important to Safe Food Victoria. In completing this form we will be collecting information from you, for the primary purpose of administering the Dairy and Food Innovation Act 2000. We will be using the information initially to assess your application for a dairy industry licence. We may use your information to help us understand our market to improve our services. However, we only use aggregate information, so individuals are never identifiable.

Safe Food Victoria may also use the information collected to provide you with customer information about its offerings in support of your business needs. We otherwise handle, use, or disclose your information in accordance with our privacy policy, which is available on the website homepage. You may access the personal information we collect about you by contacting Safe Food Victoria's Privacy Officer on 9810 5900 or in writing to Safe Food Victoria, PO Box 8221, Camberwell North, Victoria 3124.

Payment

Application fee payable: \$214.47 (GST Exempt)

Paid

Note: this fee must be paid before your application can be processed.

Date

Payment method:

- **EFT - National Australia Bank(NAB), BSB: 083-419 Account: 60-883-9947**
Please ensure the licence applicant name is included in the reference field.

Please see the declaration section for information regarding the payment of your licence fee if your application is approved.

Submitting the Application

Please check that all mandatory fields or sections have been completed and preferably submit the application by email to applications@safefood.vic.gov.au

The application can also be posted to:

Safe Food Victoria

PO Box 8221

Camberwell North, Vic 3124

Once the application form is submitted together with the application fee and a Food Safety Program, a SFV Food Safety Manager will contact you to discuss your food safety program and make an appointment to inspect the premises.