

Application for a dairy distributor – dairy food vendor licence

Applicant details *Mandatory fields or sections are marked with **

*Is the legal entity that owns the dairy business a:

- ☐ Company (e.g. Dairy Food Pty Ltd)
- ☐ Individual (e.g. John Smith)
- ☐ Partnership (e.g. John Smith and Mary Jones)
- ☐ Trustee (e.g. John Smith as trustee for the Smith Family Trust or Dairy Food Pty Ltd as trustee for the Dairy Trust)
- ☐ Other (please state):

***Legal entity name** *(Provide full names)*

ACN *(required if a company)*

Does the business trade under a different name to the legal entity? ☐ Yes ☐ No

If yes, what is the registered trading name?

ABN *(required if a trading name is provided)*

***Postal address** *(All correspondence regarding the licence will be posted to this address)*

Street/postal address

Suburb/town	State	Postcode
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Premises details

***Premises address** *(site where the vehicles are kept)*

Street address

Suburb/town	State	Postcode
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Phone number	Fax number
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Key contacts

***Primary contact person** *(All correspondence regarding the licence will be addressed to this person)*

Title	First name	Surname
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Job title

Position held in company *(mandatory if the applicant is a company)*

Work phone	Mobile	Email
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*Food safety contact person		
<input type="checkbox"/> Same as primary contact person		
Title	First name	Surname
Job title		
Work phone	Mobile	Email
*Accounts payable contact person		
<input type="checkbox"/> Same as primary contact person		
Title	First name	Surname
Job title		
Work phone	Mobile	Email
Production information		
<p>*What is your anticipated date of commencement of the business?</p> <p><i>Please note that it is an offence under the Dairy Act 2000 to commence operations prior to the licence being issued by Dairy Food Safety Victoria</i></p>		
<p>*Please estimate the annual volume of dairy food that will be distributed by your business:</p> <p>*Quantity in litres as applicable: _____</p> <p>*Quantity in tonnes as applicable: _____</p> <p>One of the above quantity fields must be completed, both may be completed.</p>		
<p>*Will non-dairy food also be distributed from the premises?</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>If yes, please estimate the percentage of non-dairy food that will be distributed. _____</p>		
<p>*Is your business registered with local government as a food premises under the <i>Food Act 1984</i>?</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>		
<p>*Do you intend to export dairy food?</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>		
<p>*Are you registered with the Department of Agriculture to export dairy food?</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, *please provide your export registration number:</i> _____ </p>		

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

☐

Yes

☐

No

If yes, please provide details of the conviction or attach relevant documents.

Licence conditions

Licence conditions can be viewed on the Dairy Food Safety 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 Dairy Food Safety Victoria Privacy Policy and the licence conditions set by Dairy Food Safety Victoria, which are both located on the Dairy Food Safety Victoria website.

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

*Title	*First name	*Surname
*Job title or position in company		
*Email address		
*Date	*Signature	

Privacy statement

Protecting your privacy is important to Dairy Food Safety Victoria. In completing this form we will be collecting information from you, for the primary purpose of administrating the *Dairy Act 2000*. We will be using the information to initially 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.

Dairy Food Safety 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 Dairy Food Safety Victoria's Privacy Officer on 9810 5900 or in writing to Dairy Food Safety Victoria, PO Box 8221, Camberwell North, Victoria 3124.

Payment options

Application fee: **\$190.00** (GST exempt) This fee must be paid before your application can be processed.

Payment methods:

- Cheque to Dairy Food Safety Victoria
- EFT - Commonwealth Bank, BSB: 063-010 Account: 1068 1937

If paying by EFT, please ensure the licence applicant name is included in the reference field.

If your application is approved, you will be sent an invoice for the licence fee, which must be paid prior to commencing business as a dairy distributor – dairy food vendor.

Submitting the application

Please check that all mandatory fields or sections have been completed and submit the form by post, fax or email to:

Dairy Food Safety Victoria

PO Box 8221

Camberwell North, Vic 3124

Fax: 03 9882 6860

Email: applications@dairysafe.vic.gov.au

Once the application form is submitted together with the application fee a Dairy Food Safety Victoria food safety manager will contact you to discuss your food safety program and make an appointment to inspect the vehicle/s.