

Information to assist you to complete your application

Applicant details

A person applying for a licence must be a legal entity, for example:

- an individual (e.g. John Smith)
- a partnership (e.g. John Smith and Mary Jones)
- a company (e.g. Dairy Food Pty Ltd)
- a trustee (e.g. John Smith as trustee for the Smith Family Trust or Dairy Food Pty Ltd as trustee for the Southern Dairy Trust)

Please provide full names, not just initials, where applicable.

Trading names

If the applicant (see above) has a registered business name that it trades under, which is different to the legal entity name, this can be put in the trading name field on the form.

For example:

Applicant (licence holder): John Smith

Trading name: Smith's Cheese

or

Applicant (licence holder): Smith's Dairy Pty Ltd

Trading name: Smith's Cheese

If a trading name is provided, the Australian Business Number (ABN) for the name must also be provided on the form.

Premises address

This is the address of the premises where the milking or manufacturing or distribution takes place. In the case of dairy food carrier licences, it is the business address or the address where vehicles are kept.

Postal address

This address will be used by DFSV for all correspondence, including but not limited to:

- letters and notices
- renewal forms
- licence certificates.

DFSV must be notified in writing if this address changes.

Key contacts

The person nominated as the **primary contact person** should be a person with a high level of responsibility at the business as they will be the main person that DFSV will contact with regards to the licence and the person that all correspondence is addressed to. If the licence is held by an individual, it should be that individual.

The person nominated as the **food safety contact person** should be the person responsible for quality assurance and compliance with your food safety program.

The person nominated as the **accounts payable person** should be the person responsible for managing payment of DFSV invoices.

DFSV must be notified in writing if these contacts change.

Other

If you have any questions about completing the forms, please call our licensing team on (03) 9810 5900