

Level 2, 969 Burke Road, Camberwell Victoria 3124
PO Box 8221, Camberwell North, Victoria 3124
Phone: 03 9810 5900 Fax: 03 9882 6860
Email: info@dairysafe.vic.gov.au
www.dairysafe.vic.gov.au
ABN 19 045 433 005



Application for a dairy manufacturer – milk broker 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 (manufacturing site)

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 (if applicable)

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>*Will you receive raw milk at the premises?</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>		
<p>If yes:</p> <p>*Will you receive raw milk directly from?</p> <p> <input type="checkbox"/> Dairy farmer/s <input type="checkbox"/> Dairy manufacturer/s or milk broker/s </p> <p><i>You may select more than one option</i></p>		
<p>Please estimate the annual volume of milk (in litres) that will be received by your business: _____</p>		
Applicant history		
<p>*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?</p> <ul style="list-style-type: none"> <i>Dairy Act 2000</i> <i>Food Act 1984</i> <i>Public Health and Wellbeing Act 2008</i> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details of the conviction or attach relevant documents. </p>		
Licence conditions		
<p>Licence conditions can be viewed on the Dairy Food Safety Victoria website at www.dairysafe.vic.gov.au</p>		

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*.

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 Dairy Food Safety Victoria on their behalf. This will be paid to Dairy Food Safety Victoria monthly, based on the litres of milk that I receive.

*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 administering 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: See table below

This fee must be paid before your application can be processed.

The fee (GST exempt) is based on your estimated production quantities over a 12-month period as in the table below.

If your production is in litres and tonnes, the quantity that corresponds with the larger size of operation determines the application fee. (For example, if your estimated production quantity in litres is within the 'small' size of operation and your estimated production quantity in tonnes is within the 'medium' size of operation the application fee owing is that of a medium sized operation).

Please tick the fee that is applicable for your business.

Size of operation	Production quantities	Application fee	✓
Small	0–1000 tonnes 0–100,000 litres	\$190.00	
Medium	1,001–1,500 tonnes 100,001–150,000 litres	\$634.00	
Large	Greater than 1,500 tonnes Greater than 150,000 litres	\$2,539.00	

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 is calculated using the estimated production quantities provided on this form, a base fee and the number of days left in the licence period. This fee must be paid to Dairy Food Safety Victoria prior to commencing business as a dairy manufacturer.

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 premises.