

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 to transfer a dairy manufacturer licence

### Licence details Mandatory fields or sections are marked with \*

Please provide details of the licence that you wish to have transferred to you/your business

**\*Licence number**

**\*Name of the current licence holder**

**\*Premises address**

Street

Suburb/town

State

Postcode

For this application to be processed, the current licence holder or their authorised representative must complete the section below to provide their agreement to the transfer. If this section cannot be completed you must attach a certified statutory declaration advising why this is the case and the reason that the licence should be transferred.

### Declaration of current licence holder

By signing and submitting this application, I declare:

I am the current licence holder or I am authorised to complete this application on behalf of the current licence holder and that all information provided in this application is true and correct. I am authorised to agree to the transfer of the licence to the person listed in this application. 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.

**\*First name**

**\*Surname**

**\*Date**

**\*Signature**

**\*Job title or position in company**

**\*Phone**

**\*Email**

### Applicant details

**\*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):

<b>*Legal entity name</b> <i>(Provide full names)</i>			
ACN <i>(required if a company)</i>			
Does the business trade under a different name to the legal entity?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what is the registered trading name?			
ABN <i>(required if a trading name is provided)</i>			
<b>*Postal address</b> <i>(All correspondence regarding the licence will be posted to this address)</i>			
Street/postal address			
Suburb/town		State	Postcode
*Phone number at premises		Fax number at premises	
<b>Key contacts</b>			
<b>*Primary contact person</b> <i>(All correspondence regarding the licence will be addressed to this person)</i>			
Title	First name	Surname	
Job title			
Position held in company <i>(mandatory if the applicant is a company)</i>			
Work phone	Mobile	Email	
<b>*Food safety contact person</b>			
<input type="checkbox"/> Same as primary contact person			
Title	First name	Surname	
Job title			
Work phone	Mobile	Email	
<b>*Accounts payable contact person</b>			
<input type="checkbox"/> Same as primary contact person			
Title	First name	Surname	
Job title			
Work phone	Mobile	Email	
<b>Production information</b>			
<b>*On what date do you anticipate you will take over the dairy business?</b>			
<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>			
<b>*What type of milk will be used at the premises?</b>			
<input type="checkbox"/> Cow	<input type="checkbox"/> Sheep	<input type="checkbox"/> Goat	<input type="checkbox"/> Buffalo
<i>* One selection must be made, and more than one selection can be made.</i>			

\*Will you receive raw milk at the premises?

Yes       No

If yes:

\*Will you receive raw milk directly from?

Dairy farmer/s  
 Dairy manufacturer/s or milk broker/s

*You may select more than one option*

**\*Type of dairy products**

In the table below please estimate next to the product that you intend to manufacture, the quantity that will be manufactured over a 12-month period

Product	Estimated litres	Estimated tonnes
Butter, fats and spreads (including cultured butter)		
Cheese (all varieties)		
Fermented milk products (yoghurt, fermented milk drinks)		
Dairy desserts (including fromage frais, mousses, custards)		
Dairy-based dips and pate		
Dried milk powders (including ice cream mix)		
Condensed milk (sweetened and unsweetened)		
Evaporated milk (sweetened and unsweetened)		
Frozen milk products (ice cream)		
Pasteurised and UHT milk (all varieties)		
Cream (all varieties and fat contents)		
Other dairy products (including colostrum). Please list the product type		
	<b>Total</b>	<b>Total</b>

Will you supply any dairy products to another Dairy Food SafetyVictoria licensed dairy manufacturer for further manufacturing or packaging?

Yes       No      If yes, please list the product type and estimated quantity that will be supplied.

Product	Quantity in tonnes	Quantity in litres

\*Will non-dairy products also be manufactured at the premises?

Yes  No If yes, please list the product type and estimated quantity that will be manufactured.

Product	Quantity in tonnes	Quantity in litres

\*Is your business registered with local government as a food premises under the *Food Act 1984*?

Yes  No

\*Do you intend to export dairy food?

Yes  No

\*Are you registered with the Department of Agriculture to export dairy food?

Yes  No If yes, \*please provide your export registration number: \_\_\_\_\_

## 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](http://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.

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 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

Transfer 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.

## 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](mailto:applications@dairysafe.vic.gov.au)

Once the transfer form is submitted together with the transfer 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.