

Application for a dairy distributor licence

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

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

***Legal entity name:**

Provide full name

ACN

Required if a Company

Does the business trade under a different name to the legal entity?

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

Is there a parent company/Organisation?

ie: do you hold more than one DFSV 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:**

Please supply the full premises address.

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)*

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 Plan or equivalent 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 Act 2000 to commence operations prior to the licence being issued by Dairy Food Safety Victoria.

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

Application Assessment

As part of the application assessment process DFSV needs to assess your site and any vehicles associated with your business against the relevant requirements of Standards 3.2.2 and 3.2.3 of the Food Standards Code. As a proposed dairy distributor, your activities are regarded as low risk, hence DFSV is able to undertake this assessment through remote (desk-top) means.

Therefore, as part of your application, please email photographs of your vehicles to show that the insides are clean, maintained and fit for purpose; and photographs of your premises, showing all areas including entries, exits, food storage areas, cool rooms, freezers, garbage and recycling storage areas, toilets, hand basins, sinks and all other areas to enable a full remote assessment.

***Please list the dairy products you will distribute and the approximate percentage of total distribution this will be:**

Food Item	Approximate % of total distribution



*Please estimate the annual volume of dairy food that will be distributed by your business: <i>One of the below fields must be completed, both may be completed.</i>	
*Quantity in litres as applicable:	
*Quantity in tonnes as applicable:	
*Will non-dairy food also be distributed from the premises:	
If yes, please advise what other foods/items will be distributed from the premises:	
*Please estimate the percentage of non-dairy food (as a portion of total food handled) that is distributed:	
*Is your business registered with local government as a food premises under the <i>Food Act 1984</i> :	
If yes, please indicate which Local Government Area it is registered with:	
*Do you intend to export dairy food:	
*Are you registered with the Department of Agriculture, Fisheries & Forestry (DAFF) to export dairy food:	
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:	
<ul style="list-style-type: none"> • Dairy 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 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.

As a supplier to a Victorian dairy company, I accept that my licence fee can be deducted from the payment I receive for the milk and paid to Dairy Food Safety Victoria by the company that I supply, on my behalf.

Title:	First Name:	Surname:
Job Title:		
Email Address:		
Signature:		
Date: <i>Select date from calendar:</i>		

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

Application fee payable: \$200.15

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

Paid

Date

Payment method:

- EFT - Commonwealth Bank, BSB: 063-010 Account: 1068 1937
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@dairysafe.vic.gov.au

The application can also be posted to:

Dairy Food Safety Victoria
PO Box 8221
Camberwell North, Vic 3124

