

The PrimeSafe Licensee Portal

How to apply for a new licence



Welcome to the PrimeSafe Licensee Portal. New features have been added to improve your experience:

- You can use the Portal on a computer, mobile phone or tablet.
- The information you provide autosaves. This means you can start an application, leave it (including close the browser) and return to it.
- Data that PrimeSafe already has on file is pre-filled into the application form where possible.
- There are fewer pages for each application or renewal form, making it easier to see your progress.
- The navigation pane at the top of the Portal means you easily move through the application process.

Overview

Step 1: Log in	1
Step 2: Pick licence category	2
Step 3: Fill in applicant details	3
Step 4: Fill in licence details	3
Step 5: Fill in applicant history	4
Step 6: Complete declaration	4
Step 7: Pay fee	5
Step 8: Form completed	5

Step 1: Log in

- Go to <https://portal.primesafe.vic.gov.au/s/login/>
- If you already have an account with the PrimeSafe Licensee Portal (e.g. you created one last year to renew your licence/s), use your email and password to log in.
- If you do not have an account, register for one by entering your email and a password.

Note: The password must be at least **13 characters long** and include **upper and lower case letters, at least one number and at least one symbol**.



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How to apply for a new licence

Step 2: Pick licence category

- Select 'Apply for a Licence' from the menu bar on the left-hand side of the screen.
- Click the licence type you want to apply for.
- Click the **APPLY FOR LICENCE** button at the bottom.

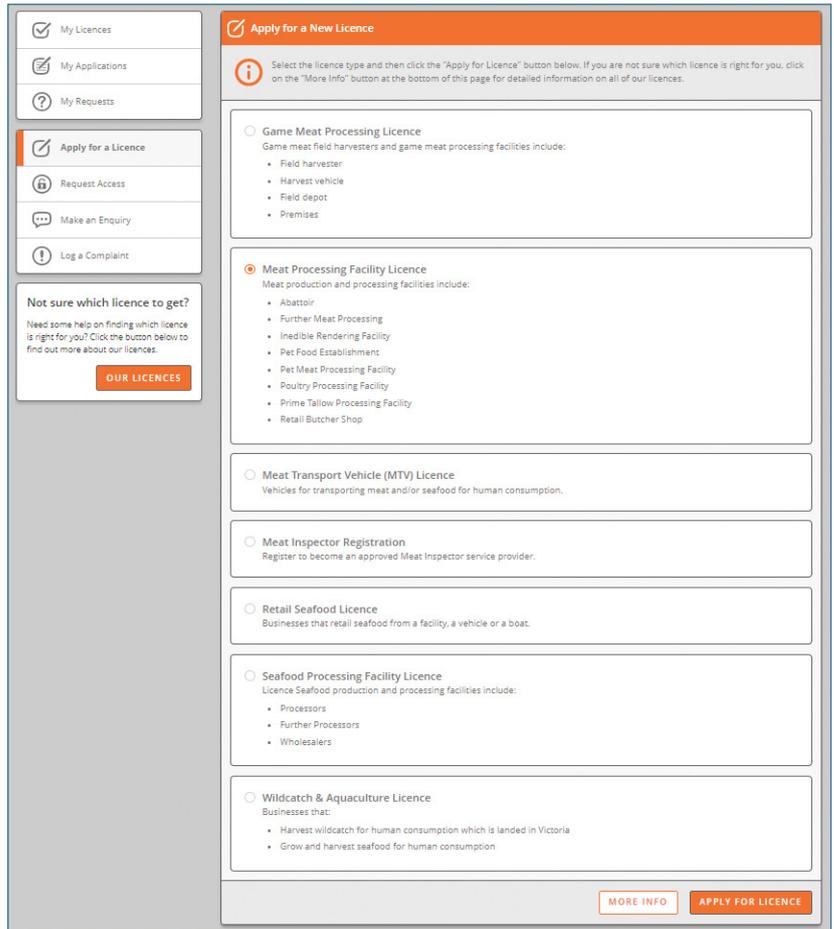
Note: If you are not sure which licence is right for you, click on the 'More Info' button at the bottom of the page. This will take you to a webpage with information on all PrimeSafe licences.

- Our privacy policy will show on the screen. Be sure to read the entire policy. Once you have scrolled to the bottom of the policy, tick the box that you have read and agree with it. Click **CONTINUE**.

Applications now autosave

You can start an application, close the website and return to it later.

To access your in-progress or completed applications, click 'My Applications' from the menu bar on the left-hand side of the screen.

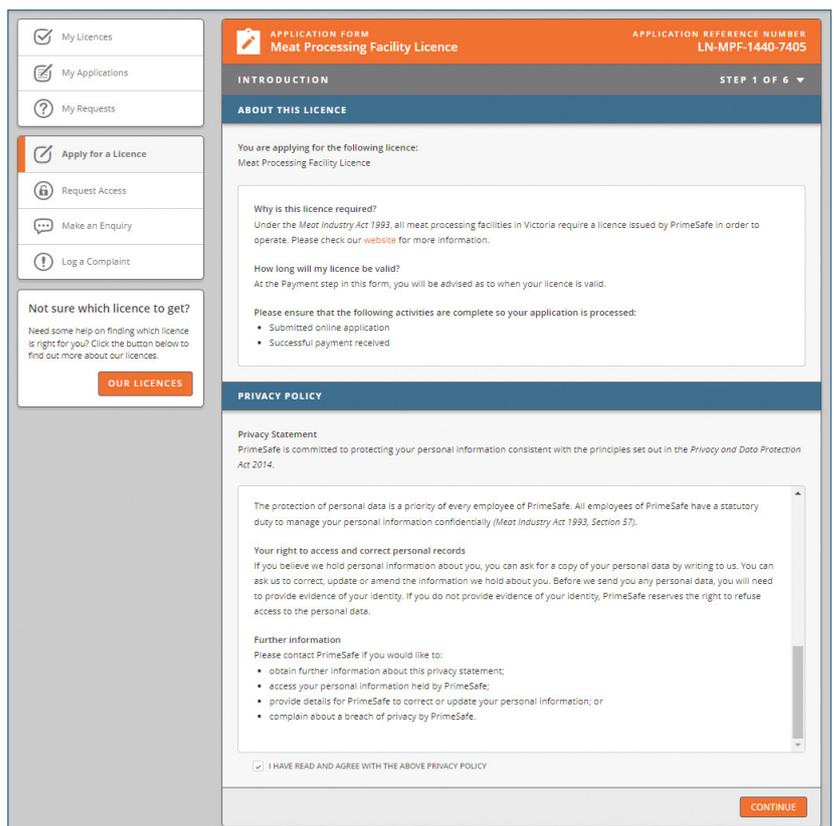


Apply for a New Licence

Select the licence type and then click the 'Apply for Licence' button below. If you are not sure which licence is right for you, click on the 'More Info' button at the bottom of this page for detailed information on all of our licences.

- Game Meat Processing Licence
Game meat field harvesters and game meat processing facilities include:
 - Field harvester
 - Harvest vehicle
 - Field depot
 - Premises
- Meat Processing Facility Licence
Meat production and processing facilities include:
 - Abattoir
 - Further Meat Processing
 - Indefinite Rendering Facility
 - Pet Food Establishment
 - Pet Meat Processing Facility
 - Poultry Processing Facility
 - Prime Tallow Processing Facility
 - Retail Butcher Shop
- Meat Transport Vehicle (MTV) Licence
Vehicles for transporting meat and/or seafood for human consumption.
- Meat Inspector Registration
Register to become an approved Meat Inspector service provider.
- Retail Seafood Licence
Businesses that retail seafood from a facility, a vehicle or a boat.
- Seafood Processing Facility Licence
Licence Seafood production and processing facilities include:
 - Processors
 - Further Processors
 - Wholesalers
- Wildcatch & Aquaculture Licence
Businesses that:
 - Harvest wildcatch for human consumption which is landed in Victoria
 - Grow and harvest seafood for human consumption

MORE INFO **APPLY FOR LICENCE**



APPLICATION FORM
Meat Processing Facility Licence

APPLICATION REFERENCE NUMBER
LN-MPF-1440-7405

INTRODUCTION STEP 1 OF 6

ABOUT THIS LICENCE

You are applying for the following licence:
Meat Processing Facility Licence

Why is this licence required?
Under the *Meat Industry Act 1993*, all meat processing facilities in Victoria require a licence issued by PrimeSafe in order to operate. Please check our [website](#) for more information.

How long will my licence be valid?
At the Payment step in this form, you will be advised as to when your licence is valid.

Please ensure that the following activities are complete so your application is processed:

- Submitted online application
- Successful payment received

PRIVACY POLICY

Privacy Statement
PrimeSafe is committed to protecting your personal information consistent with the principles set out in the *Privacy and Data Protection Act 2014*.

The protection of personal data is a priority of every employee of PrimeSafe. All employees of PrimeSafe have a statutory duty to manage your personal information confidentially (*Meat Industry Act 1993, Section 57*).

Your right to access and correct personal records
If you believe we hold personal information about you, you can ask for a copy of your personal data by writing to us. You can ask us to correct, update or amend the information we hold about you. Before we send you any personal data, you will need to provide evidence of your identity. If you do not provide evidence of your identity, PrimeSafe reserves the right to refuse access to the personal data.

Further information
Please contact PrimeSafe if you would like to:

- obtain further information about this privacy statement;
- access your personal information held by PrimeSafe;
- provide details for PrimeSafe to correct or update your personal information; or
- complain about a breach of privacy by PrimeSafe.

I HAVE READ AND AGREE WITH THE ABOVE PRIVACY POLICY

CONTINUE

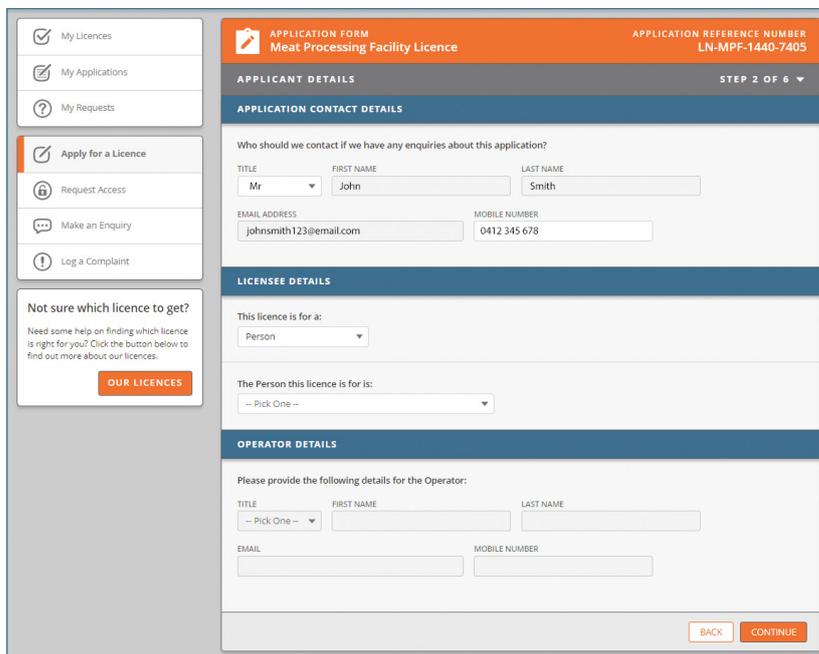
The PrimeSafe Licensee Portal

How to apply for a new licence

Step 3: Fill in applicant details

- Your name and email address will pre-fill based on your registration. Check them to make sure they are correct.
- Fill in the other details.
- Once complete, click **CONTINUE**.

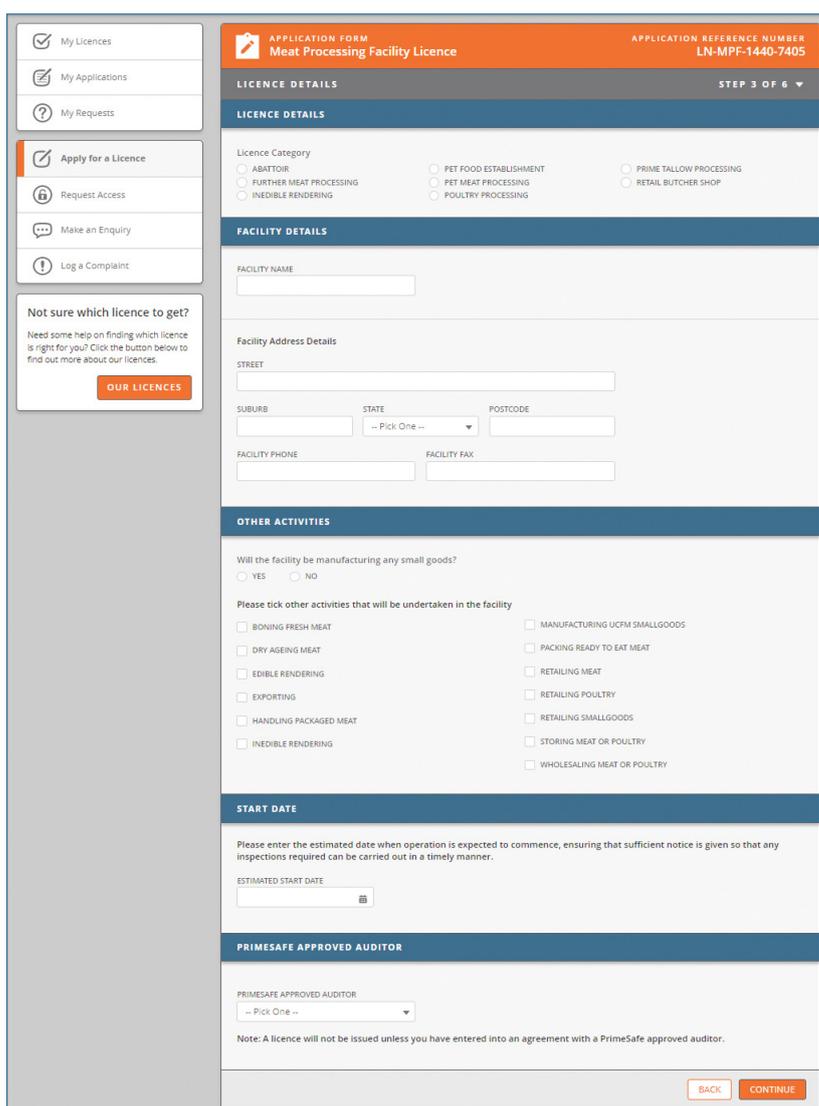
Note: You cannot continue until the required information is filled in.



Step 4: Fill in licence details

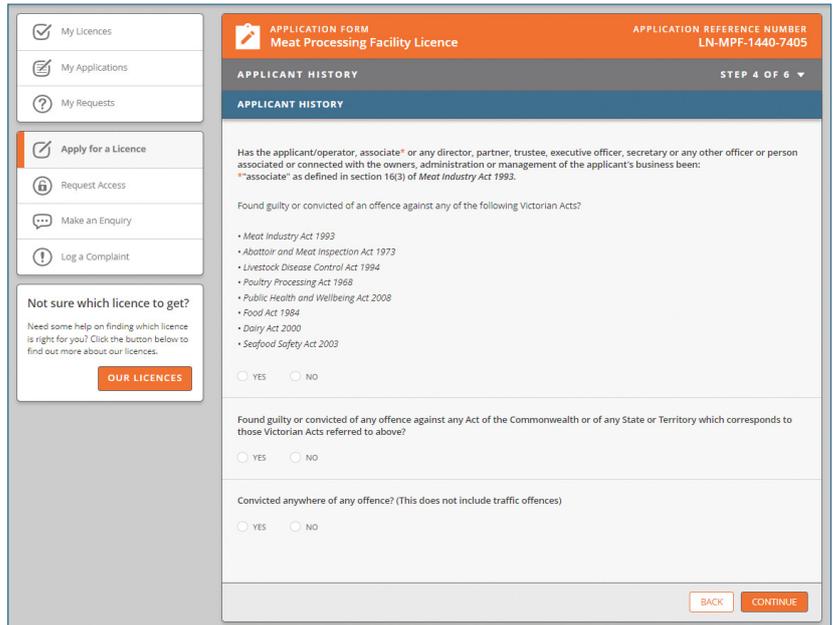
- Select the licence category from the listed options.
- Fill in the details requested.
- Enter your required start date.
- Select a PrimeSafe approved auditor (if shown). Most licences require a PrimeSafe approved auditor, but others such as a meat transport vehicle (MTV), Field Harvesters and more do not.

Note: For the licences that show the option to select a PrimeSafe approved auditor, you must do so. PrimeSafe will only issue you a licence if you have entered into an agreement with one of them.



Step 5: Fill in applicant history

- Read the questions about the applicant history carefully.
- Select yes or no.
- Provide more details if requested.

APPLICATION FORM
Meat Processing Facility Licence

APPLICATION REFERENCE NUMBER
LN-MPF-1440-7405

APPLICANT HISTORY STEP 4 OF 6

APPLICANT HISTORY

Has the applicant/operator, associate* or any director, partner, trustee, executive officer, secretary or any other officer or person associated or connected with the owners, administration or management of the applicant's business been:
*“associate” as defined in section 16(3) of Meat Industry Act 1993.

Found guilty or convicted of an offence against any of the following Victorian Acts?

- Meat Industry Act 1993
- Abattoir and Meat Inspection Act 1973
- Livestock Disease Control Act 1994
- Poultry Processing Act 1968
- Public Health and Wellbeing Act 2008
- Food Act 1984
- Dairy Act 2000
- Seafood Safety Act 2003

YES NO

Found guilty or convicted of any offence against any Act of the Commonwealth or of any State or Territory which corresponds to those Victorian Acts referred to above?

YES NO

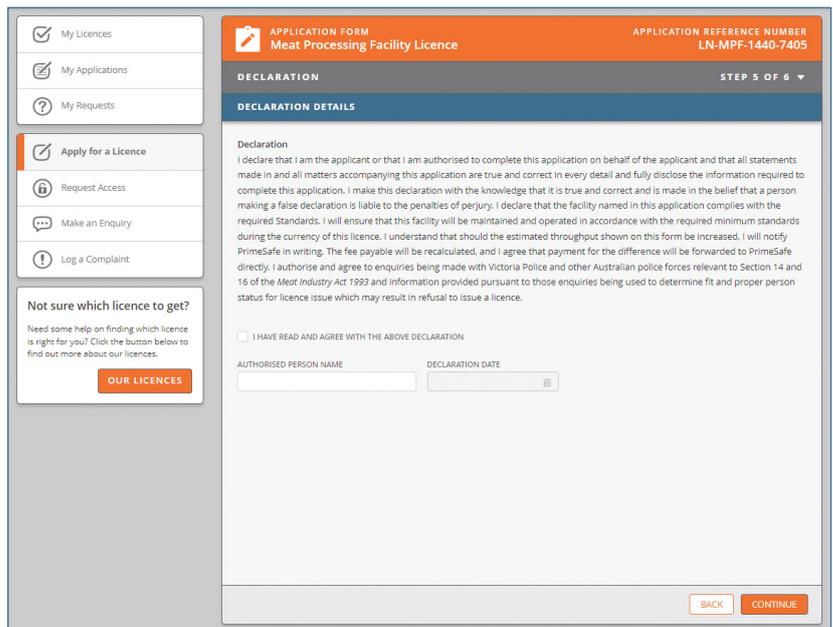
Convicted anywhere of any offence? (This does not include traffic offences)

YES NO

[BACK](#) [CONTINUE](#)

Step 6: Complete declaration

- Check your details and select the box if you agree with the declaration.
- Fill out the 'authorised person' details.

APPLICATION FORM
Meat Processing Facility Licence

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DECLARATION STEP 5 OF 6

DECLARATION DETAILS

Declaration

I declare that I am the applicant or that I am authorised to complete this application on behalf of the applicant and that all statements made in and all matters accompanying this application are true and correct in every detail and fully disclose the information required to complete this application. I make this declaration with the knowledge that it is true and correct and is made in the belief that a person making a false declaration is liable to the penalties of perjury. I declare that the facility named in this application complies with the required standards. I will ensure that this facility will be maintained and operated in accordance with the required minimum standards during the currency of this licence. I understand that should the estimated throughput shown on this form be increased, I will notify PrimeSafe in writing. The fee payable will be recalculated, and I agree that payment for the difference will be forwarded to PrimeSafe directly. I authorise and agree to enquiries being made with Victoria Police and other Australian police forces relevant to Section 14 and 16 of the Meat Industry Act 1993 and information provided pursuant to those enquiries being used to determine fit and proper person status for licence issue which may result in refusal to issue a licence.

I HAVE READ AND AGREE WITH THE ABOVE DECLARATION

AUTHORISED PERSON NAME

DECLARATION DATE

[BACK](#) [CONTINUE](#)

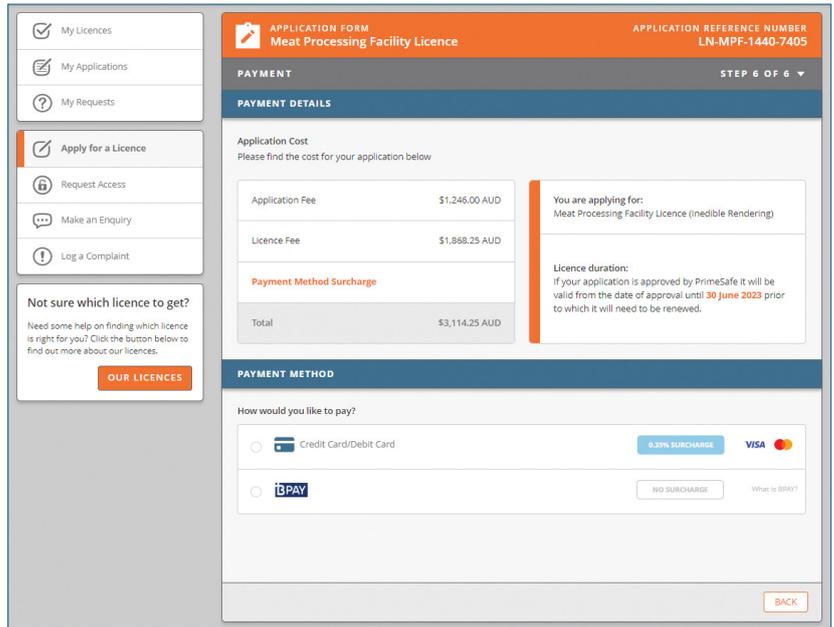
Note: The information you provide on all the pages now autosaves. You can review each page by clicking the arrow in the top right.

The PrimeSafe Licensee Portal

How to apply for a new licence

Step 7: Pay fee

- Review your payment details.
- Select to pay with credit card or BPAY. Fill in the information requested.



The screenshot shows the 'PAYMENT' page for a 'Meat Processing Facility Licence' application. The page is titled 'APPLICATION FORM Meat Processing Facility Licence' and 'APPLICATION REFERENCE NUMBER LN-MPF-1440-7405'. It is 'STEP 6 OF 6'. The 'PAYMENT DETAILS' section shows the following costs:

Item	Amount
Application Fee	\$1,246.00 AUD
Licence Fee	\$1,868.25 AUD
Payment Method Surcharge	
Total	\$3,114.25 AUD

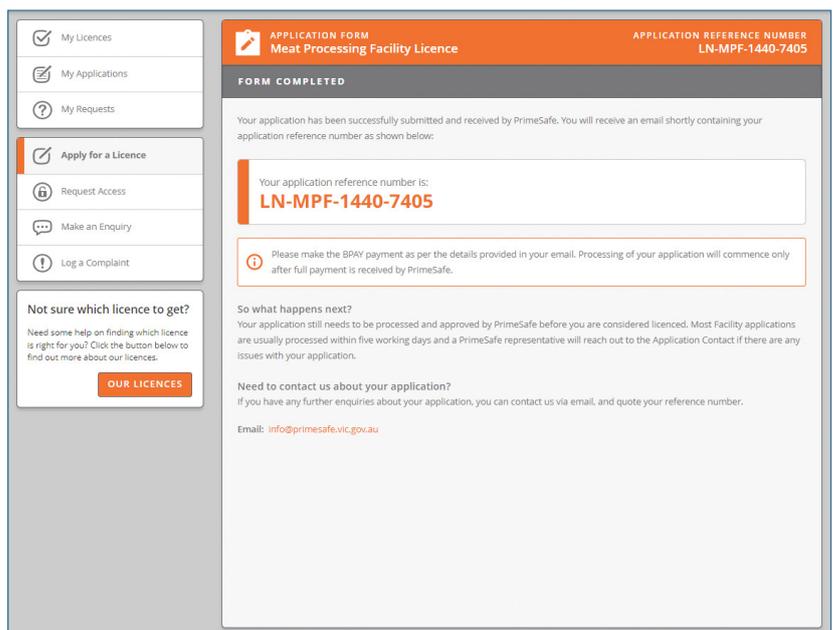
The 'PAYMENT METHOD' section offers two options: 'Credit Card/Debit Card' (with a 0.39% surcharge and logos for VISA and Mastercard) and 'BPAY' (with no surcharge and a 'What is BPAY?' link). A 'BACK' button is at the bottom right.

Step 8: Form completed

Your application has now been submitted. PrimeSafe will now process your application. For some applications, PrimeSafe will need to contact you to confirm details as part of its processing.

If you pay with BPAY, you will receive an email with payment details. PrimeSafe will only start processing your application after full payment is received. To pay by BPAY, log into your online or mobile banking. Select BPAY, your preferred account, enter the BPAY details (in the email from PrimeSafe), amount and payment date.

PrimeSafe must approve your licence before you are considered licensed. ✓



The screenshot shows the 'FORM COMPLETED' page for the same 'Meat Processing Facility Licence' application. It states: 'Your application has been successfully submitted and received by PrimeSafe. You will receive an email shortly containing your application reference number as shown below: LN-MPF-1440-7405'. A note indicates that BPAY payment should be made as per the details in the email, and that processing will commence only after full payment is received. It also provides information on what happens next, including a 5-working-day processing period and contact details for enquiries: Email: info@primesafe.vic.gov.au.

FOOD SAFETY IS EVERYBODY'S BUSINESS

More information:

You can also make an enquiry or log a complaint on the PrimeSafe Licensee Portal. To do this, click on [MAKE AN ENQUIRY](#) or [LOG A COMPLAINT](#) in the menu bar and complete the details.

Contact PrimeSafe via phone (03) 9685 7333 or email info@primesafe.vic.gov.au