



## Dairy Farmer Licence Application Steps

To obtain a Dairy Farmer Licence from the TDIA you will need to meet the following requirements:

Farm Details : .....

Requirements	New Licence	Licence Transfers	Date received TDIA	Assigned To	Date Complete
1. Submit Dairy Farmer Licence Application/Transfer form to TDIA and pay the prescribed fee.	✓	✓			
2. Submit Referral to Function Control Authority form to TDIA for "Special Use Building" Form 10 (Building Surveyor)	✓	× (subject to premises alterations)			
3. Develop or obtain, and complete, a TDIA-approved Food Safety Program	✓	✓			
4. Develop, review and/or update your dairy farm premises Effluent Management Plan and submit documentation to TDIA for approval * <i>*Effluent systems are to be assessed and designed by suitably qualified persons and meet the design criteria set out in the National Effluent and Manure Database</i>	✓	✓			
5. Effluent Management System Assessment by appropriately qualified persons* <i>*Assessments may be required for, but not limited to, system failures against the Farm Dairy Premises Effluent Management Code of Practice, increased herd size, historical recommendations from previous effluent reports, outstanding non-conformance</i>	✓	At discretion of TDIA			
6. Verification from the appropriately qualified designer(s) that the effluent system has been built in accordance with the submitted effluent management plan	✓	At discretion of TDIA			
7. Obtain and submit a Certificate of Occupancy to the TDIA Form 13 (Building Surveyor) "Occupancy Permit"	✓	× (subject to premises alterations)			
8. Obtain and submit a Certificate of Completion (plumbing permit to the TDIA) - Issued by Council	✓	× (subject to premises alterations)			
9. Submit a Notice of Intention to Complete Dam Works to DPIPWE Water Branch	✓ (as applicable)	Yes, if changes or significant repairs are made to existing effluent dams			
10. Register new or existing effluent dams with DPIPWE Water Branch (must be registered as effluent NOT freshwater or irrigation)	✓	✓ (as applicable)			
11. Submit a Notice of Completion of Dam Works with proof of "Works as Executed" (WAE) to DPIPWE Water Department and the TDIA	✓	✓ (subject to premises alterations)			
12. On-farm site inspection by TDIA	✓	At discretion of TDIA			

*NOTE: Requirements for Licence Transfers and New Licences differ. Contact the TDIA and you local Council to ensure your dairy farm premises meets all necessary requirements as you may require planning approvals for new or modified premises. It can take up to 60 days for the application review and licence approval process – please make sure the TDIA are aware of your plans well before you wish to commence milking.*

**Comments/Notes:**

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