

# Application for an Amended Licence for the Operation of a Dairy Plant

The *Milk Act* (R.S.O. 1990, c.M12), and  
Regulations 761

This application is required to make changes to the species of milk used, type of plant, milk class or subclass at a licenced dairy plant receiving cow milk. Details of these changes are provided in Regulation 761, s.96 (2) under the *Milk Act* (Ontario).

This application will require:

- A list of all additional products to be manufactured at this plant, indicating the species of milk, the classes and subclasses of cow milk, if applicable and any specialty product(s) (e.g. organic, grass fed, DHA, Ultra Kosher). See Table in section 11, Regulation 753 under the *Milk Act*.
- An attached a letter from the Dairy Farmers of Ontario indicating the allotted volume of milk, the milk classes, and under what program that milk supply is being issued.
- The names of the Plant Milk Graders employed at the facility.

Fields marked with an asterisk (\*) are mandatory.

Provincial Licence Number *	Federal Licence Number (if applicable)
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## Section 1 – Applicant Information

### (A) Plant Information

Operating Name \*

Telephone Number *	Email Address
Plant Manager Last Name *	Plant Manager First Name *
Quality Control Manager Last Name *	Quality Control Manager First Name *

### Plant Location

Unit Number	Street Number *	Street Name *	PO Box
City/Town *	Province *	Postal Code *	

### Emergency Contact (off hours)

Last Name *	First Name *
Telephone Number *	

### (B) Legal Information

☐ Check if same as (A) Plant Information

Legal Name \*

Last Name *	First Name *
Title	
Telephone Number *	Email Address

## Legal Address

Unit Number	Street Number *	Street Name *	PO Box
City/Town *		Province *	Postal Code *

## Section 2 – Application Detail

1. If you meet one of the following exemptions, a Business Number is not mandatory:

☐ CRA Business Number Exemption

(My business has no employees and/or it earns under \$30,000 in gross revenue. Therefore, I confirm I am not legally required to obtain a CRA business number under the *Income Tax Act* (Canada)).

☐ Religious Exemption

(I confirm although I am legally required to obtain a CRA business number under the *Income Tax Act* (Canada), I have not obtained one because I have a sincerely held belief that doing so would be or is contrary to my religion, belief or conscious).

Canada Revenue Agency (CRA) Business Number (nine-digit) \_\_\_\_\_

2. Is the applicant a: \* ☐ Corporation ☐ Sole Proprietor ☐ Partnership ☐ Co-operative

3. Please indicate reason for request for an amended licence: \*

(a) ☐ Change of Species

Please indicate if additional milk products are to be processed using milk or milk ingredients from the following **additional** species of animal: (Check all that apply)

Species regulated under the *Milk Act*: ☐ Cow ☐ Goat

Species not regulated under the *Milk Act*: ☐ Sheep ☐ Water Buffalo

☐ Other, specify \_\_\_\_\_

(b) ☐ Change of Type of Plant

Please check **additional** type(s) of plant to be operated and processing activities:

☐ Aerosol Based Dairy Products Manufacturing

☐ Concentrated Dairy Product Manufacturing

☐ Aseptic Dairy Products Manufacturing

☐ Dairy Based Confectionery Product Manufacturing

☐ Butter/Butter By-product Manufacturing

☐ Dairy Based Formulated Mix Manufacturing

☐ Cultured Dairy Product Manufacturing

☐ Dairy By-product Manufacturing

☐ Cutting and Packaging of Dairy Products

☐ Dried Dairy Product Manufacturing

☐ Cheese (select all that apply)

☐ Extended Shelf Life Dairy Products Manufacturing

☐ Firm Cheese Manufacturing

☐ Fluid Milk Product Manufacturing

☐ Fresh Cheese Manufacturing

☐ Frozen Dairy Product Manufacturing

☐ Hard Cheese Manufacturing

☐ Milk Transfer Station

☐ Non-fermented Cheese Manufacturing

☐ Non-fermented Dairy By-products Manufacturing

☐ Soft and Semi-ripened Cheese Manufacturing

☐ Processed Cheese, Cheese Food or Cheese Spread

☐ Cheese Smoking

☐ Other types (please specify)

(c) ☐ Change of Milk Class or Subclass

- (i) If you currently process raw cow milk, do you plan to process products using additional classes or subclasses of raw cow milk? ☐ Yes ☐ No
- (ii) Do you plan to process any additional cow milk products made only with ingredients composed of processed (i.e., pasteurized or UHT processed) cow milk that will fall into a new milk class or subclass? ☐ Yes ☐ No

(d) Please list all additional products to be manufactured at this plant, indicating the species of milk, the classes and subclasses of cow milk, if applicable and any specialty product(s) (e.g. organic, grass fed, DHA, Ultra Kosher). See Table in section 11, Regulation 753 under the *Milk Act*.

Product	Species of Milk	Classes and Subclasses of Cow Milk	Specialty Products

4. Will you be processing a new or additional supply of raw milk? \* ☐ Yes ☐ No If No, please proceed to Question 5

(a) Who is the supplier of the raw milk? \*

☐ Dairy Farmers of Ontario (DFO)

☐ I have attached a letter from DFO indicating the allotted volume of milk, the milk classes, and under what program that milk supply is being issued.

☐ Other - Please provide name(s) of raw milk supplier(s):

\_\_\_\_\_

(b) Is this an on-farm operation where you will process raw milk from your own farm operation? \* ☐ Yes ☐ No

(i) If yes, please indicate method of transferring milk from the farm bulk tank to the plant:

☐ Pipeline or hose ☐ Tank vehicle ☐ Tank-truck

(ii) Indicate supplier if you will also receive **raw** milk purchased from an off-farm source

\_\_\_\_\_

(c) Will you receive more than 7500 litres of raw milk from the marketing board in any given day? \* ☐ Yes ☐ No

(If Yes, you are required to construct a receiving room)

(d) Will you be washing tank-trucks at this location? \* ☐ Yes ☐ No

(e) Do you plan to test for inhibitors when you receive raw milk? \* ☐ Yes ☐ No

If yes, please specify which screening methods you will use:

\_\_\_\_\_

(f) Raw milk (cow or goat) must be received by a certified Plant Milk Grader (PMG).

How many PMGs will be employed at your facility? \* \_\_\_\_\_

Please list names of the PMGs employed at your facility.

Last Name *	First Name *

5. If purchasing milk ingredients please check all that apply: ☐ processed milk ☐ cream ☐ ice cream mix

Please identify supplier(s): \_\_\_\_\_

6. Please indicate the volume of milk to be processed at this plant on an annual basis on the following table:

Time Period

From mm/yyyy \_\_\_\_\_ to mm/yyyy \_\_\_\_\_

	Volume of Cow Milk Purchased from DFO (litres) Include milk sourced from your on-farm operation	Volume of Processed Milk/ Cream/Ice Cream Mix purchased from suppliers (litres)	Volume of Goat Milk Purchased from Suppliers (litres) Include milk sourced from your on-farm operation
Total Volumes			

7. If applicable, please indicate the type and number of **additional** pasteurization systems to be installed with this application: \*

Thermal

☐ Vat Pasteurization Number of Systems \_\_\_\_\_

☐ HTST Pasteurization Number of Systems \_\_\_\_\_

☐ Extended Shelf Life (ESL) Number of Systems \_\_\_\_\_

☐ Aseptic Processing and Packaging Systems Number of Systems \_\_\_\_\_

☐ Other (specify): \_\_\_\_\_

☐ Non-Thermal (specify): \_\_\_\_\_

Section 3 – Declaration

I hereby make application for an amended licence for the operation of a plant under the *Milk Act* and the regulations, verify I have the authority necessary to complete the form, and declare the information on this form and attachments to be true. I understand I must receive an amended licence approved by the Director appointed under the *Milk Act* prior to implementing any of the changes for which this application is made.

Any information and all supporting documents required for this application are collected for and will be used to verify eligibility for a licence amendment pursuant to O. Reg. 761 - Milk and Milk Products (*Milk Act*) and may be used for general enforcement and administrative purposes under the *Milk Act*.

If you have any further questions, please contact the Inspection Programs Unit at [dairyfoodsafety@ontario.ca](mailto:dairyfoodsafety@ontario.ca). As part of providing accessible service, you can also contact the Agricultural Information Contact Centre (AICC) at 1-877-424-1300 or by e-mail at [ag.info.omafra@ontario.ca](mailto:ag.info.omafra@ontario.ca) if you require this information in alternate formats.

☐ I certify that the information submitted in this application is true and correct to the best of my knowledge. \*

Name of Owner or Plant Manager (First and Last Name) *	Title	Date (yyyy/mm/dd) *

**For mail submission, send completed form and supporting documents to:** Director (*Milk Act*), Ministry of Agriculture, Food and Rural Affairs, Food Safety Inspection Delivery Branch, 1 Stone Road West, 5th Floor North West, Guelph ON N1G 4Y2.