

Instructions

“Alteration”, with respect to a meat plant, means:

- a change for which a building permit is required,
- any other significant change to the plant or its premises, facilities or equipment,
- a significant change in the licensed activities that are carried on at the plant or the manner in which the activities are carried on, or
- a change to the list of names of persons, including corporations, that are operators of the plant (submitted under s. 6(1)(b)).

No person shall make an alteration with respect to a meat plant unless the operator of the plant has given written notice of the proposed alteration to a director at least 30 days before making the alteration.

The notice will be in a form approved by a director and shall contain,

- the name and address of the operator of the plant;
- the address of the plant;
- the name and address of the owner of the plant, if different than that of the operator;
- a description of the proposed alteration and the nature of the licensed activities to be carried out at the location that would be affected by the alteration;
- if the proposed alteration involves a change to the premises, facilities or equipment at the plant, the plans and specifications, if any, concerning the changes; and
- any other information that a director requires be included with the notice in order to determine if the proposed change complies with this Regulation.

Fields marked with an asterisk (*) are mandatory.

1. Plant Information

Plant Name *	Plant Number *
--------------	----------------

Plant Address

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

OMAF Area Manager

Email Address *	Confirm Email Address *
-----------------	-------------------------

2. Operator Information

Last Name *	First Name *	Middle Initial
Email Address *	Confirm Email Address *	

Operator Mailing Address

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

3. Owner Information

Is the Operator a different person than the Owner? *

Yes No

Owner Information

Last Name *	First Name *	Middle Initial
Email Address *	Confirm Email Address *	

Owner Mailing Address

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

4. Proposed Alteration

Proposed Alteration Start Date (yyyy/mm/dd) *

Description of the proposed alteration(s) and how the licensed activities of the plant will be affected by the changes
(describe the alteration below and submit this form along with all plans and specifications concerning the changes for review) *

Do you want to attach drawings and other supporting documentation? *

Yes No

5. Declaration

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

Plant Operator Name (First and Last Name) *	Date (yyyy/mm/dd) *
---	---------------------

Note: For mail submission, send completed form and supporting documents to: The Director appointed under the *Food Safety and Quality Act, 2001*, Ministry of Agriculture, Food and Agribusiness, Meat Inspection Program, 1 Stone Road West, 5 North West, Guelph ON N1G 4Y2.

For Office Use Only

Received By Area Manager (First and Last Name)

Signature of Area Manager	Date (yyyy/mm/dd)
---------------------------	-------------------