



BC Centre for Disease Control
Provincial Health Services Authority

655 West 12th Avenue
Vancouver, BC V5Z 4R4

Tel 604.707.2400
Fax 604.707.2401
www.bccdc.ca

New Dairy Plant License Application

In accordance with the Milk Industry Act and its Regulations, application for a dairy plant license is herewith made as set out below:

Plant Name and Location

Plant Official Business Name*

Plant Alternate Name(s)*
(e.g. doing business as)

Plant Physical Address*

Licensee Information

Licensee Legal Name

Licensee Business
Email

Licensee Business
Phone Number

Plant Contact Information

Plant Manager/Operator Name*

Business Email

Alternative
Business Email

Business Phone
Number*

Emergency Phone
Number

Plant Mailing Address
(if different from
Physical Address)

Note: The .pdfs for the plant and worker licenses will be sent to the Business Email

Billing Information

Where should the invoice for license fees be sent?

Address

Contact
Name

Email

Note: The invoice will be sent via email.

Dairy Plant Workers

How many New Plant - Dairy Worker License applications are attached?

Licensee Affirmation

I affirm that all information submitted in this plant application and applications for dairy plant workers is true and accurate to the best of my knowledge.

I understand and consent to the information marked with a '*' being publically posted on BCCDC's list of [provincially licensed dairy plants](#).

Signed

Date:



BC Centre for Disease Control
Provincial Health Services Authority

655 West 12th Avenue
Vancouver, BC V5Z 4R4

Tel 604.707.2440
fpinfo@bccdc.ca
www.bccdc.ca

General Instructions for New Plant License Application and New Plant – Dairy Worker License Application

For assistance, please contact fpinfo@bccdc.ca or (604) 707-2440.

- If you are interested in constructing a provincially licensed dairy plant, please contact Food Protection Services to discuss the application steps with a dairy inspector. A detailed proposal including the building plans must be approved by a dairy inspector prior to the start of any construction.
- Use Adobe Reader to complete the form. Adobe Reader is available for free at [Adobe Acrobat Reader \(Canada\)](#).
- Submit a New Plant License application after you have engaged with the Food Protection Services dairy inspectors.
- Submit as many copies of the New Plant – Dairy Worker License Application with your New Plant License as needed to include all of your workers.

Submission Instructions

To avoid delayed or lost applications, we recommend emailing the completed forms to fpinfo@bccdc.ca.

If you wish to still submit by mail, send the completed applications to:

BC Centre for Disease Control
Food Protection, Environmental Health Services
LL0073, 655 12th Ave W
Vancouver BC V5Z 4R4

Faxes are no longer accepted.

Payments

1. **DO NOT SEND A LICENSE PAYMENT WITH THE APPLICATIONS** – an invoice will be emailed by PHSA to the Billing Email once the applications have been reviewed.
2. We recommend **PAYMENT OF INVOICES** using the **CREDIT CARD PAYMENT OPTION OVER THE PHONE** with PHSA. This option ensures that your payment is not lost or delayed in the mail and you receive your licenses in a timely manner. All payment options are listed on [PHSA's website](#).

Table 1 – New Dairy Plant Application Instructions


Field Name	Definition/Instructions
Plant Official Business Name*	<ul style="list-style-type: none"> Legal name of the plant used for official purposes such as a business license Will be posted publically by BCCDC on the list of provincially licensed dairy plants
Plant Alternate Name(s)*	<ul style="list-style-type: none"> Any alternative name(s) that the dairy plant uses to operate, market or sell dairy products Includes “doing business as” names Will be posted publically by BCCDC on the list of provincially licensed dairy plants
Plant Physical Address*	<ul style="list-style-type: none"> Address for the physical location of the plant Street Number, Street, Town, Province, and Postal Code Will be posted publically by BCCDC on the list of provincially licensed dairy plants
Licensee Information	
Licensee Legal Name	<ul style="list-style-type: none"> Provide first, middle (if applicable) and last name consistent with current provincial identification
Licensee Business Email	<ul style="list-style-type: none"> Business email for the licensee May be the same as the plant business email
Licensee Business Phone Number	<ul style="list-style-type: none"> Number used by licensee for business purposes May be the same as the Plant Business number
Plant Contact Information	
Plant Manager/Operator Name*	<ul style="list-style-type: none"> The person most responsible for operation of the dairy plant May be the same person as the Licensee Name will be posted publically by BCCDC on the list of provincially licensed dairy plants
Business Email	<ul style="list-style-type: none"> Will receive communications from BCCDC and the license .pdfs Typically the plant manager’s email
Alternative Business Email	<ul style="list-style-type: none"> May be a general email for the plant or another dairy plant worker Will receive communications from BCCDC and the license .pdfs
Business Phone Number*	<ul style="list-style-type: none"> Best number to reach the plant manager during normal operations Will be posted publically by BCCDC on the list of provincially licensed dairy plants

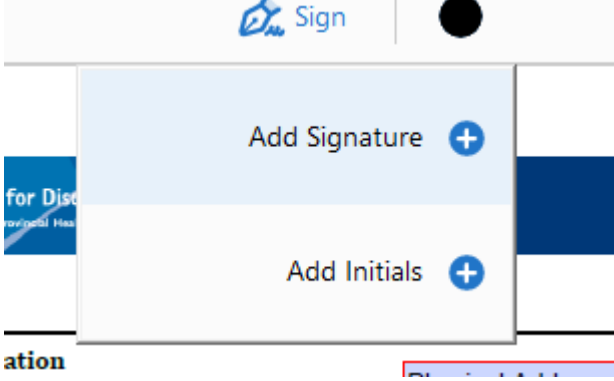
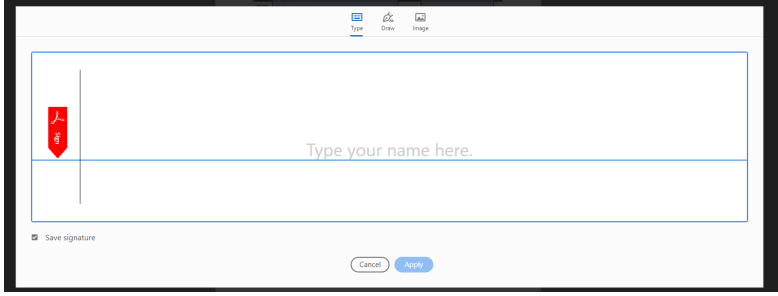
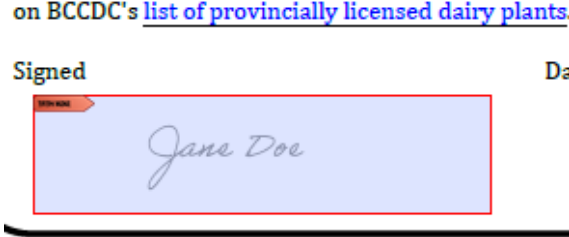
Emergency Phone Number	<ul style="list-style-type: none"> • Best number for the dairy inspectors to reach the plant manager during an emergency when plant landlines may be compromised or the plant is physically unreachable
Plant Mailing Address	<ul style="list-style-type: none"> • Full mailing address for the plant if different from the Physical Address. • Street Number, Street, Town, Province, and Postal Code
Billing Information	
Which address should be used on the invoice for license fees?	<ul style="list-style-type: none"> • Choose between: <ul style="list-style-type: none"> ○ Physical Address, ○ Mailing Address or ○ Billing Address (see below).
Billing Address	<ul style="list-style-type: none"> • Fill in if you chose “Billing Address (see below). • Street Number, Street, Town, Province, and Postal Code
Contact Name	<ul style="list-style-type: none"> • Name to address invoice to, may be plant manager, licensee or other
Email	<ul style="list-style-type: none"> • Email to receive the invoice from PHSA
Dairy Plant Workers	
How many New Plant – Dairy Worker License applications are attached?	<ul style="list-style-type: none"> • Enter the total number of new worker applications you are submitting with the plant application.

How to Sign Form Electronically

The form will not allow editing after it has been signed.

Choose the date from the calendar on the form.

<p>In Adobe Reader, click on the pen symbol at the top of the page.</p>	
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<p>Choose Add Signature</p>	
<p>Type, Draw or insert an image of your name and Click Apply</p>	
<p>Your signature will appear on the .pdf and you can place it over the Signed field</p>	<p>on BCCDC's list of provincially licensed dairy plants.</p> <p>Signed _____ Da</p> 

Save the completed form.



Table 2 - New Plant – Dairy Worker License Application Instructions

Field Name	Definition/Instructions
Plant Name	<ul style="list-style-type: none"> Insert the same name as on the plant application
New Dairy Plant Worker	
Is this the first time the worker is applying to be licensed in BC?	<ul style="list-style-type: none"> Choose Yes or No in the drop-down menu
First Name	<ul style="list-style-type: none"> The workers legal first name
Middle Name or Initial	<ul style="list-style-type: none"> The workers legal middle name or initial Leave blank if not applicable
Last Name	<ul style="list-style-type: none"> The workers legal last name
DPW ID (if known)	<ul style="list-style-type: none"> Starting in 2023, dairy plant worker licenses will include a Dairy Plant Worker ID. If the worker’s DPW ID is known, list it here and you do not need to fill out any of the remaining worker information on the form.
Work Experience or Dairy Education from outside BC	<ul style="list-style-type: none"> Provide details about any dairy education or experience outside BC which may inform if the worker is eligible for a Permanent or Temporary license Leave blank if not applicable or there is no relevant experience.
If the worker was licensed in BC previously, complete the following:	
Alternative Names used for Dairy Worker License or Education in BC	<ul style="list-style-type: none"> Provide any alternative name or form of name that the worker used for education or dairy worker licensing in the past to help identify them in the dairy worker licensing system
Year Completing Dairy Worker Education (if applicable)	<ul style="list-style-type: none"> If the worker has completed dairy education in BC, please provide the year that they took the courses and passed the test
Most Recent Dairy Worker License Information	
Plant Name	<ul style="list-style-type: none"> Provide the name of the last plant the worker was licensed at in BC
Location of Plant	<ul style="list-style-type: none"> Provide the City or Region in BC where the plant is or was located
Year	<ul style="list-style-type: none"> Provide the year the worker was last licensed in BC