

APPLICATION FOR ACCREDITATION AS A BIOSECURITY CERTIFIER – PLANT AND PLANT PRODUCT

Part 3, Division 5 - Biosecurity Certifiers

The purpose of this form is to gain, vary or renew accreditation as a biosecurity certifier in accordance with the Tasmanian *Biosecurity Act 2019* (the Act). Once accredited the person or business will be able to self-certify plant products in compliance with the relative standards of the Trade Agreement (TAS BBR02)

The information requested in this form will enable the Department of Natural Resources and Environment Tasmania (NRE Tas) to process the application, as prescribed in the Act. Your application must be assessed, and accreditation granted by NRE Tas before you can proceed with the proposed activity.

Before lodging this application, you should be familiar with each of the following –

- the [Biosecurity Act 2019](#),
- Trade Agreement TASBBR02 – *Pre-Harvest Treatment & Inspection of Blueberries for Blueberry Rust*

How to submit this form

First time applications must be submitted at least 45 days prior to the planned date of the first movement of (certified) product to allow time for the application to be processed.

Renewals must be submitted at minimum 28 days prior to accreditation expiry.

Completed application forms should be lodged via email at: biosecurity.marketaccess@nre.tas.gov.au

Forms lodged via post* must be addressed to:

Market Access

Plant Biosecurity Diagnostics Branch
Biosecurity Tasmania
PO BOX 46
Kings Meadows 7249

Each applicant must complete a separate form.

Prescribed fee – currently there is no prescribed fee for an application for accreditation as biosecurity certifier. The Act does, however, provide for the accreditation authority (Secretary) to prescribe a fee at any time.

Term of accreditation

The prescribed accreditation term is one (1) year. The term commences on the date the certificate of accreditation is issued and continues for the term indicated by the certificate unless it is suspended or cancelled by the accreditation authority by written notice.

Notification

The accreditation authority will review an application within 10 working days of receiving the application and notify the applicant if any further information is required. If the application is complete the applicant will be notified via the email address provided in the application.

Accreditation approval

A new biosecurity certifier will be allocated an Interstate Produce (IP) number. A biosecurity certifier should refer to their existing IP number when seeking any renewal of accreditation.

A Certificate of Accreditation as a biosecurity certifier will be returned to the email address supplied by the applicant.

*Forms lodged via Australia post should allow five (5) extra working days

Application form – Plant Products



1. Type of application

☐ New application ☐ Variation ☐ Renewal

2. Business Details

(a) Type of Ownership of Business

☐ Individual ☐ Incorporated Company ☐ Other
☐ Partnership ☐ Cooperative Association

(b) Name of Applicants

(Please **print** your full name including any given names. For partnerships, print the full name of each partner in their normal order. For incorporated companies and cooperatives, print the full registered name of the organisation.)

Australian Company Number or Australian Registered Body Number

☐ ACN ☐ ARBN

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Companies must provide proof of incorporation by attaching a copy of their Certificate of Incorporation or similar document from the Australian Securities Commission. Cooperative associations must provide a copy of their Certificate of Registration or registration search from the Department of Justice.

(c) Trading Name/s of the business (as shown on packages sent to market)

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ABN

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(d) Postal Address and contact details of the Business

Postcode
Email

Telephone

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Facsimile

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Mobile

3. Arrangement details (where known)

(a) Interstate Produce (IP)

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Number

(b) Business name

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(c) Operational Procedure

Procedure Reference No.

TAS					
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Tick only Part A where there are no parts to the Operational Procedure.

If the Operational Procedure is documented in two parts, indicate the part or parts for which you are seeking accreditation.



☐ Part A

☐ Part B

Title of Operational Procedure

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(d) Street Address of the facility if different to postal address (note: a separate registration is required for each facility, if more than one)

Postcode
Email

Telephone

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Facsimile

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Mobile

Required additional documentation attached:

Authorised Signatory Form/s ☐

Property Plan (PART A) ☐

Facility Plan (PART B) ☐

(Separate form to list on next page)

4. Responsible Personnel

	Family Name	Given Name/s	Specimen Signature
Certification Controller			
Back-up Certification Controller			
Authorised Signatory			
Additional Authorised Signatories			
If addition space required, indicate by "as per attached" and attach relevant information			

5. Accreditation Conditions

For the purpose of this agreement the following definitions shall apply: -

"applicant" means the person, corporation, or other legal entity who is accredited under this agreement.

"Authorised Officer" means an Authorised Officer appointed under the *Biosecurity Act 2019*.

"Department" means Department of Natural Resources and Environment Tasmania

"Trade Agreement" means the processes, equipment, personnel and resources used to implement the Operational Procedure nominated in Section 2(a).

"You" the applicant/s named in the front of this form.

You agree:

- (a) that you have read the Operations Procedure for the Trade Agreement 3(c) of this form, and agree to comply with all the requirements contained therein;
- (b) to operate the Trade Agreement system in accordance with the Operational Procedure as nominated in Section 3(c), and maintain the records specified in the Operational Procedure;
- (c) that you will upon request, allow an Authorised Officer to enter any premises where produce certified under the agreement is treated or dispatched, or where any produce, equipment, chemicals, documents or records are stored;
- (d) to allow an Authorised Officer to inspect or take samples of any relevant item present on the premises;
- (e) to take all steps to assist an Authorised Officer in the conduct of audits including allowing the Authorised Officer to interview any employee of the applicant/s in relation to the implementation of the trade agreement;
- (f) to allow the person/s listed in Section 4 of this application to issue certificates on my behalf;
- (g) that the Department may inform the regulatory authority of the importing state of the details of any non-conformities or suspension relating to the operation of the Trade Agreement;
- (h) if your accreditation is cancelled or suspended you must, if requested by the Department, return within 2 days, any declaration certificates in your possession;
- (i) to pay to the Department any costs associated with administration of accreditation and conduct of audits by an Authorised Officer. The applicant will be notified of these costs at the time of accreditation.

You agree to abide by the accreditation conditions above and understand that the Department may withdraw your registration according to the conditions set out in the Sanctions Policy and Charging section of the Trade Agreement, if it reasonably believes that any of the above conditions have been breached.

You agree that all of the information contained in this application is true and correct.

Signature/s	Date/s	Signature/s	Date/s
	/ /		/ /
☐ Individual ☐ Partner ☐ Company Director ☐ Sole Director & Company Secretary		☐ Partner ☐ Company Director ☐ Company Secretary	
	/ /		/ /
☐ Partner ☐ Company Director ☐ Company Secretary		☐ Partner ☐ Company Director ☐ Company Secretary	
	/ /		/ /
☐ Partner ☐ Company Director ☐ Company Secretary		☐ Partner ☐ Company Director ☐ Company Secretary	

Note: Where the applicant is a corporation, the application **must be signed** by two Directors of the company; or a Director and a Company Secretary of the company; or in the case of a proprietary company that has a sole Director who is also the Company Secretary, that Director. Where the applicants are members of a partnership, each of the partners must sign the declaration.

Office Use Only

Desk Audit

☐ Passed ☐ Failed

Name (PRINT).....
Comment:

Signature.....

Privacy statement

1. Purpose of Collection

The information collected by this application is for the purpose of the Accreditation Authority to make an assessment in accordance with the *Accreditation Policy for Biosecurity Certifiers in respect of the Trade Agreement (TASBBR02)*. This information may also be used for other purposes permitted by the *Biosecurity Act 2019*.

2. Disclosure of Personal Information

Personal information will be collected primarily for the administration of this application process but may be disclosed to courts and other agencies authorised to collect it. Basic personal information may also be disclosed to other public sector bodies where necessary for the efficient storage and use of the information.

3. Result of Failure to Provide Personal Information

If you do not provide this personal information your application for accreditation as a biosecurity certifier may not be processed.

4. Accessing Personal Information

On request, personal information collected by the Department of Natural Resources and Environment Tasmania may be accessed by the individual to whom it relates. A fee may be charged for this service.