Application for Permit to Import

- Plant-derived material
- Microorganisms associated with plants
- Soil/rock/sand/clay
- Water
- Research samples (excluding animal samples)

Ministry for Primary Industries
Manatū Ahu Matua

Please read before completing form:

1. MPI aims to process your import permit application within 30 working days. Delays in processing may result if applications are incomplete and/or where MPI needs to undertake additional risk assessment.
2. The agency collecting and holding the information on this form is Biosecurity New Zealand, Ministry for Primary Industries.
3. This information is required to enable the Director-General of the Ministry for Primary Industries, or a duly authorised delegate, to consider whether or not to issue a permit following assessment of biosecurity risks under the Biosecurity Act 1993. This decision will depend on the requirements of the applicable import health standard and the outcome of the assessment.
4. The personal information you have supplied in this form is collected, used, and managed in accordance with the privacy Act 2020. You have rights of access to, and correction of, personal information supplied in this application form as provided by the information privacy principles in section 22 of the Privacy Act 2020.
5. If you have any question, please contact Plant Imports.

Part 1: Importer Details			
Name:			
Company name: (if applicable)			
Phone / mobile:		**Email:**	
Postal address:			
Email address to send permit if different from the importer's address			
Name:		**Email:**	

Part 2: Exporter Details			
Name:			
Company name: (if applicable)			
Phone / mobile:		**Email:**	
Postal address:			
Country of export:		**Country of origin:**	

Part 3: Importing goods listed on a previously issued permit	
Q1: Are you applying to import goods listed on a permit that has previously been issued?	☐ Yes, go to **Q2** ☐ No, go to **Part 4**
Q2: What is the previously issued permit number?	
Q3: Are there any changes to the previously issued permit?	☐ Yes, list the changes below ☐ No, go to **Part 9**
Changes to the permit:	

Part 4: Goods to be imported (tick all that apply)	
☐ Processed animal feeds	☐ Animal feed questionnaire completed
☐ Dried and preserved plant products	
☐ Plant-derived fertilisers and growing media	
☐ Grains for consumption, feed, or processing	
☐ Laboratory samples and specimens	
☐ Herbarium specimens	Herbarium specimens that constitute or contain: ☐ new organisms ☐ plant pathogens ☐ none of the above
☐ Viable microorganisms	☐ For mushroom spawn for propagation, complete and submit a Mushroom Spawn questionnaire
☐ Products containing viable microorganisms	☐ For microbial products that are ACVM registered, no permit is required[1] ☐ For products containing microorganisms, submit a Manufacturers Quality Control Test Declaration[2]
☐ Soil	
☐ Water	
☐ Rock, sand, gravel and/or clay	
☐ Other (please specify):	

[1] A permit is not required for product(s) that have been assessed under Section 21 of the Agricultural Compound and Veterinary Medicines Act 1997 (ACVM Act) and registration has been granted under delegated authority as specified in the following Chief Technical Officer Decision.

[2]The quality control test must satisfy the Organisation for Economic Co-operation and Development (OECD) requirements for identification of potential microbial contaminants. For more information, please refer to the Guidance box in the back of the application form.

Part 5: Provide the following information for all goods to be imported

Q4: What are the goods and their form:
(when applicable provide full details e.g. dried leaves, fresh apple fruits, powdered microalgae)
(please attach any supporting information to your application email)

Q5: What is the purpose / end use of the imported goods?
(tick all that apply)

☐ Human consumption
☐ Animal consumption
☐ Research / analysis / testing
☐ Retail
☐ Propagation:
- ☐ Mushroom spawn
- ☐ Truffle
- ☐ Research materials (please specify):
- ☐ Other (please specify):

☐ Further processing (please specify):

☐ Other (please specify):

Q6: Are the goods manufactured/ processed?	☐ Yes, go to **Part 6** ☐ No, go to **Q7**
Q7: Are the goods required to be imported into a Transitional Facility or Containment Facility?	☐ Yes, go to **Part 7** ☐ No, go to **Part 8**

Part 6: Importation of manufactured/processed goods

Q8: What is the common/brand or trade name of the goods?	
Q9: What is the manufacturing process used to produce the goods[3]? (please attach any supporting information to your application email)	
Q10: What are the components/ingredients of the goods?	
Q11: Do the goods contain viable microorganisms?	☐ Yes, go to **Q14** ☐ No, go to **Part 9**

[3] This information is required to assess the effectiveness of any steps to devitalise organisms, remove/reduce contamination and/or prevent contamination occurring.

Part 7: Transitional/Containment Facility Details (use an extra sheet if required)	
Facility name:	
Facility number:	
Operator name:	
Physical address:	
Email:	
Standards the facility is approved to:	☐ Transitional Facilities for General Uncleared Risk Goods ☐ Transitional Facilities for Biological Products ☐ Facilities for Microorganisms and Cell Cultures: 2007a ☐ Other (please specify):

Part 8: Importation of viable organisms	
Q12: Do the goods contain viable organisms?	☐ Yes, identify these organisms below ☐ No, go to **Part 9**

Q13: Identify any viable plant material (e.g. seeds, grain) to be imported
Scientific name (Genus and species)

Q14: Identify any viable microorganisms to be imported either as pure cultures or as essential components of goods		
Scientific name (Genus and species)	**Is the organism listed as 'regulated' or an 'unwanted organism' on the Official New Zealand Pest Register?** (Y/N)	**Is the organism a 'new organism'?**[4] (Y/N/Don't know) (Provide the HSNO approval code(s))[5]

Notes

1. You must ensure that the scope of the HSNO approval allows the activities for which the new organisms are imported for to be carried out.
2. You may be asked to provide verification evidence attesting to your declaration above.

[4] A new organism is defined in the Hazardous Substances and New Organisms Act 1996

[5] HSNO approval codes can be found on the EPA website.

Part 9: Payment Details

In accordance with the Biosecurity (Costs) Regulations 2010, a cost of **$268.24 (GST inc.)** is required for processing permit applications or amending a permit. This cost is associated with the processing of a permit application, regardless of issue status and is payable on demand. If application processing takes longer than 1.5 hours, an additional time-calculated fee will apply. You will be contacted by the Plant Imports team if this is required.

On payment, this application form becomes a Tax Invoice:
Ministry for Primary Industries - GST REG NO: 64-558-838

Payment options			
Credit card (please provide details below)			
Provider:	☐ Visa ☐ Mastercard		
Cardholder name:			
Credit card number:			
	Expiry M M Y Y		
Signature:		**Date:**	
Invoice (MPI account holders only) (Please provide details below)			
Account holder name:			
Account number:			
Purchase order:			

Notes

1. Please note this application will not be processed if payment details are incomplete

Part 10: Signature

☐ I declare the information provided is this form is true and correct.

☐ I confirm that I will inform MPI, as soon as practicable, if I become aware of any errors in this information.

Name			
Signature:		**Date:**	

Notes

1. Please note this application will not be processed if the form is submitted without this declaration

Email your completed application form and supporting documents to **plantimports@mpi.govt.nz**

Guidance

Manufacturers Quality Control Test Declaration

1. The Quality Control Test Declaration is a signed document from the goods manufacturer on official letterhead declaring that, on the basis of accredited quality control tests, the levels of microbial contaminants in the goods comply with the levels set by the OECD in the table below.
2. Manufacturers must be able to verify declarations through the provision of quality control test data and methodology, and may be asked to supply this in order for permit applications to be processed.
3. Where testing for the presence of contaminant mesophilic organisms is unable to be undertaken because the microbes in the goods are also mesophilic organisms, a declaration for these organisms is not required.

Types and levels of microbial contaminants in microbial-based goods

Microbial contaminant	Threshold level
Mesophilic[a] yeasts and moulds[c]	$<10^3$ cfu[b]/g
Aerobic, mesophilic bacteria[c]	$<10^5$ cfu/g
Escherichia coli [d]	negative in 1g
Salmonella spp.	negative in 25g
Staphylococcus aureus	negative in 1g

[a] Mesophilic organisms grow at moderate temperatures between 20 and 45°C. Examples include many bacteria, archaea and fungal species involved in biodegradation and most human and animal pathogens which grow at normal human body temperature (37°C).

[b] Colony forming units.

[c] Applies only when testing is able to be carried out.

[d] Testing for *Escherichia coli* may be replaced with testing for *Enterococcus* (*Streptococcus*) *faecalis* or *Enterococcus* (*Streptococcus*) *faecium* in the instances where *E. coli* is a non-contaminant organism in the product.