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| **Application for Permit to Import*** Plant-derived material
* Microorganisms associated with plants
* Soil/rock/sand/clay
* Water
* Research samples (excluding animal samples)
 | https://www.mpi.govt.nz/assets/themes/mpi-dark-logo.png |
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| 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. Please ensure that you read and understand the relevant import requirements – refer to the relevant import health standard(s) [here](https://www.biosecurity.govt.nz/law-and-policy/requirements/ihs-import-health-standards/).
3. MPI will make an assessment of biosecurity risk upon receipt of each import permit application. A decision about whether or not to issue a permit will depend on the requirements of the applicable import health standard and the outcome of this assessment. MPI is unable to advise whether or not a permit will be issued until after this assessment has been completed. Importers should take this into account when planning to import goods. Any financial or other commitments made prior to MPI issuing a permit are at the importer’s own risk.
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| 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: |  |

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

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| 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 |
| **Changes to the permit:**  |

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| Part 4: Goods to be imported(tick all that apply) |
| [ ]  Processed animal feeds  | [ ]  [Animal feed questionnaire](https://www.mpi.govt.nz/dmsdocument/4507-questionnaire-to-accompany-an-application-to-import-processed-stock-food-of-plant-origin) completed |
| [ ]  Dried and preserved plant products  |  |
| [ ]  Plant-derived fertilisers and growing media | [ ]  [Coco peat questionnaire](https://www.biosecurity.govt.nz/dmsdocument/10439-Questionnaire-to-accompany-an-application-to-import-cocopeat-products-Import-Health-Standard-BNZ-COFP-IMPRT-Appendix-1) completed |
| [ ]  Grains for consumption, feed, or processing |  |
| [ ]  Laboratory samples and specimens |  |
| [ ]  Herbarium specimens | Herbarium specimens constitute or contain: [ ]  new organisms[ ]  plant pathogens[ ]  none of the above |
| [ ]  Viable microorganisms and/or products containing viable microorganisms | [ ]  For mushroom spawn for propagation, complete and submit a [Mushroom Spawn questionnaire](https://www.biosecurity.govt.nz/dmsdocument/14557-questionnaire-to-accompany-an-application-to-import-mushroom-spawn) [ ]  For products containing microorganisms, submit a [Manufacturers Quality Control Test Declaration](#_Guidance)[[1]](#footnote-2)  |
| [ ]  Soil | Is the quantity of the consignment less than 100 kg?[ ]  Yes[ ]  No |
| [ ]  Water | Is the quantity of the consignment less than 100 L?[ ]  Yes[ ]  No |
| [ ]  Rock, sand, gravel and/or clay |  |
| [ ]  Other (please specify): |

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| 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** |

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| Part 6: Importation of manufactured/processed goods |
| Q8: What is the common/brand name of the goods? |  |
| Q9: What is the manufacturing process used to produce the goods[[2]](#footnote-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** |

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| 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 Biological Products](https://www.mpi.govt.nz/dmsdocument/1640/direct)[ ]  [Facilities for Microorganisms and Cell Cultures: 2007a](https://www.mpi.govt.nz/dmsdocument/1626-facilities-for-microorganisms-and-cell-cultures-2007a-facilities-standard)[ ]  [Transitional Facilities for General Uncleared Risk Goods](https://www.mpi.govt.nz/dmsdocument/1615/direct) |
| [ ]  Other (please specify): |

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| 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 / species) |
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|   |
| 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](https://pierpestregister.mpi.govt.nz/)?(Y/N) | Is the organism a ‘new organism’?[[3]](#footnote-4)(Y/N/Don’t know)(Provide the HSNO approval code(s))[[4]](#footnote-5) |
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| Notes1. 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.
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| Part 9: Payment Details  |
| In accordance with the Biosecurity (Costs) Regulations 2010, a cost of **$220.74 (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: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  Expiry | M | M | Y | Y |  |
| Signature: |  | Date: |  |
| Invoice (MPI account holders only)(Please provide details below) |
| Account holder name: |  |
| Account number: |  |
| Purchase order: |  |
| Notes1. Please note this application will not be processed if payment details are incomplete
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| Part 10: Important Information |
| The information on this form 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 under the Biosecurity Act 1993.The agency collecting and holding this information is Biosecurity New Zealand, Ministry for Primary Industries, PO Box 2526, Wellington 6140.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. In addition, it is your responsibility to ensure that your consignments comply with the Hazardous Substances & New Organisms Act 1993, Conservation of International Trade in Endangered Species requirements, and New Zealand Customs Service requirements.Email: plantimports@mpi.govt.nz Phone: +64 4 894 5514 |
| Part 11: 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: |  |
| Notes1. Please note this application will not be processed if the form is submitted without this declaration
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| Email your completed application form and supporting documents to **plantimports@mpi.govt.nz** |

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| Guidance |
| Manufacturers Quality Control Test Declaration1. 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** |  |
|  | Mesophilica yeasts and mouldsc | <103 cfub/g |  |
|  | Aerobic, mesophilic bacteriac | <105 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. |  |

1. 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. [↑](#footnote-ref-2)
2. This information is required in order to assess the effectiveness of any steps to devitalise organisms, remove/reduce contamination and/or prevent contamination occurring. [↑](#footnote-ref-3)
3. A new organism is defined in the [Hazardous Substances and New Organisms Act 1996](http://www.legislation.govt.nz/act/public/1996/0030/latest/whole.html#DLM381222) [↑](#footnote-ref-4)
4. HSNO approval codes can be found on the [EPA website](https://www.epa.govt.nz/industry-areas/new-organisms/). [↑](#footnote-ref-5)