



# AF1 NASAA PRODUCER CERTIFICATION APPLICATION FORM

Version 28/7/11

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## NASAA Certified Organic P/L

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EMAIL [enquiries@nasaa.com.au](mailto:enquiries@nasaa.com.au) WEB [www.nasaa.com.au](http://www.nasaa.com.au)

### A. APPLICANT DETAILS

Company Name in full.....

Trading As .....ABN.....

Contact Person .....Position.....

Postal Address .....Post Code.....

Physical Location Address.....

Phone No: (.....).....Fax No: (.....).....

Email .....Mob .....

Are you currently, or have you previously been certified by another certifier? **YES** **NO**

Have you been denied certification by another certification body? **YES** **NO**

If Yes, please provide the name of the certifying body & brief explanation.....

If you know your GPS coordinates, please provide the coordinates for the homestead of each property. Please attach any extra coordinates. This will assist the inspector to locate your property.

GPS Coordinates X:  deg  min  sec    GPS Coordinates Y:  deg  min  sec

#### Farm Map:

Please attach a map of your property covering all land to be certified. Refer to NASAA Organic Standard 2.5, NCO Map Checklist and the Organic Management Plan for details.

### B. CERTIFICATION APPLICATION CATEGORY (See Section F for Category Description Clarification)

Please indicate by ticking the applicable category or categories for which certification is desired.

STANDARD PRODUCER turnover > \$40,000	<input type="checkbox"/>	SMALL PRODUCER turnover < \$40,000	<input type="checkbox"/>	SMALL PRODUCER GROUP	<input type="checkbox"/>
SUBLICENSED OPERATION	<input type="checkbox"/>	MULTIPLE LOCATION	<input type="checkbox"/>	AUSTRALIA (country of business)	<input type="checkbox"/>
TRANSFER FROM AQIS CERTIFIED BODY (please tick relevant box above for standard or small producer)			<input type="checkbox"/>	INTERNATIONAL (country of business)	<input type="checkbox"/>

### C. PRODUCTS &/OR PROCESSES TO BE CERTIFIED

Circle production system type/s:    Biodynamic    Crop    Livestock    Apiculture    Aquaculture    Wild Harvest

Production details: .....

Specify all crops, livestock etc. to be certified:

.....

On farm processing:    **NO**    **YES (Specify)** .....





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## E. PAYMENT DETAILS

Application fees cover initial inspection deposit and application fee. Please refer to the **NCO Fee Schedule** to determine applicable fee. The application fee portion is non-refundable.

- Initial Fee covers cost of inspection to a ceiling of 3 hours for inspection and \$200 for travel costs and time.
- Reduced fees apply where Small Producers are members of an organised group with a Group Co-ordinator.

**CATEGORY TYPE** Insert combined initial application & inspection cost from NCO Fee Schedule into appropriate category. International operators refer to the International section of NCO Fee Schedule for application fee.

STANDARD PRODUCER turnover from \$40,000	\$	SMALL PRODUCER turnover < \$40,000	\$	SMALL PRODUCER GROUP	\$
SUBLICENSSED OPERATION	\$			MULTIPLE LOCATION	\$
TRANSFER FROM AQIS CERTIFIED BODY (please tick box above for standard or small producer)					\$

Please supply me with a quote for inspection

Please **send** me a hard copy of the NASAA Organic Standard (price per Fee Schedule)  \$

(Standard is free when downloaded from NASAA/NCO website)

**TOTAL AMOUNT PAYABLE**

\$

**Cheque:** Made payable to **NASAA Certified Organic Pty. Ltd.**  
**Or by Credit Card:**

VISA    MASTERCARD (please circle)

CARDHOLDER'S NAME.....

CARD NO..... EXPIRY DATE.....

**Direct Debit:** to NASAA Certified Organic Pty Ltd account; BSB 085-458, Account No 83-272-8926   
 For International Transfers: BIC/Swift Code: NATAAU3303M

## F. CATEGORY DESCRIPTIONS

Producer	<ul style="list-style-type: none"> <li>• An operator engaged in primary production of plant or animal products. Includes aquaculture, wild harvest (harvest of wild or naturalised foods and fibres), grower groups and apiaries (an apiarist handling honey from other producers must be a processor).</li> <li>• Standard Producer – turnover of sales from certified area \$40,000 and above.</li> </ul>
Small Producer	<ul style="list-style-type: none"> <li>• Small Producer – turnover of sales from certified area \$39,999 and below based on income at the time of application. If in any year the turnover exceeds \$40,000, licensing levy is payable by the due date. Thereafter, a rolling average over 3 years will be calculated to determine whether the category basis will change to Standard Producer (ie, if the average of the last 3 years at the December levy due date is \$40,000 or above they will be moved to Standard Producer).</li> </ul>
Group Producer	<ul style="list-style-type: none"> <li>• A functioning group of at least 5 small producers (defined as above) all within an area of 50 km maximum radius. Must be organised by a co-ordinator. Each operator must sign an individual contract with NCO. Refer to Group Information Sheet A14 available from NCO office or on the website. Income requirements per operator are as for Small Producer above.</li> </ul>
On-farm processing	<ul style="list-style-type: none"> <li>• Processing of certified product produced on-farm provided that it value-adds to on-farm produce (may include but is not limited to: dehydrating, cleaning, dehulling, packing, storing and grading). Minor more complex processing using the majority of own produce or in conjunction with certified off-farm produce such as jam or drying of herbs. Additional inspection costs will apply for on-farm processing certification.</li> <li>• Complex on-farm processing and on-farm processing that is a separate business must be certified separately as a processor. If processing for more than one other producer, the farm shall be certified in its own right as a processor.</li> </ul>
Sub-licence (SL)	<ul style="list-style-type: none"> <li>• A third party operation not directly certified but is subcontracted by a certified operator to provide a service such as packing, storage, processing. A certified operator takes responsibility for the certification with the sub- licensee subcontracted to the certified operator.</li> <li>• May not be involved in an export chain (if so must be directly certified in own right)</li> <li>• Main license sales under \$500K p.a. thereafter sublicense must be directly certified.</li> </ul>
Multiple Location (ML)	<ul style="list-style-type: none"> <li>• A separate site owned by a certified operator under the certified business operation and not within close proximity of the main certified operation</li> <li>• All products/produce /livestock sold under the name of the certified operator.</li> <li>• The site will be given an identification number and will be listed on the contract schedule and certificate of the main licensee. Examples: additional depot of a certified transport operation; additional landholding owned/operated by a producer; storage silo facilities for a processor. Production and handling is the same as that of the main license's certified operation.</li> </ul>
Transfers from AQIS accredited certifier	<ul style="list-style-type: none"> <li>• Only applicable if certificate still has at least 3 months validity otherwise will be a new application.</li> <li>• Refer to the Transfer to NCO Certification Information Sheet A11 available from NCO office or on the website.</li> </ul>



**G. APPLICANT FEEDBACK**

Please indicate how you found out about certification with NASAA Certified Organic?

MEDIA ARTICLE

EVENT

WORD OF MOUTH

PUBLICATION

WEBSITE

OTHER (please state) .....

**F. MEMBERSHIP OF NASAA**

Membership of NASAA is entirely separate from certification by NCO for your organic operation. If you wish to apply to become a NASAA Member please use the NASAA Membership Form enclosed and make a separate payment to NASAA Limited.

**I. PRIVACY INFORMATION**

NCO is committed to handling personal information about you in accordance with the Privacy Act. NCO may collect and hold information about you for the purposes of assessing, reviewing and making decisions about your suitability for certification and/or membership, maintaining that certification and/or membership over time, and providing information on services and products that NCO considers may be useful and informative. You may have access to your personal file held by NCO. NCO will handle all such personal information confidentially and will not divulge it to any party outside NCO without your written permission except that:

- ◆ Generalised information may be extracted to be used for statistical purposes without disclosing personal details
- ◆ NCO may release such information to those bodies to which it is accredited and other certifying organisations in some circumstances as well as meeting any lawful obligations imposed upon it by statutory authorities
- ◆ NCO may publish notice of your certification (if granted) on its website and will include your general certification details on a list, which shall be available to the public on request
- ◆ NCO may disclose copies of your Certificates of Registration for the current and three previous calendar years to the general public