



Application for plant export accreditation of packhouses

Form approved under clause 9ZG.1(a)(i) of Part 2A of the Export Control (Plants and Plant Products) Order 2011

Section A: General information

Purpose of this form	For managers of packhouses to apply for accreditation to export to protocol markets.
Before applying	Understand your obligations under: <ul style="list-style-type: none">• Part 2A of the Export Control (Plants and Plant Products) Order 2011• Guideline: Management of horticulture export accredited properties• Guideline: Audit of horticulture export accredited properties.
To complete this form	Save the PDF file to your computer. You need the latest version of Adobe Acrobat Reader to save changes and submit. Download the Adobe Acrobat Reader mobile app for your smartphone or tablet.
Your application must include	Packhouses not previously accredited by the department <ul style="list-style-type: none">a general floor plana floor plan of processing areas, showing all permanent fixtures and equipment layouta product flowchartdocumented systems for:<ul style="list-style-type: none">• receivals and loadout• traceability and segregation• cleaning and hygiene• roles and responsibilities• staff training relevant to receivals, inspections, storage and movement of goods. All packhouses <ul style="list-style-type: none">a map showing the location of the packhouse in relation to surrounding roads and infrastructure.
Email your application	Audit and Assurance Business Centre Department of Agriculture, Water and the Environment Email Auditservices@awe.gov.au
More information	Phone 1800 900 090 (within Australia) +61 3 8318 6700 (outside Australia)

Section B: Packhouse

1 Name of packhouse

2 Has the packhouse previously been accredited?


Yes  Go to question 3

No



Attach the following:

- a general floor plan
- a floor plan of processing areas, showing all permanent fixtures and equipment layout
- a product flowchart
- documented systems for:
 - receivals and loadout
 - traceability and segregation
 - cleaning and hygiene
 - roles and responsibilities
 - staff training relevant to receivals, inspections, storage and movement of goods.

 Go to question 4

3 Packhouse accreditation number

4 Australian business registration

Australian business number (ABN)

Australian company number (ACN)

5 Packhouse address

Street address (PO Box will not be accepted)

Suburb/town/city

State/territory

Postcode

6 Postal address (if same as packhouse address, type AS ABOVE)

Street address/PO Box

Suburb/town/city

State/territory

Postcode

Section C: Manager

7 Manager

Given name(s)

Family name

8 Manager contact details

Postal address (if same as address in section B, type AS ABOVE)

Suburb/town/city

State/territory

Postcode

Work phone (include area code)

Mobile phone

Email

Fax (include area code)

Section D: Packhouse accreditation

9 Provide details of the commodities to be included in your accreditation (attach a sheet if necessary).

Commodity	Country	Export pathway

Section E: Manager declaration

To be completed by the person named in section C of this application.

I acknowledge that I have read the relevant protocols and/or work plans that apply to the export of Australian horticulture to the nominated protocol markets. I agree to meet the conditions and requirements and to undertake regular and routine management to ensure that quarantine pests of concern to protocol markets are adequately managed.

I acknowledge my obligations as a packhouse manager as outlined in the [Guideline: Management of horticulture export accredited properties](#) and the [Guideline: Audit of horticulture export accredited properties](#) and Part 2A of the [Export Control \(Plants and Plant Products\) Order 2011](#).

I declare that the information I have provided is true and correct. I understand that it is a criminal offence under the *Criminal Code Act 1995* to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law. This offence carries a maximum penalty of 12 months' imprisonment.

I consent to the use and disclosure of my personal information as set out in the [privacy notice](#).

Signature (enter signature or type your name)

Date (dd/mm/yyyy)

Full name

Section F: Privacy notice

'Personal information' is defined in the *Privacy Act 1998* and includes information or an opinion about an identified, or reasonably identifiable, individual.

The Department of Agriculture and Water Resources collects your personal information in relation to this form for the purposes of assessing your application to register as an accredited property and related purposes. If you fail to provide some or all of the personal information requested in this form, the department will be unable to process your application.

The department may disclose your personal information to overseas governments or agencies, Australian diplomatic posts and Australian Government agencies, persons or organisations where necessary for the purposes described, provided the disclosure is consistent with relevant laws, particularly the Privacy Act. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

By completing and submitting this form you consent to the disclosure of all personal information contained in this form to overseas governments and agencies and the National Plant Protection Organisation (NPPO) of each nominated importing country. The department has not taken steps to ensure that these parties do not breach the Australian Privacy Principles. This means that:

- the overseas recipient may not be accountable under the Privacy Act
- you may not be able to seek redress under the Privacy Act
- you may not be able to seek redress in the overseas jurisdiction
- overseas governments, agencies and NPPOs may not be subject to any privacy obligations or to any principles similar to the Australian Privacy Principles.

See our [Privacy Policy](#) web page to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 6272 3933.