**Please read IS7.3 Additional Acreage Information Sheet prior to completing this application.**

**A. Applicant Details**

|  |  |
| --- | --- |
| Producer Name (as on Contract Schedule) |       |
| Trading Name |       |
| Registration Number |       |

**B. Additional Land** Yes [ ]  Please complete Sections B, C & D

 No [ ]

|  |  |
| --- | --- |
| Total Farm Area (as on Contract Schedule) ha’s |       |
| Trading Name (as on Contract Schedule) ha’s |       |
| Total Area to be added – ha’s |       |

|  |  |  |
| --- | --- | --- |
| a) Is this additional Land on the same title as the land on your existing certification? | Yes [ ]  No [ ]  | If Yes, go to **c)**If No, go to **b)** |
| b) Is the additional land on a separate title? | Yes [ ]  No [ ]  | If yes, how far from existing certified land?(km)      What is the physical address of the new acreage?      |
| c) Is the whole of the additional area to be certified? | Yes [ ]  No [ ]  | If not, how many Ha’s to be certified?      |

*Parcels of Land to be included*:

|  |  |  |  |
| --- | --- | --- | --- |
| Name/Code | Hectares | Location | Product to be grown at this location |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

When do you want to add the new land to your certification? Refer to IS7.3 Additional Acreage & Additional Crop Information Sheet

At reinspection time [ ]  **OR** outside normal reinspection cycle [ ]

If this land was managed conventionally in the last three years, describe how you will manage conversion of the land to an organic system (attach additional pages if required)

**C. Land History of Additional Acreage**

1. Has the additional land been under certification in previous years? Yes [ ]  No [ ]

Which Certifier?

1. If so, have there been any contract conditions relating to the additional land? Yes [ ]  No [ ]

If Yes, please describe management:

1. Please indicate whether you own or lease this parcel: Own [ ]  Lease [ ]  Other [ ]

If leased, please provide evidence as per NASAA Organic Standard 2.10.1 by attachment.

If Other arrangement, please describe:

Please list below, all crops grown for the last five years on each parcel of new land. List all materials/inputs

(allowed, restricted and prohibited by NCO) used in the last three years.

1. How long have you been managing this parcel?
2. Date of last prohibited input(s)
3. Name of prohibited input(s)
4. Land history information:

|  |  |  |
| --- | --- | --- |
| **Date** | Crops/Land Use | **Materials Applications** **(**fertilisers, pesticides, herbicides…..) |
| **Date** | **Product Used** |
| This Year20…….. |       |       |       |
| Previous Year 120…… |       |       |       |
| Previous Year 220…… |       |       |       |
| Previous Year 320…… |       |       |       |
| Previous Year 420……. |       |       |       |

**D. Farm Map**

1. For each Additional Acreage Form, you must attach a detailed map *(preferably no larger than A3 or set of A3 pages).* The map must be to scale and either a current Title Map, an aerial photo, or an irrigation district map. Applications with inadequate maps will not be processed. Refer to the NASAA Organic Standard 2.5.

If the scale of the map is too large to indicate the following details, provide a second map of the appropriate area. The map must clearly show the following details:

1. The precise boundaries of the land to be added to the NCO certification program. If natural boundaries are not obvious, the map must indicate how the boundary is marked.
2. The area that will actually be in crop production. If possible, include names, codes or assign numbers to individual fields and indicate current crops. Indicate names of paddocks/plots and the numbers of hectares per paddock/plot.
3. A description of all neighbouring land uses. Write in at each boundary the adjacent land uses.
4. Place a “North Arrow” on the map.

**E. Additional Crops/Livestock** Yes [ ]  Please complete below

 No [ ]

State all crops/livestock currently produced:

|  |
| --- |
| Crops &/or Livestock you are certified to produce (on current schedule) |
|       |
| Crops/Livestock Production on new land  | Yes [ ]  Please list below No [ ]  |
| If yes, does this result inSplit production Yes [ ]  No [ ] Parallel Production Yes [ ]  No [ ]  |
| New Crops/Livestock Production on existing certified land  | Yes [ ]  Please list below No [ ]  |
|  |
| Crop/Livestock | Area(ha) | Production Yield | Organic(O) or Non-organic(C) |
|       |       |       | O[ ]  C[ ]  |
|       |       |       | O[ ]  C[ ]  |
|       |       |       | O[ ]  C[ ]  |
|       |       |       | O[ ]  C[ ]  |
|       |       |       | O[ ]  C[ ]  |
|       |       |       | O[ ]  C[ ]  |
|       |       |       | O[ ]  C[ ]  |

**F. Organic Management Plan**

If not already done, your Organic Management Plan (OMP) will need to be revised to reflect the changes requested in this application.

Please include a copy of the revised OMP document when submitting your application.

**G. 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. You may have access to your certification application and OMP file held by NCO.

NCO will handle all such 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 accreditation bodies and other certifying organisations in some circumstances
* NCO may release information to meet any lawful obligations imposed upon it by statutory authorities
* NCO will publish notice of your certification (if granted) on its website and will include your general certification details (operation, scope of certification, certification status, and contact details) on a list.
* NCO may disclose copies of your Certificates of Registration for the current and three previous calendar years to the general public

**H. Declaration**

I [Name in full]

[Address]

[Occupation]

**DO SOLEMNLY AND SINCERELY DECLARE AS FOLLOWS:**

1. I am the applicant named in the attached questionnaire/\*employed by the applicant company named in the attached questionnaire as and am authorised to make this statutory declaration on behalf of the applicant.

2. I have read the NASAA Organic and Biodynamic Standard, the National Standard for Organic and Biodynamic Produce and any other Organic Standard/Regulation as relevant to this application and I understand the purpose of the Standard(s) and what is required in order to comply with them. I will operate in accordance with the Standard(s) from henceforth and will notify NCO immediately of any activity that could impact on the integrity of certified product.

3. The last application of any prohibited material on the property/land under application was on / /

4. I have completed the above questionnaire having regard to the Standard(s) and from my own knowledge. The answers given are true and accurate. If NCO requires further information in relation to my application, I agree to supply it to NCO. I understand that NCO will rely upon the answers and information contained in this document and associated attachments in deciding whether to certify me/the applicant\* in accordance with the Standard(s) and that it is important to the integrity of the Standard(s) and the scheme of certification operated by NCO that the answers and information provided in this document are true and accurate.

5. I understand and agree:

i) That if initial review of this application is successful, NCO will deploy an inspector to visit my premises and take appropriate samples for testing. Cost of the tests are covered by me;

ii) That this inspector may be directly employed by NCO or by another certification agency subcontracted to NCO;

iii) That if certification is granted, NCO will perform annual inspection and may also undertake additional and/or unannounced inspections of my operation;

iv) To grant right of access to all appropriate facilities and to all relevant documentation including financial records to NCO and to any delegated auditors of NCO’s accreditors.

**AND I DECLARE** the statements and information contained above to be true and to the best of my knowledge.

**DECLARED at** [Address]­­­­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

the day of (M/Y).

[Signature of person making the declaration] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Before (name of Witness): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature of Witness]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Delete whichever is not applicable

**I. Payment**

The Application fee covers administration costs to process the application. Where technical review is required, an Assessment Fee may be charged. Please refer to the **NCO Fee Schedule** for the Additional Area/product/Scope Application Fee. The application fee is non-refundable.

Please **send** mea hard copy of the NASAA Organic Standard (price per Fee Schedule) **$** (Electronic copy of the standard can be downloaded from NASAA website for free)

 **TOTAL AMOUNT PAYABLE $**

**[ ]  Cheque:** Made payable to ***NASAA Certified Organic Pty. Ltd.***

**[ ]  Credit Card:**

VISA [ ]  MASTERCARD [ ]

|  |  |
| --- | --- |
| Cardholder’s Name |       |
| Card no |       |
| CCV no (last 3/4 digits on back) |       |
| Expiry Date |       |

**[ ]  Direct Debit**: to NASAA Certified Organic Pty Ltd account; BSB 085-005, Account No 83-272-8926

 For International Transfers: BIC/Swift Code: NATAAU3303M

**J. Checklist**

**Please ensure that you have completed all requirements listed in Item 4 (Application Checklist) on IS7.3 Additional Acreage & Additional Crop Information Sheet**

**[ ]  Section A:** Applicant Details

**[ ]  Section B:** Additional Land

[ ]  **Section C:** Land History

**[ ]  Section D:** Farm Map

**[ ]  Section E:** Additional Crops/Livestock

**[ ]  Section F: Revised Organic Management Plan**

**[ ]  Section H: Statutory Declaration**

**[ ]  Section I:** PaymentDetails