

# Application for Permit to Import

- Plant-derived material
- Microorganisms associated with plants
- Soil
- Water

Ministry for Primary Industries  
Manatū Ahu Matua



## PLEASE NOTE:

1. MPI aims to process your import permit application within thirty (30) working days. Delays in processing may result if applications are incomplete and/or where MPI need to do additional risk assessment.
2. Please ensure that you read and understand the import requirements for all items to be imported - refer to health the [import health standard](#) search link.
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 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.

## Part 1: Importer Details

<b>Company name:</b> (if applicable)			
<b>Given name(s):</b>			
<b>Surname(s):</b>			
<b>Phone:</b>		<b>Mobile:</b>	
<b>Postal Address:</b>			
<b>Email:</b> (Permit will be sent to this email address unless specified)			
<b>Email address to send permit if different from the importer's address</b>			
<b>Name:</b>		<b>Email:</b>	

## Part 2: Exporter Details

<b>Name:</b> (company name)		<b>Contact:</b>	
<b>Postal Address:</b>			
<b>Phone:</b>		<b>Email:</b>	
<b>Country of Export:</b>		<b>Country of Origin:</b>	

If you are applying to add additional goods/commodities to, and/or renew, an existing permit, please provide your current permit number below.

20

**Addition / Renewal** (please specify by circling)

Please supply a copy of your current permit, highlighting items that are to be added and/or removed from the permit.

**Part 3: Type of Material(s)** (please specify by ticking)

- Animal feeds** (an [animal feed questionnaire](#) must be submitted for the importation of coco-peat)
- Dried and preserved products**
- Fertilisers and growing media** (a [coco peat questionnaire](#) must be submitted for the importation of coco-peat)
- Grains for consumption, feed, or processing**
- Laboratory samples and specimens**
- Microorganisms** (a [mushroom spawn questionnaire](#) must be submitted for the importation of mushroom spawn)
- Soil**
- Water**

*Other (please specify):*

**Part 4: Details of Goods to be Imported**

**Description** (i.e. purpose of import/end use, full scientific name, common name, brand name, list of components, product type, type of samples and specimens, quantity etc.)

**Transportation/Packaging** (i.e. how will it be transported, packaged and size/type of packaging etc.)

**Manufacturing Process** (i.e. method used and processing, including quality assurance information etc.)

<b>Approximate date of next importation:</b>	
<b>No. of consignments expected:</b> (state one or many)	

Part 5: Transitional / Containment Facility (TF/CF)	
For goods that are required to go to a TF/CF on arrival in New Zealand, do you have access to a TF/CF?	Yes / No
If 'Yes', please provide the following details:	
Facility Name:	
Facility Number:	
Physical Address:	
Standard(s) the facility is approved to:	
Operator Name:	Operator email:

Part 6: Importation of new organisms (including genetically modified organisms)	
Are you knowingly importing new organisms?	Yes / No
If 'Yes', please provide the HSNO Act approval number(s): _____	
<b>NOTE:</b> Please ensure that the purpose of the HSNO Act approval allows the importation of the new organism(s) and the activities it is imported for. Further information can be obtained by contacting the Environmental Protection Authority (EPA) at <a href="http://www.epa.govt.nz">www.epa.govt.nz</a>	
If 'No' please complete the declaration below:	
<b>I certify that, to the best of my knowledge, none of the goods, or essential components of those goods, to be imported (Part 4) are new organisms, including genetically modified organisms.</b>	
Name (Importer): _____	Signature: _____
<b>NOTES:</b> <ol style="list-style-type: none"> <li>1. A new organism, including a genetically modified organism, is defined in the HSNO Act 1996.</li> <li>2. Species listed in the Plants Biosecurity Index (PBI, <a href="http://www1.maf.govt.nz/cgi-bin/bioindex/bioindex.pl">http://www1.maf.govt.nz/cgi-bin/bioindex/bioindex.pl</a>) have been determined to <b>not</b> be new organisms by the EPA.</li> <li>3. If the species is not listed in the PBI, please attach evidence that the organism is not a new organism – the EPA may be contacted through <a href="https://www.epa.govt.nz/">https://www.epa.govt.nz/</a> for further information on new organism determinations.</li> <li>4. You may be asked to provide verification evidence attesting to your declaration above.</li> </ol>	

## Part 7: Payment Details

**Permit Fee:** NZ\$220.74 (inc GST)

A fee is payable for new permits, amendment requests, and permit additions and /or renewals. This fee is for the processing of a permit application, and is payable on demand.

**My preferred payment option is:**

Invoice      Authorised signature: \_\_\_\_\_

Purchase order number: \_\_\_\_\_

Cheque      Payable to: **Ministry for Primary Industries (MPI) New Zealand**

Credit Card       Visa  
 Mastercard

Receipt required

**Credit Card Number** (Visa or Mastercard ONLY):

           Exp   

**Signature:** \_\_\_\_\_      **Name:** \_\_\_\_\_      **Date:** \_\_\_\_\_

## Part 8: Privacy Act 1993

You have rights of access to, and correction of, personal information supplied in this form as provided by the information privacy principles in section 6 of the Privacy Act 1993.

The agency collecting and holding this information is the Ministry for Primary Industries, TSB House, PO Box 2526, Wellington 6140.  
Email: [PlantImports@mpi.govt.nz](mailto:PlantImports@mpi.govt.nz) Ph: +64 4 894 5514

## Part 9: Signature

By signing this application form, I am confirming that, to the best of my knowledge, the information provided is true and accurate and will take responsibility to correct it if it is not.

**Signature:** \_\_\_\_\_      **Name:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**This completed application can be emailed to [PlantImports@mpi.govt.nz](mailto:PlantImports@mpi.govt.nz) or mailed to Plant Imports, MPI New Zealand, PO Box 2526, Wellington 6140, New Zealand.**