

Hemp Industry New South Wales Licence Manual

Hemp Industry Act 2008 (NSW)

September 2025



Published by the Department of Primary Industries and Regional Development

Title: Hemp Industry New South Wales Licence Manual

First published: February 2018

Department reference number: D25/104236

© State of New South Wales through DPIRD [2025]. You may copy, distribute, display, download and otherwise freely deal with this publication for any purpose, provided that you attribute the Department of Primary Industries and Regional Development as the owner. However, you must obtain permission if you wish to charge others for access to the publication (other than at cost); include the publication in advertising or a product for sale; modify the publication; or republish the publication on a website. You may freely link to the publication on a departmental website.

Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing (September 2025) and may not be accurate, current or complete. The State of New South Wales (including the DPIRD), the author and the publisher take no responsibility, and will accept no liability, for the accuracy, currency, reliability or correctness of any information included in the document (including material provided by third parties). Readers should make their own inquiries and rely on their own advice when making decisions related to material contained in this publication.

Table of contents

Introduction	1
Licence application process	1
Licence application checklist.....	3
Licence application assessment.....	3
Suitability of Applicants and Close Associates.....	3
Suitability of locations.....	3
Intended activity	4
Permitted activities.....	4
Duration of licence	4
Changes to an existing licence	4
Renewal of a licence	6
Cancellation of licence.....	6
Fees and charges	6
Licence conditions	7
Property security	8
Notifications	8
Planting notifications	8
Sampling requests and testing	9
Crop failure.....	10
Annual report.....	10
Unauthorised activity or criminal convictions.....	10
Notification of non-compliant test.....	10
Audits.....	10
What is in the audit?.....	10
Corrective action request (CAR)	11
Minor CAR.....	11
Major CAR	11
Critical CAR.....	11
CAR escalation policy.....	12
Audit outcome.....	12
Unacceptable audit result.....	12
Audit frequency	13
Unannounced audits.....	13
Hemp licence register	13
Appendix 1. Consent to Use of Property Form	15
Appendix 2. Application and Permit for Movement of Industrial Hemp	16
Appendix 3. Planting Notification & Sampling Request Form.....	17
Appendix 4. Crop Failure Notification Form	18
Appendix 5. Annual Report Form.....	19
Appendix 6. NSW Low-THC Hemp Licence Register	21

Introduction

The Department of Primary Industries and Regional Development (Department) low-THC hemp licensing scheme, under the *Hemp Industry Act 2008* (Act) and *Hemp Industry Regulation 2016* (Regulation), regulates the cultivation and supply of low-THC hemp in NSW for commercial production, manufacturing and scientific purposes.

This licence does not permit production of hemp for medicinal or therapeutic use. For information about *Cannabis sativa* cultivation, production and research for medicinal or therapeutic purposes, contact the Commonwealth Office of Drug Control (ODC) or Therapeutic Goods Administration (TGA).

Strictly controlled low-THC hemp licensing conditions ensure that production takes place without risk to drug law enforcement. These conditions include strict eligibility and suitability requirements for licence Applicants and Close Associates, and compliance monitoring programs.

Licence application process

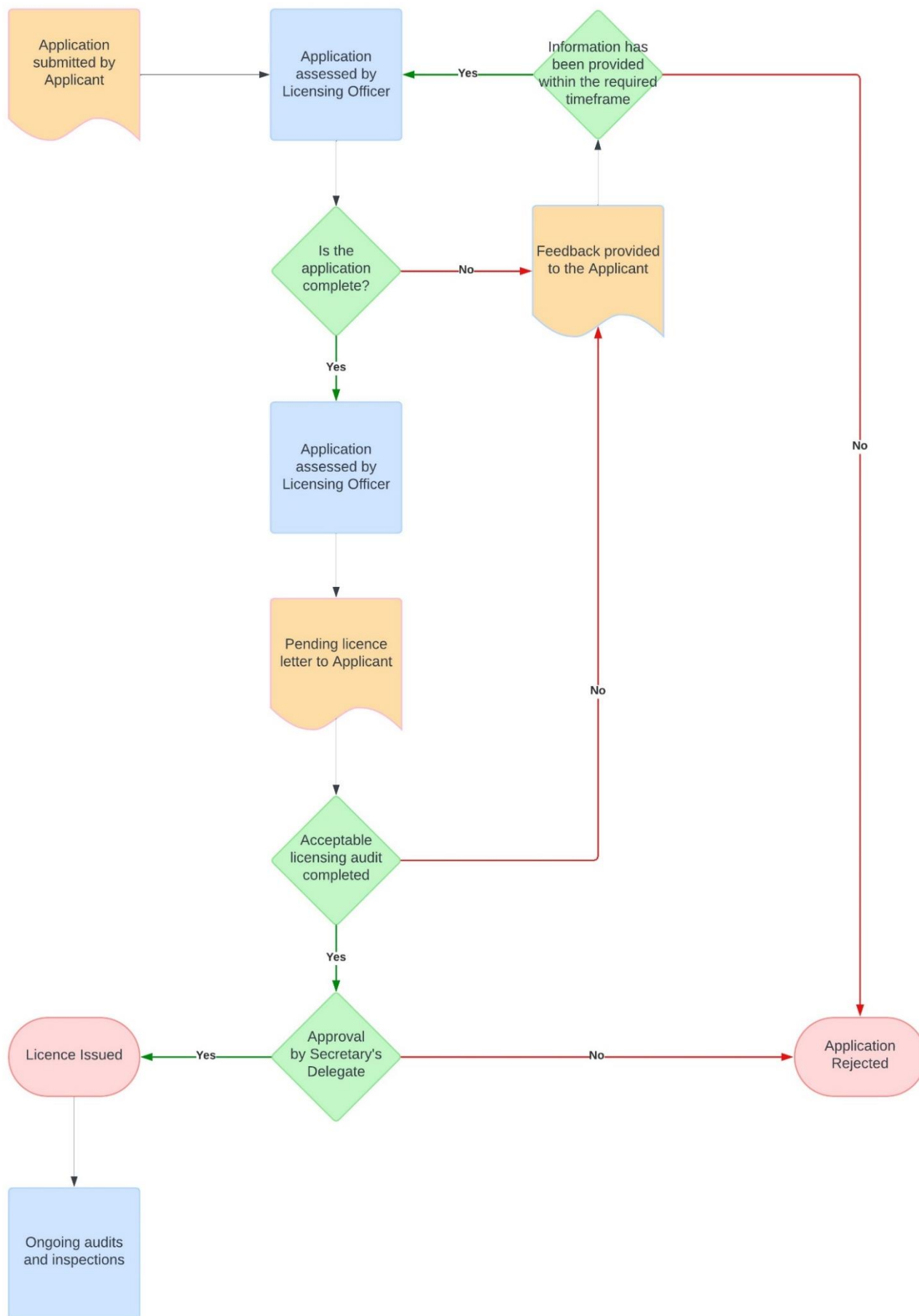
The licence application process (Figure 1) includes several administrative or operational checks carried out by the Department to ensure all legislative controls are in place.

Licence application forms are available at <https://www.dpi.nsw.gov.au/agriculture/broadacre-crops/nsw-hemp-industry>. An application for a new licence or licence transfer must be made on the approved application form and be accompanied by payment details and all supporting documentation requested by the Department. If all required documentation is not submitted **within 14 days** of the initial assessment by the Licensing Officer, the application will be rejected and you will be required to re-apply.

An application can take up to four months to be completed, depending on the complexity of the application and time taken to secure relevant documents and checks.

A licence can only be issued to a person who is considered suitable to be concerned in or associated with the cultivation or supply of low-THC hemp. As part of the suitability assessment, the Department obtains a National Criminal Record Check for each Applicant and Close Associate to verify whether there is a history of drug-related or other offences that may make them an unsuitable person to hold a low-THC hemp licence. Following submission of the application, each Applicant and Close Associate will receive a link emailed from no-reply@police.nsw.gov.au to conduct a criminal record check. The link expires 7 days after receipt. The email may appear in the spam or junk folder.

Figure 1. Licence application process



Licence application checklist

The following documentation/information must be submitted at the time of application to ensure processing time is kept to a minimum:

- a fully completed application form
- an ASIC Company Extract listing directors or Certificate of Incorporation if applying in a company or association name
- a copy of photo identification for each Applicant and Close Associate
- a location map and property plan showing cultivation, storage and/or processing areas for each proposed location, as well as associated and surrounding roads, buildings, structures, etc.
- consent to use property if all property owners are not listed as an Applicant or Close Associate (see Appendix 1 for approved consent form)
- proof of property ownership (e.g. a rates notice)
- if applying to cultivate to conduct your own scientific research: a research proposal and evidence of scientific qualifications/experience
- payment details.

Licence application assessment

Every licence application is assessed individually based on the suitability of the Applicants and Close Associates; the suitability of the proposed location/s for cultivation, storage and processing; and the intended activity.

Suitability of Applicants and Close Associates

The Department must be satisfied that:

- each Applicant and Close Associate is of good repute, having regard to character, honesty and integrity
- each Applicant and Close Associate has not been found guilty of a drug-related offence.

Suitability of locations

The location of the cultivation, storage and processing sites must be suitable. Locations should:

- be away from main roads and paths that are commonly utilised by the public
- have restricted visibility.

Locations must:

- be appropriately distanced from residential areas, places of public gatherings, schools, etc.
- have restricted access.

The Secretary may deem the following areas unsuitable for low-THC hemp production:

- locations in, or directly adjacent to residential areas, recreational, sporting or wildlife reserves, and/or flight paths for airports (whether or not under the control of a flight tower)

- locations within a 2-kilometre radius of a childcare facility, hospital, care facility for the aged or people with a disability, or a public function building
- locations within a 1-kilometre radius of any sporting stadium, bus and train stations, commercial car parks, commercial retail outlets or a correctional facility
- locations near main roads or paths used by the community.

Intended activity

The Secretary's delegate must be satisfied that the licence will be used for a legitimate commercial or industrial purpose, or for legitimate research activity, as prescribed under the Act. Refer to the website (<https://www.dpi.nsw.gov.au/agriculture/broadacre-crops/nsw-hemp-industry>) for up-to-date information regarding products that can and cannot be produced under a NSW low-THC hemp licence.

A detailed description of the proposed purpose for low-THC hemp cultivation, supply and/or research is required to assist in determining the legitimate nature of the proposed activities and provides a basis for any subsequent audits or inspections.

A Department low-THC hemp licence does not permit production of hemp for medicinal or therapeutic products. If your business activity includes such products, you will be required to submit your ODC and/or TGA authorisation and, if the ODC-related activity is to occur at the same location as the NSW Department activity, you will be required to submit maps and property plans that show distinct cultivation, storage and processing areas designated to the two separate licence types.

Permitted activities

A licence can authorise more than one activity, such as cultivation and supply of low-THC hemp for commercial production and use in a manufacturing process. Definitions and some examples of permitted activities are provided in Table 1. To avoid having to apply for amendments to the licence, Applicants should ensure that they provide complete information relating to all proposed activities.

Duration of licence

A licence is valid for a period of five years.

Changes to an existing licence

If the licence holder wishes to make amendments to an existing licence, such as adding or removing close associates, or adding locations or activities, they must submit a 'Notification of material change' form to Licensing & Accreditation Services. This form is accessed via <https://www.dpi.nsw.gov.au/agriculture/broadacre-crops/nsw-hemp-industry>

Requests for additional locations will incur a desktop audit as well as an on-site audit. To ensure the approval process is completed within a timely manner, licence holders should allow a minimum of 30 days' notice to the Department.

Table 1. Permitted activities related to low-THC hemp

Activity	Definition	Examples	
		Cultivate	Supply
Cultivate or supply for commercial production	Commercial production refers to resource production or extraction at a scale and efficiency sufficient for sale in the market, aimed at generating revenue and profit.	• Cultivation of hemp from which commercial amounts of viable seed will be harvested. • Cultivation to establish optimal variants for specific growing conditions to support production on a commercial scale.	• Supply of viable hemp seed or seedlings to licensed low-THC hemp cultivators. • Supply of plant material to a third party for on-sale to a manufacturer.
Cultivate or supply for use in a manufacturing process	A manufacturing process means any process that converts raw material (e.g. low-THC hemp plants) into a product (e.g. fibre, processed seed, oil, resin or subsequent product).	• Cultivation of hemp that will be used to produce fibre for building materials, animal bedding and garden mulch. • Cultivation of hemp that will be used to produce seed for food products, cosmetics and animal feed.	• Supply of hemp fibre for the manufacture of building materials. • Supply of hemp seed for the manufacture of food products.
Cultivate or supply for scientific purposes	Scientific purposes refers to rigorous scientific research, instruction, analysis or study, usually conducted within a research facility. The research may be conducted by the licence holder or a third party.	• Cultivation of hemp to research its potential for energy production. • Cultivation of hemp that will be supplied to a research facility.	• Supply of hemp plants to a university for research into genomic sequencing of hemp variants. • Supply of resin to a laboratory for use in clinical trials.

Renewal of a licence

If the licence holder wishes to renew their licence, they must submit a fully completed renewal application with all supporting documentation at least 28 days prior to the expiry of their licence, as specified in Section 13(2) of the Act. If a complete application is not received by that date, the licence will terminate on expiry and a new application will be required if the licence holder wishes to continue to cultivate and/or supply low-THC hemp.

The licence holder will receive a pre-populated renewal form around 3 months prior to the expiry date. The renewal form states the date at which the complete application must be submitted. It is suggested that the application is submitted around 4 weeks before it is due to ensure that all documents and checks are fully completed prior to the due date.

The following documentation/information must be submitted with the application form:

- a fully completed renewal application form
- an ASIC Company Extract listing directors or Certificate of Incorporation if renewing in a company or association name
- an up-to-date location map showing associated and surrounding roads, buildings, structures, etc. for each location
- an up-to-date property plan showing cultivation, storage and/or processing areas for each location
- updated consent to use the property if all property owners are not listed as an Applicant or Close Associate (see Appendix 1 for approved consent form)
- updated proof of property ownership (e.g. a rates notice)
- if renewing cultivate for scientific research (i.e. conducting research under your own licence): a research proposal and evidence of scientific qualifications/experience
- payment details.

Failure to comply with all conditions of the licence (e.g. submission of annual reports; submission of planting notifications within 7 days of planting; maintaining an up-to-date register; etc.) may result in refusal of a renewal application.

Cancellation of licence

If, at any stage, the licence holder wishes to cancel their licence, the licence holder must contact Licensing & Accreditation Services in writing to request cancellation via one of the following methods:

Email: bfs.admin@dpird.nsw.gov.au

Post: PO Box 232, Taree NSW 2430

Fees and charges

Payment details, a money order or cheque must accompany the application. The application will not be processed until the application and National Criminal Record Check fees are paid (Table 2).

An annual licence fee must be paid on the anniversary of the licence start date for the licence to remain valid. An annual fee invoice will be issued separately to the licence holder.

Table 2: Description of fees and charges associated with a low-THC hemp licence

Description of fee	Fee (incl. GST)	Comment
New application fee	\$572	
National Criminal Record Check fee	\$37	Per person
Renewal application fee	\$418	
Licence transfer application fee	\$451	
Annual licence fee	\$200	Four annual fees payable on anniversary of licence start date
Audit fee	-	Fees may be charged at the Department's discretion

Licence conditions

The licence holder must ensure that licence conditions as specified in the Act, Regulation and on the certificate of licence are managed and complied with (Table 3). Licence holders must only conduct activities approved by the Department and listed on their certificate of licence.

Table 3. Licence conditions

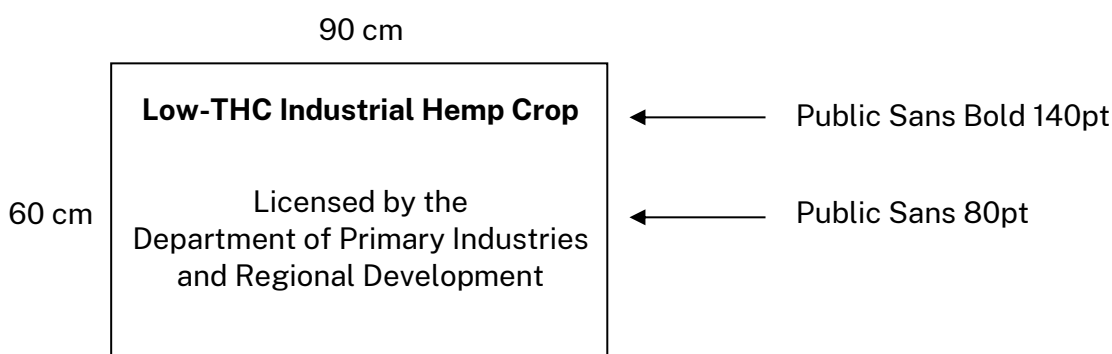
Legislation/ Licence Condition	Category	Permitted activity
Regulation Clause 10	Licence conditions	The licence holder must follow all conditions pursuant to clause 10 of the Regulation.
Regulation Clause 10 (1)(b)	Approved locations	The licence holder must only conduct activities on approved locations as specified on the certificate of licence.
Regulation Clause 10 (1)(h)	Movement of plants and material	The licence holder must ensure that all hemp plants are substantially stripped of leaves, before leaving the cultivation site. (Movement of plants with leaves on may be allowed under permit by application to the Department – complete the 'Application and Permit for Movement of Industrial Hemp' in Appendix 2)
Regulation Clause 11	Register	The Licensee must keep a register in accordance with clause 11 of the Regulation.
Regulation Clause 12 (2)	Annual report	The Department must receive the annual report on or before the 1 st of August each year.
Licence Condition	Planting notification	The licence holder must notify the Department no more than 7 days after planting a low-THC hemp crop.
Licence Condition	Operation in accordance with licence manual	The licence holder must ensure they are operating in accordance with this licence manual. They must notify the Department of any changes to contact details, associate details, locations and activities within the required timeframes.

Property security

Practical measures must be taken to address security and safety issues for the cultivation and processing of low-THC hemp. These include:

- prevention of unauthorised access to cultivation, processing or storage areas
- recording access to cultivation, processing or storage areas (by contractors, visitors, etc.)
- eradication of any hemp plants growing on the cultivation site after harvest
- removal or destruction of volunteer hemp plants within four (4) weeks of germination
- recording of volunteer hemp plants in the licence register.

You may choose to erect a sign clearly identifying the crop as a “Low-THC Industrial Hemp Crop”. The following sign format is suggested:



Notifications

As part of the conditions of the licence, every low-THC hemp licensee must notify the Department at specific stages of the production (Table 4). These stages have been identified due to their potential for non-compliance. Authorised Officers conduct compliance audits and inspections to ensure conditions are being upheld. Forms must be emailed to bfs.admin@dpird.nsw.gov.au

Planting notifications

A planting notification must be submitted to the Department within 7 days of planting, using the ‘Planting Notification & Sampling Request Form’ (Appendix 3). A separate planting notification is required for each planting event. A planting event is the planting of one variety at one point in time. The form must be submitted via email to bfs.admin@dpird.nsw.gov.au

Table 4. Notification chart

Stage of production	Number of days' notice	Inspection required	Method of notification
Planting notification	Within 7 days of planting	No	Planting Notification & Sampling Request Form (Appendix 3)
Sampling request	14 days before sampling	Yes	Planting Notification & Sampling Request Form (Appendix 3)
Failed crop	As soon as failure is determined	To be determined	Crop Failure Notification Form (Appendix 4)
Annual report	Submit by 1 st August each year	No	Annual Report Form (Appendix 5)
Amendments to licence holder's name, address or contact details	7	No	Email
Amendments to activities	7	No	Notification of material change form
Amendments to Applicants or Close Associates	14	No	Notification of material change form
Amendments to cultivation locations	30	Yes	Notification of material change form
Unauthorised activity	As soon as known	To be determined	Email or phone call to the Department or Authorised Officer
Conviction of an offence	As soon as known	To be determined	Email
THC test result exceeds 1%	Within 24 hours of receiving the result	To be determined	Email

Sampling requests and testing

Sampling of plants by an Authorised Officer must be carried out for every crop, prior to the crop or plants being harvested.

The sampling request section of the 'Planting Notification & Sampling Request Form' (Appendix 3) is to be completed and submitted to the Department 14 days before optimal sampling timing (usually greater than 70 days after planting/sowing). The form must be submitted via email to bfs.admin@dpird.nsw.gov.au.

Sampling requests submitted via phone call or email direct to an Authorised Officer cannot be actioned. Sampling requests that are not sent to the email address above cannot be processed and will not result in an Authorised Officer being available to sample.

Failing to have a crop sampled before harvest may result in compliance and enforcement action, which can include sanctions, fines, licence suspension, licence cancellation or refusal to renew.

Authorised Officers will collect samples in accordance with sampling processes and methods. Licensees wishing to reduce sampling must request this in writing when submitting the sampling request. Officers will review the specific circumstances of the request and may modify sampling plans based on information received.

Samples will be sent to laboratories approved for THC testing, with the cost of testing borne by the licensee.

Records of test results must be available for an Authorised Officer to review. Compliance action may be taken if results are not available on request.

Crop failure

If a crop is unsuccessful/fails, the 'Crop Failure Notification Form' (Appendix 4) must be completed and submitted via email to bfs.admin@dpird.nsw.gov.au as soon as failure is determined, with a map, photo/s of the failed crop and a copy of the register for 'Record of Plant Disposal and Destruction' (Appendix 6). The failure and disposal of material must be reflected in the licence register and the annual report.

Annual report

An annual report must be submitted each year on or before 1st August for each location, regardless of any planting. A copy of the annual report to be submitted is attached in Appendix 5.

Unauthorised activity or criminal convictions

Licensees must notify the Department if they become aware of unauthorised activity, proposed unauthorised activity or criminal convictions by a licensee, Close Associate or person involved in the cultivation and supply of hemp. The specific circumstances of the notification will be considered by the Department and may result in further investigation or action by the Department. It is important that any criminal convictions of drug-related offences are notified to the Department as soon as they are known by the licensee.

Notification of non-compliant test

A licence holder must notify the Department and provide the results of a test that exceeds 1% THC (in the leaves and flowering heads of hemp cultivated by the licensee) within 24 hours of receiving the results. Notifications are to be emailed to bfs.admin@dpird.nsw.gov.au.

Audits

What is in the audit?

An audit is a process where an Authorised Officer (auditor) visits a facility or cultivation site to assess compliance. During the audit, the auditor may inspect the facility and will review documentation including the licence register and associated records. During a licensing or compliance audit, the auditor will check that:

- activities conducted match those permitted on the certificate of licence
- the licensee is adhering to the licence conditions and legislative requirements

- security precautions are in place to ensure activities remain under the control of the licensee
- the licence register is being filled out accurately and correctly
- personnel details are current and correct.

Corrective action request (CAR)

If the auditor identifies an area or an issue that is not compliant, they will raise a Corrective Action Request (CAR). A CAR identifies the non-compliance and generally allows the licensee time to take action to address the issue. CARs are rated as minor, major or critical, depending on their severity (Table 5). Each CAR attracts a numerical value, the total of which determines the audit outcome.

Table 5. Corrective Action Request (CAR) scoring

CAR category	Numerical value
Minor	2
Major	8
Critical	64

Minor CAR

A minor CAR is a non-conformance, which threatens neither the effectiveness nor the assurance provided by the audit program.

Minor non-conformances are essentially administrative or technical in nature and are low risk to the licence condition.

The following are examples of a minor CAR:

- failure to submit annual report on time
- small amount of information missing, illegible or incomplete in the licence register.

Major CAR

A major CAR is a non-conformance where there is a significant breakdown in the implementation or documentation of controls, which threatens the effective operation of systems. The following are examples of a major CAR:

- large amounts of information missing, illegible or incomplete in the licence register
- failing to take appropriate actions to prevent the spread of volunteer hemp plants
- failing to take appropriate action to remove and destroy volunteer hemp plants
- failing to control all licence activities.

Critical CAR

A critical CAR is a non-conformance which, in the opinion of the authorising authority, seriously threatens the effectiveness of the low-THC hemp arrangement and has or will mean regulated articles do not comply with the legislation.

The following are examples of a critical CAR:

- operating outside the scope permitted on the licence
- planting in areas outside those approved on the licence
- not notifying the Department and NSW Police of any unauthorised activities
- failing to update the Department within the required timeframes
- failing to notify the Department of any known criminal offences of the Applicants or Close Associates
- failing to submit planting notifications or sampling requests
- failure to notify the results of a test if THC exceeds 1%.

CAR escalation policy

A failure of a licensed business to rectify any CAR or defect identified during an audit by the required timeframe will result in the re-issuing of the original CAR. In addition, a further CAR or defect is to be considered for inadequate corrective action as the business has failed to implement effective corrective actions to rectify the original issue.

Audit outcome

At the conclusion of the audit, the allocated points are added to give a total rating of acceptable or unacceptable (Table 6).

Table 6. Audit score outcome

Audit rating/result	Total number allocated points
Acceptable	0 – 64
Unacceptable	64 and above

Unacceptable audit result

If an audit results in an unacceptable outcome, one or more enforcement actions may occur:

- remedial action may be required
- immediate corrective action may be required within specific timeframes for compliance
- conditions may be imposed that restrict or prohibit certain activities by the licensee
- the licence may be suspended, cancelled, not renewed or not granted
- individuals or companies may receive penalty notices or be prosecuted.

Audit frequency

The audit frequency depends on the outcome of the audit (Table 7).

Table 7. Audit frequency

Audit outcome	Audit frequency
Acceptable	Next audit in 12 months
Unacceptable	Next audit within 1 month
Follow up audit unacceptable	Monthly audits and additional enforcement action

Unannounced audits

Routine audits will generally be carried out on an announced basis. However, unannounced, unscheduled audits may also be conducted. These audits can be in response to complaints, sampling or other matters requiring investigation or to monitor compliance.

Hemp licence register

All licensees must keep a register that contains information regarding their low-THC hemp activity. All information must be recorded and maintained in the one licence register (Appendix 6) and must contain the information detailed in Table 8. A word file of the register can be accessed at <https://www.dpi.nsw.gov.au/agriculture/broadacre-crops/nsw-hemp-industry>.

Information must be recorded in the register within 48 hours of the relevant event or activity.

The register must identify the person who recorded the information and the date on which the information was recorded.

The person responsible for keeping a register under a licence must, if the licence to which the register relates expires or is cancelled, retain the register for a period of five (5) years after the expiry or cancellation.

The register must be:

- in legible form in the English language, or
- in computerised or other form that is readily accessible and is convertible into a legible form in the English language.

The register must be kept in a secure manner to prevent any tampering.

If a licence is transferred, the licensee must provide a copy of the register to the person to whom the licence is transferred.

Table 8. Licence register information

Information	Details
Personnel details	The name and address of any person employed by or assisting the licensee in carrying out any activities in relation to the cultivation or supply of low-THC hemp. The information must include a proof of identity document for every person, which should include a photo of the person identified (e.g. driver's licence or passport).
Seeds	Details of seeds that are supplied or obtained under the licence, including: 1. the date that the seeds are supplied or obtained 2. the weight of the seeds 3. the variety of the seeds 4. the name of the person to whom the seeds are supplied or from whom the seeds are obtained. Details of sowing of any seeds under the licence, including: 1. the date that the seeds are sown 2. the weight and variety of the seeds sown 3. the location where the seeds are sown.
Plants	Details of any plants that are supplied or obtained under the licence, including: 1. the date that the plants are supplied or obtained 2. the number of the plants 3. the variety of the plants 4. the name of the person to whom the plants are supplied or from whom the plants are obtained. Details of the planting of any plants under the licence, including: 1. the date that the plants are planted 2. the number of plants 3. the variety of the plants 4. the location where the plants are planted.
Disposal or destruction	Details of the disposal or destruction of any seeds or plants under the licence, including: 1. the date of the disposal or destruction of the seeds or plants 2. the weight of the seeds or number of plants 3. the variety of the seeds or plants 4. the location where the seeds or plants are disposed of or destroyed 5. the manner in which the seeds or plants are disposed of or destroyed
Harvesting	Details of harvesting of low-THC hemp under the licence, including: 1. the date of the harvesting 2. the quantity of plants harvested 3. the variety of the plants harvested 4. the weight of any seeds obtained from harvested plants 5. the location of the harvesting.
Supply	Details of the supply of harvested low-THC hemp under the licence, including: 1. the date of the supply 2. the name of the person to whom the hemp was supplied 3. the condition of the hemp (including whether any plants are fresh or dried and whether any seeds are viable or have been treated to make the seeds non-viable).

Appendix 1. Consent to Use of Property Form

Consent to use of property for the cultivation of low-THC hemp

Consent must be signed by all property owners not listed as an Applicant or Close Associate under the licence or licence application. If the property owner is a company, all directors must sign the consent and the ASIC Company Extract listing the directors must be submitted.

I, (full name) _____
being the legal owner of the property below, give to the licence applicant/holder below consent for the use of this property for the cultivation of low-THC hemp, pursuant to a licence issued under the *Hemp Industry Act 2008*.

Address:

Lot/DP number/s:

PIC (Property Identification Code) N:

Maximum area allowed for cultivation (hectares):

Licence applicant/holder name:

Licence number (if applicable/known):

Signature:

Date:

Phone:

Email:

Note for the property owner

- A crop cannot be grown at this location until notification of approval has been provided by the NSW Department of Primary Industries and Regional Development. The licensee will be issued with a licence to cultivate at this location, once approved.
- To withdraw consent, please provide notice of withdrawal to bfs.admin@dpird.nsw.gov.au
- Once the location is no longer an approved location for hemp cultivation under this licence, you will be responsible for controlling any volunteer plants. Failure to do so may be an offence under the *Drug Misuse and Trafficking Act 1985*.

Appendix 2. Application and Permit for Movement of Industrial Hemp

Application and Permit for Movement of Industrial Hemp

This is the approved application form and permit to move industrial hemp that has not been substantially stripped of its leaves. The applicant completes 'Section 1: Application' and submits via email to Quarantine Support (quarantine.support@dpiird.nsw.gov.au), who completes 'Section 2: Permit'.

SECTION 1: APPLICATION

Licence holder name:	Licence number:
Address:	
Phone number:	Email:

Consigner details (material to be consigned **from**)

Name of grower:	Licence number:
Property address:	

Consignee details (material to be consigned **to**)

Name of recipient:	Licence number:
Destination property address:	

Material details

Quantity	Package Type	Description of Plants / Plant Material	Planting Notification Number
			PN-
			PN-
			PN-

Reason for movement

Movement dates

Start:	Finish:
--------	---------

SECTION 2: PERMIT

I, _____ (Authorised Officer name), approve the above movement. The following conditions must be adhered to:

1. This permit must be carried with the consignment and made available to an Inspector upon request under the *Hemp Industry Act 2008*.
2. The most direct route to the destination must be taken.
3. Hemp plants/plant material must be concealed from sight for the duration of the movement.

Signature:	Date:
Role:	Mobile:
Regulatory Operations Unit, Biosecurity & Food Safety	

FOR NSW POLICE: Verification of this permit can be completed by calling the Authorised Officer

Appendix 3. Planting Notification & Sampling Request Form

Low-THC Hemp Planting Notification & Sampling Request

Planting notifications **must** be submitted **within 7 days of planting** with a **map** showing property and crop location. If planting more than 1 variety, use a separate form for each variety.

Resubmit this form to **request sampling 2 weeks prior to optimal sampling time.**

Record the planting notification reference number provided by the Department following submission

PN:

Licence Holder Details

Licence holder name:	Licence number:
Mobile:	Email:

Information Relating to the Low-THC Hemp Crop/Location

Address:				
Lot / DP number(s):				
Name of property owner/manager:			Phone:	
Name of grower:			Phone:	
Date planted:				
Variety (1 only)	Crop Area (ha or m ²)	Sowing Rate (kg per ha)/# of Plants	Crop Type	Purpose
			☐ Fibre ☐ Seed ☐ Flower ☐ Cuttings ☐ Whole plant / seedlings	☐ Viable seed/resowing ☐ Construction ☐ Food ☐ Cosmetics ☐ Textile ☐ Oil ☐ Resin ☐ Research ☐ Animal products ☐ Other

Source of Seed

Name of seed supplier:	NSW licence number:	
If sourced outside of NSW, provide name of supplier:		
Address:		
Phone:	Mobile:	Email:

Name: _____

Signature: _____ Date: _____

- ☐ I am authorised to submit this form on behalf of the licence holder
☐ Map attached

COMPLETE THIS SECTION TWO (2) WEEKS PRIOR TO OPTIMAL SAMPLING TIMING AND RESUBMIT

Sampling Request	Date requested:	Intended harvest date:
	Stage of flowering:	

Please return this form by post or email to: PO Box 232, Taree NSW 2430
bfs.admin@dpird.nsw.gov.au

Appendix 4. Crop Failure Notification Form

Low-THC Hemp Crop Failure Notification

Notification of crop failure **must be submitted as soon as crop failure is determined with all supporting documents listed below.**

This notification will be reviewed and may be followed by an on-site inspection. Low-THC sampling may be required if the crop is older than 60 days at the point of failure.

Record the planting notification reference number provided by the Department

PN:

Licence Holder Details

Licence holder name:		Licence number:	
Postal address:			
Suburb:		State:	Postcode:
Phone:	Mobile:	Email:	

Information Relating to the Low-THC Hemp Crop/Location

(These details must match those recorded on the planting notification)

Address:	
Lot / DP number(s):	
Name of property owner/manager:	Phone:
Name of grower:	Phone:
Date planted:	
Variety (1 only):	
Crop area (ha or m ²):	

Information Relating to Crop Failure, Disposal and/or Destruction

Date crop failure determined:
Reason for crop failure:
Intended method of disposal/destruction:
Date scheduled for disposal/destruction:

Signature:

Date:

- ☐ Map attached
- ☐ Photo/s of failed crop attached
- ☐ Register for 'Record of Plant Disposal and Destruction' attached

Please return this form by post or email to: PO Box 232, Taree NSW 2430
bfs.admin@dpird.nsw.gov.au

Appendix 5. Annual Report Form

Low-THC Hemp Annual Report

This form **must** be submitted **by 1 August each year for each location** approved at any time in the preceding year from 1 August to 31 July, even where no planting has occurred. A separate Annual Report must be submitted for each approved location.

Licence Holder Details				
Licence holder name:			Licence number:	
Postal address:				
Suburb:		State:	Postcode:	
Phone:	Mobile:	Email:		

Information Relating to the Low-THC Hemp Crop/Location				
Address:				
Lot / DP number(s):				
☐ No planting				
Planting #1 (Planting notification ref #)	Variety (1 only)	Crop Area (ha or m ²)	Crop Type	Crop Outcome
			☐ Fibre ☐ Seed ☐ Flower ☐ Cuttings ☐ Whole plant/seedlings	☐ Current crop ☐ Partial failure ☐ Successful harvest ☐ Complete failure
Successful Harvest:	Harvest Area (ha or m ²)	Yield (volume per crop type – g/kg/tonnes)		Purpose
				☐ Viable seed/resowing ☐ Construction ☐ Food ☐ Cosmetics ☐ Textile ☐ Oil ☐ Resin ☐ Research ☐ Animal products ☐ Other _____
Failed Harvest:	Reason for Failure		Disposal/Destruction Method	Volume (g/kg/tonnes) or Number of plants
Research:	Status	Destination of Used Material	Disposal/Destruction Method	Research Topic/s
	☐ Ongoing ☐ Complete	☐ Disposed of ☐ Destroyed ☐ Further research		

Planting #2 (Planting notification ref #)	Variety (1 only)	Crop Area (ha or m ²)	Crop Type	Crop Outcome
			☐ Fibre ☐ Seed ☐ Flower ☐ Cuttings ☐ Whole plant/seedlings	☐ Current crop ☐ Partial failure ☐ Successful harvest ☐ Complete failure
Successful Harvest:	Harvest Area (ha or m ²)	Yield (volume per crop type – g/kg/tonnes)	Purpose	
			☐ Viable seed/resowing ☐ Construction ☐ Food ☐ Cosmetics ☐ Textile ☐ Oil ☐ Resin ☐ Research ☐ Animal products ☐ Other _____ 	
Failed Harvest:	Reason for Failure		Disposal/Destruction Method	Volume (g/kg/tonnes) or Number of plants
Research:	Status	Destination of Used Material	Disposal/Destruction Method	Research Topic/s
	☐ Ongoing ☐ Complete	☐ Disposed of ☐ Destroyed ☐ Further research		

Declaration

- I/we hereby certify that all information provided on this form is true and correct.
- I/we hereby certify that I am authorised to submit this form on behalf of this business.

Name:

Signature:

Date:

Please return this form by post or email to:

Department of Primary Industries and Regional Development
PO Box 232, Taree NSW 2430
bfs.admin@dpird.nsw.gov.au

Appendix 6. NSW Low-THC Hemp Licence Register

NSW Low-THC Hemp Licence Register

Licence-Holder Details	
Name of Licence Holder	
Licence Number	
Business/Trading Name	
Address	
Telephone	
Mobile	
Email	

Contents

Attachment 1: Personnel

Attachment 2: Seed obtained

Attachment 3: Seed sold or supplied

Attachment 4: Plants obtained

Attachment 5: Plants sold or supplied

Attachment 6: Sowing of any seed

Attachment 7: Planting of any plants (including propagation cuttings or tissue culture initiations)

Attachment 8: Disposal or destruction of any seed

Attachment 9: Disposal or destruction of any plants

Attachment 10: Harvesting

Attachment 11: Supply of any low-THC hemp material

ATTACHMENT 1: Personnel

H.I.Reg (11)(1)(a) Details of any person employed or assisting licensee in any activities in relation to cultivation or supply of low-THC hemp

Name of employee / assistant	Address	Position / activities undertaken	Proof of identity (e.g. copy of licence held)	Start date	Finish date	Recorded by	Date

ATTACHMENT 2: Seed obtained

H.I.Reg(11)(1)(b) Seed obtained under hemp licence

Date seed obtained	Name of seed supplier	Seed supplier's address	Supplier's hemp licence number	Variety	Weight	Recorded by	Date

ATTACHMENT 3: Seed sold or supplied

H.I.Reg(11)(1)(b) Seed sold or supplied under hemp licence

Date seed sold / supplied	Name of buyer / receiver	Buyer / receiver's hemp licence number	Address of buyer / receiver	Variety	Weight	Recorded by	Date

ATTACHMENT 4: Plants obtained

H.I.Reg(11)(1)(c) Plants obtained under hemp Licence

Date plants obtained	Name of person plants obtained from (supplier)	Supplier's hemp licence number	Property address plants consigned to / planted	No. of plants	Variety	Recorded by	Date

ATTACHMENT 5: Plants sold or supplied

H.I.Reg(11)(1)(c) Plants sold or supplied under hemp licence

Date plants sold / supplied	Name of buyer / receiver	Receiver's hemp licence number	Address of buyer / receiver	Transport approval	No. of plants	Variety	Recorded by	Date

ATTACHMENT 6: Sowing of any seed

H.I.Reg(11)(1)(d) Sowing of any seed under hemp licence

Date seeds sown	Address of property seeds sown	Location on property where seeds sown	Property Owner / Manager	Variety	Area (ha/m ²) sown / Weight of seed sown	Recorded by	Date	Planting notification reference no. (provided by the Department)

ATTACHMENT 7: Planting of any plants

H.I.Reg(11)(1)(e) Planting of any plants (including propagation cuttings or tissue culture initiations) under hemp licence

Date of planting	Property address where plants planted	Location on property where plants planted	Property Owner / Manager	No. of plants	Variety	Recorded by	Date	Planting notification reference no. (provided by the Department)

ATTACHMENT 8: Disposal or destruction of any seed

H.I.Reg(11)(1)(f) Disposal or destruction of any seeds under hemp licence

Date of seed disposal / destruction	Property address seeds disposed / destroyed	Location on property where seeds disposed / destroyed	Manner in which seeds disposed / destroyed	Reason for disposal / destruction	Variety	Weight of seeds	Recorded by	Date	Related planting notification reference no. (provided by the Department)

ATTACHMENT 9: Disposal or destruction of any plants

H.I.Reg(11)(1)(f) Disposal or destruction of any plants under hemp licence

Date of disposal / destruction	Property address plants disposed / destroyed	Location on property where plants disposed /destroyed	Manner in which plants disposed / destroyed	Reason for disposal / destruction	Variety	No. of plants / Area (ha/m²) destroyed	Recorded by	Date	Related planting notification reference no. (provided by the Department)

ATTACHMENT 10: Harvesting

H.I.Reg(11)(1)(g) Harvesting of low-THC hemp under hemp licence

Date of harvest	Property address hemp harvested	Location on property where hemp harvested	Property Owner / Manager	Area (ha/m ²) /quantity of plants harvested	Weight of seeds harvested	Variety	Recorded by	Date	Related planting notification reference no. (provided by the Department)

ATTACHMENT 11: Supply of any low-THC hemp material

H.I.Reg(11)(1)(h) Supply of any low-THC hemp material under hemp licence

Date of supply	Name of buyer / receiver	Address of buyer / receiver	Receiver's hemp licence no.	Description of hemp material supplied (e.g. product was fresh, dried, mulched. Any seeds viable, treated non-viable, etc.)	Recorded by	Date