



Department of
Primary Industries

Hemp Production in New South Wales

Licence Manual



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Hemp Production in New South Wales

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Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing (February 2018). However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of the Department of Primary Industries or the user's independent adviser.

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Introduction

Industrial cannabis fibre and seed comes from the cannabis plants specifically bred to have tetrahydrocannabinol (THC) levels of no more than 1%. In New South Wales, a licence is required if you are going to commercially produce industrial cannabis fibre and seed or conduct research into the use of cannabis for these purposes.

The Hemp Industry Act 2008 (the Act), allows the cultivation and supply of low THC hemp fibre and seed production in NSW, under controlled conditions¹.

THC, tetrahydrocannabinol, is the mind-altering substance present in marijuana. Although it looks the same, low THC hemp, as the name implies, has very low concentrations of THC and has no value as a drug.

A licensing scheme under the Act allows commercial production of low THC hemp, as well as facilitating the development of an industry in processing, manufacturing and marketing in NSW.

This licensing scheme will enable activities to be carried out under strictly controlled conditions. These activities include commercial production, research into the alternate uses of low THC hemp, and plant breeding programs to develop new or improved strains of low THC hemp.

Licensing conditions will ensure that production can take place without risk to drug law enforcement. These conditions include strict eligibility and suitability requirements for licence applicants and compliance monitoring programs.

Low THC hemp has been around for many years and has a wide range of uses including oil for use in dog food, fibre for use as a substitute for fibreglass, and many other products.

Low THC hemp has the added advantage of being considered an environmentally friendly crop, as it requires less irrigation water and use of agricultural chemicals than other fibre crops. A low THC hemp industry in NSW will soon be a reality with the backing of farmers, industry and government.

Licence Application Process

To cultivate or supply low-THC hemp in NSW, a licence is required under the *Hemp Industry Act 2008* (the Act).

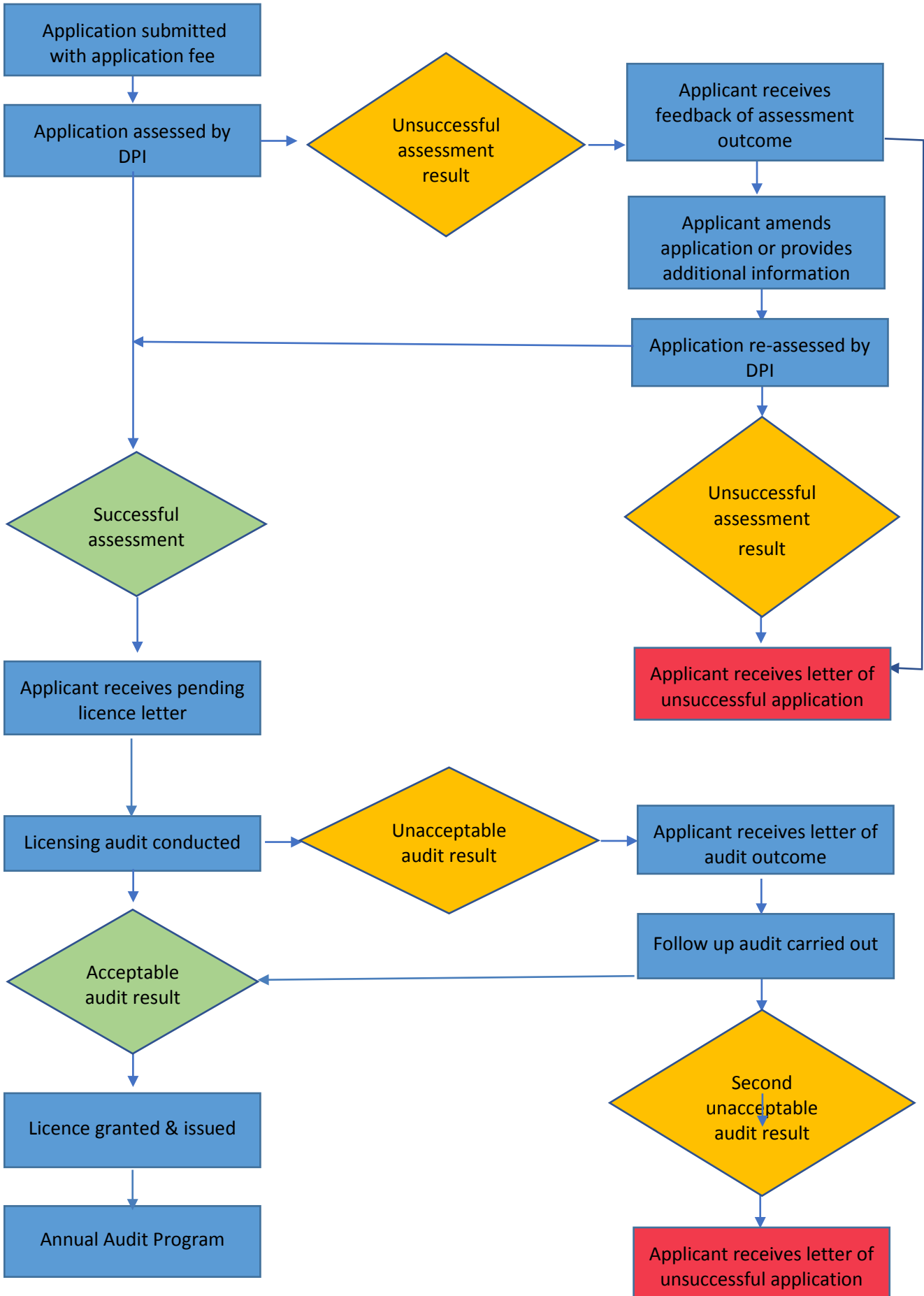
A licence can only be issued to a person who is considered suitable to be concerned in or associated with the cultivation or supply of low-THC hemp.

It is the responsibility of the applicant to provide NSW Police Checks (criminal check) for all applicants and close associates. This is an essential requirement to verify whether an applicant or close associate has a history of drug related offences.

Licence applications are available from the Department of Primary Industries or on the NSW DPI website. An application must be made on the approved application form, be accompanied by the appropriate licence application fee and include all supporting material requested by the department.

¹ This license does not permit the growing of hemp for medicinal use. Contact the Commonwealth Office of Drug Control for information about researching, cultivation and producing cannabis for medicinal purposes.

Figure 1. Licence application process



Licence Application Checklist

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

- Application form
- Photo identification of applicants and associates
- Criminal check of applicants / associates
- Property plan (incl. main roads, residential areas)
- Payment details

Licence Application Assessment

Every licence application is assessed individually on the following criteria:

- Suitability of applicant and close associates
 - The Department must be satisfied that the person, and each close associate of the person, is of good repute, having regard to character, honesty and integrity.
 - The applicant and close associates have not been found guilty of a drug related offence.
 - The activities of growing low-THC meet the specific requirements as specified in the Act, Regulations and this License Manual.
- Suitability of cultivation site(s)
 - The location of the cultivation and processing sites are suitable.
 - *Examples of suitability:*
 - Cultivation site must not be located near any main roads or paths that are commonly used by the public.
 - Cultivation site should be appropriately distanced from residential areas, places of public gatherings, schools etc.

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

Permitted Activities

Applicants should note that a licence can authorise more than one activity, such as cultivation and supply of low-THC hemp. To avoid the need for additional licences, applicants should ensure that they provide complete information relating to all proposed activities. The following category descriptions are provided to assist applicants (Table 1).

Table 1. Permitted Activities

Activity	Definition
Cultivation of low-THC hemp for commercial production	Low-THC hemp is cultivated for the purpose of supplying low-THC hemp plants or products derived from such plants (such as seeds or fibre) into the commercial market.
Cultivation of low-THC hemp for use in manufacturing process	Low-THC hemp is cultivated for the purpose of supplying low-THC hemp plants or products derived from such plants (such as seeds or fibre) as raw materials for use in manufacturing processes.
Cultivation of low-THC hemp for scientific purposes	<p>Low-THC hemp is cultivated for the purpose of scientific research, instruction, analysis or study. For example, this might include:</p> <ul style="list-style-type: none"> • bona fide research into some aspect of production, plant quality, plant health, plant breeding or similar activity. • educational or advisory activities or demonstration of some aspect of the cultivation of low-THC hemp to the public.
Supply of low-THC hemp for commercial production.	<p>Low-THC hemp plant material or seed is supplied for the purpose of commercial production which is not to be used in a manufacturing process.</p> <p><i>An example of supply for commercial production would be supplying seed which will be used for sowing or supplying seed or plant material to a third party not involved in the original production, who may on-sell for manufacturing processes</i></p>
Supply of low-THC hemp for use in manufacturing process	Low-THC hemp plant material is supplied for use in a manufacturing process. A manufacturing process is taken to mean any process that converts low-THC hemp plants and raw seed into fibre, processed seed, oil or other products. This may include on-farm processing of fibre or oil extraction.
Supply of low-THC hemp for scientific purposes	<p>Low-THC hemp plants, or products derived from such plants (such as seeds or fibre), are supplied to a research or educational facility or to a laboratory for scientific research, instruction, analysis or study. For example, this might include:</p> <ul style="list-style-type: none"> • bona fide research into some aspect of production, plant quality, plant health, plant breeding or similar activity. • educational or advisory activities or demonstration of some aspect of the cultivation of low-THC hemp to the public. • Where plants material or seed is used for the purpose of scientific analysing including determining THC levels, disease resistance.

Duration of licence

A licence is valid for a period of five years. If at any stage, the licence holder wishes to cancel their licence, the licence holder must contact the Departments Licensing and Accreditation unit to inform them of their intention to cancel.

NSW Department of Primary Industries

PO Box 232, Taree NSW 2430

Phone: 02 6552 3000

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

Fees and charges

Application Fee

The application fee must accompany the application. If no application fee, or the incorrect application fee, is received, the application will not be processed until the correct fee is provided.

Annual Licence Fee

An annual licence fee must be paid for the licence to remain valid. The Department will notify each licence holder when the annual licence fee is due.

Table 2: Description of fees and charges associated with Hemp Licence

Description of fee	Fee (\$)	Comment
Application fee	572	Licence valid for 5 years
Renewal fee	418	
Annual Licence fee	200	
Audit fee	-	

Licence Conditions

The licence holder must ensure that licence conditions as specified in *Hemp Industry Act 2008* and Regulation are managed and complied with.

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 <i>Clause 10</i>	Licence Conditions	The licence holder must follow all conditions pursuant to section 10 of the Regulations.
Regulation <i>Clause 10 (1)(b)</i>	Approved locations	The licence holder must only conduct activities on approved locations as specified on the certificate of licence.
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 business must notify the Department within 7 days after planting or sowing.
Licence Condition	Operation in accordance with licence manual	The licence holder must ensure they are operating in accordance with licence manual and notify the Department of any changes to contact details, associate details and notify within the required timeframes.

Approved cultivation and processing sites

The Department allows licence holders to submit a maximum of five (5) locations on their application for approval. If the licence holder chooses to change locations, they must contact the Licensing and Accreditation unit via email (bfs.admin@dpi.nsw.gov.au) to inform them of the changes.

All variations to approved locations will incur a desktop audit as well as and 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.

Property Security

The following measures must be taken to address security and safety issues for the cultivation and processing of low-THC hemp.

- practical measures must be implemented to prevent unauthorised access to cultivation, processing or storage areas
- practical measures must be implemented to record access to cultivation, processing or storage areas (by contractors, visitors, etc.)
- any hemp plants growing on the cultivation site after harvest must be eradicated
- volunteer hemp plants must be removed and destroyed within 4 weeks of germination
- volunteer hemp plants must be recorded in the licence register

Practical measures must be taken to address security and safety issues for the growing and processing of low-THC hemp. The visitor register in the appendix must be used to record visitors to cultivation, processing and storage areas.

Standard operating procedures for employees under a cultivation licence (Optional)

It is recommended that all applicants for a licence prepare documented standard operating procedures (SOPs) and maintain a register of SOPs. SOPs should be:

- clear, concise, comprehensible and readily available to personnel needing them
- numbered, dated and have a title and identity of the position (or role) of the person responsible for the SOP
- include detailed instruction on the subject and a date for the next review of the SOP.

SOPs are intended for internal use by the licensee's employees and will not be subject to approval or registration by NSW DPI as part of the licence application process.

Notification

Cultivation

As part of the conditions of licence, every low-THC hemp licensee must notify the NSW DPI at specific stages of the production. These stages have been identified due to their high-risk nature and potential for non-compliance. The table below shows the significant stages of low-THC hemp production and the stages that must be notified to the DPI. At key stages of the operation, an authorised officer will conduct a compliance audit to ensure conditions are being upheld.

Table 4. Notification chart

Stage of production	No. days' notice	Notification to NSW DPI	Audit to be conducted	Method of notification
Annual Planting notification	7 ²	YES	YES	Email
Annual Report	Must be received by the Department on or before the 1 st of August each year			
Administrative				
Variation of licence holder's name, address or contact details	7	YES	NO	Email
Variation of licence holder or close associates	7	YES	NO	Email
Changes to arrangements for use of cultivated plants	7	YES	NO	Email
Variation to approved cultivation / processing sites	30	YES	YES	Email
Notification of Sampling	14	YES	NO	Email

Email address: bfs.admin@dpi.nsw.gov.au

² Number of days' notice after planting or sowing has occurred

Other Notification

Licensees have obligations to notify the department if they become aware of unauthorised activity, proposed unauthorised activity or certain drug offence convictions. Contact the Department on 02 9741 4790, for further information.

Sampling and Testing

Sampling of plants for testing will be co-ordinated by the Department, and will be carried out by an Authorised Officer. Under most circumstances, this will occur at the same time as other routine activities such as the annual compliance audit. Sampling will be timed to optimise the integrity of the testing process, based on notification of planting and sampling request being submitted. This may result in sampling being carried out at a separate time to the compliance audit.

Sampling request forms are to be submitted to the Department 14 days before optimal sampling timing (usually greater than 70 days after planting/sowing). Sampling request forms to be emailed to;

bfs.admin@dpi.nsw.gov.au

Enquiries regarding sampling processes or timing can be directed to;

Phone: 02 9741 4790

Or

Email: quarantine@dpi.nsw.gov.au

Authorised Officers will collect samples based on pre-determined sampling processes and methods. Samples will be sent to laboratories approved for THC testing, with the cost of testing to be borne by the licensed business.

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

Notification of non-compliant test

A license 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. Notification to be made on;

Phone: 02 9741 4790

Or

Email: quarantine@dpi.nsw.gov.au

Audits in the Low THC Hemp Industry

What is in the Audit?

An audit is a process where an authorised auditor visits a facility or cultivation site to assess compliance. During the audit the auditor carries out an inspection of the facility/site and reviews documentation including the licence register and associated records.

During a licensing or compliance audit, the authorised officer will check that:

- conduct of activities permitted on the certificate of licence
- the licensee is adhering to the licence conditions and legislative requirements
- security precautions in place to ensure activities remain under the control of licensee
- Licence Register is being filled out accurately and correctly
- personnel details are current and correct

Corrective Action Requests

If the auditor identifies an area or an issue that is not compliant, they will raise a Corrective Action Request (CAR). A Corrective Action Request identifies the non-compliance, and generally allows the licensee a period of time to take action to address the issue. The Corrective Action Requests (CARs) identified during audits are rated as Minor, Major or Critical, depending on their severity. Each CAR attracts a numerical value, the total of which determines the audit outcome.

Table 7. Corrective Action Request Scoring

CAR Category	Numeral 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 example is of minor CAR:

- failure to submit annual report on time
- small amount of information missing, illegible or incomplete in License 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 example is of major CAR:

- large amounts of information missing, illegible or incomplete in 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 critical defects:

- operating outside the scope permitted in the licence
- planting in areas outside those approved in the licence
- not notifying the DPI and NSW Police of any unauthorised activities
- failing to update DPI within the required time frames
- failing to notify the Department of any known criminal offences with the licence holder or close associates
- failing to submit planting notification
- 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.

How is the audit outcome determined?

At the conclusion of the audit, the allocated points are added to give a total rating of ACCEPTABLE or UNACCEPTABLE (shown in Table 5).

Table 8. Audit score outcome

Audit Rating	Total number allocated points	Audit results
ACCEPTABLE	0 - 64	ACCEPTABLE
UNACCEPTABLE	64 and above	UNACCEPTABLE

Unacceptable audit result

In the event that 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 with specific timeframes for compliance
- conditions may be imposed that restrict or prohibit certain activities by the licensee or permit holder
- the licence may be suspended, cancelled or not renewed or not granted
- individuals or companies may receive penalty notices or be prosecuted

Table 9. Unacceptable audit frequency

Rating	Maximum period for follow up audit (s)	Unacceptable follow up audit	Acceptable follow up audit
UNACCEPTABLE	1 month	Remain on 1 monthly audits and additional enforcement action	Return to original audit schedule

Acceptable Audit Frequency

If an audit outcome is acceptable the next audit will be carried out in 12 months.

Unannounced Audits

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

The Hemp Licence Register

All licensees must keep a register that contains information regarding low THC Hemp.

The register must contain the follow information:

Personnel details

- The name and address of any person employed or involved 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. Examples of proof of identity documents include, a copy of the person's driver licence or passport, etc.

Seeds

- Details of seeds that are supplied or obtained under the licence, including:
 1. the date that the seeds are supplied or obtained, and
 2. the weight of the seeds, and
 3. the variety of the seeds, and
 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, and
 2. the weight and variety of the seeds sown, and
 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, and
 2. the number of the plants, and
 3. the variety of the plants, and
 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, and
 2. the number of plants, and
 3. the variety of the plants, and
 4. the location where the plants are planted,

Disposal and 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, and
 2. the weight of the seeds or number of plants, and
 3. the variety of the seeds or plants, and
 4. the location where the seeds or plants are disposed or destroyed, and
 5. the manner in which the seeds or plants are disposed or destroyed, and
 6. the reason why seeds or plants where disposed or destroyed

Harvesting

- Details of harvesting of low-THC hemp under the licence, including:
 1. the date of the harvesting, and
 2. the quantity of plants harvested, and
 3. the variety of the plants harvested, and
 4. the weight of any seeds obtained from harvested plants and the variety of those plants, and
 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, and
 2. the name of the person to whom the hemp was supplied, and
 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).

Any of the above 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 that the information was recorded in the register.

The person responsible for keeping a register under a licence must, if the licence to which the register relates expires or is revoked, retain the register for a period of 5 years after the expiry or revocation.

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 the license is transferred to.

The appendices have a number of templates for information to be kept in a licence register. Licensees may wish to use these templates, or any other documents that contain the above information, and comply with the above language, legibility, security and accessibility requirements.

Annual Report

An annual report must be submitted by each licensee on or before the 1st August. A copy of the annual report to be submitted is attached in Appendix 10.

Appendix 1. Low THC Hemp Licence Register

Low THC Hemp Licence Register		
Name of Licence Holder		Licence No.
Business/Trading Name		
Address		
Telephone Mobile e-Mail		

Appendix 2. Personnel register

Given name	Surname	Address	Position/activities carried out	Proof of identity	Copy of Proof of Identity attached or storage method (e.g. electronic file location)	Recorded by	Date
<i>e.g. John</i>	<i>Citizen</i>	<i>125 Jones Ln, Smithtown</i>	<i>Manager</i>	<i>Driver's License</i>	<i>Office computer, C:\Documents\Staff ID photos</i>	<i>A. Licensee</i>	<i>1/11/17</i>

Appendix 3. Record of seed and plant purchased

Date of purchase	Name of seed supplier	Supplier address	Suppliers hemp licence number	Variety	Quantity Weight of seed (KG)/ No. of plants	Recorded by	Date
<i>e.g. 9/6/17</i>	<i>Dan Green - Seed Sales Pty Ltd</i>	<i>456 Princes Hwy, Seedtown</i>	<i>13579</i>	<i>Eve</i>	<i>100Kg</i>	<i>A. Licensee</i>	<i>6/7/17</i>

Appendix 4. Record of seed sowing / planting

Date	Activity	Address of property	Location / paddock	Variety	Quantity Weight of seed (KG)/ No. of plants	Recorded by	Date
<i>e.g. 6/7/17</i>	<i>Sowing</i>	<i>234 Harvest St, Smithtown</i>	<i>Lot 2</i>	<i>Eve</i>	<i>100kg</i>	<i>A. Licensee</i>	<i>6/7/17</i>

Appendix 5. Record of seed or plants sold

Date sold	Material type- Seed or Plant	Name of buyer	Address of buyer	Hemp licence no. of buyer	Variety	Quantity Weight of seed (KG)/ No. of plants	Recorded by	Date
<i>e.g. 18/1/16</i>	<i>Plant</i>	<i>Plant Growers Pty Ltd</i>	<i>647 Main Rd, Smithtown</i>	<i>9876</i>	<i>Eve</i>	<i>500 plants</i>	<i>A. Licensee</i>	<i>18/1/16</i>

Appendix 6. Record of seed or plant disposal and destruction

Date of disposal or destruction	Material type-Seed or Plant	Property from where plants were disposed / destroyed	Location of disposal or destructions	Method of disposal or destruction	Reason for disposal / destruction	Variety	No. of plants	Recorded by	Date
<i>e.g. 20/11/17</i>	<i>Plant</i>	<i>234 Harvest St, Smithtown</i>	<i>Lot 3</i>	<i>Mulch then Compost</i>	<i>Surplus</i>	<i>Eve</i>	<i>2000</i>	<i>A. Licensee</i>	<i>20/11/17</i>

Appendix 7. Harvest records

Date of harvest	Property address hemp was harvested	Location / paddock hemp was harvested	Material harvested- Seed or plant	Quantity material harvested Weight of seed(Kg)/no. of plants	Harvested area (acres, hectares)	Variety	Recorded by	Date
<i>e.g. 4/11/17</i>	<i>234 Harvest St, Smithtown</i>	<i>Lot 2</i>	<i>Plant</i>	<i>500000</i>	<i>2 ha</i>	<i>Eve</i>	<i>A. Licensee</i>	<i>4/11/17</i>

Appendix 8. Record of low-THC hemp material supplied

Date of supply	Name of person hemp material supplied to	Address supplied to	Licence No.	Description of low-THC hemp material & treatment	Recorded by	Date
<i>e.g. 3/11/17</i>	<i>David Jones -Hemp Processors</i>	<i>23 Fibre Pl, Smithtown</i>	<i>7894</i>	<i>Stripped stems</i>	<i>A. Licensee</i>	<i>4/11/17</i>

Appendix 9. Visitor Register

Date of visit	Name of person	Address of person	Reason for visit	Recorded by	Date
<i>e.g. 2/11/17</i>	<i>John Smith</i>	<i>125 Electrical Ave, Johntown</i>	<i>Harvesting contractor</i>	<i>A. Licensee</i>	<i>2/11/17</i>

Appendix 10. Annual Report, Planting Notification & Sampling Request Forms

Low THC Hemp - Annual Report					
Annual report must be received by the Department before or on the 1 August each year					
Name of Licence Holder			Licence No.		
Business Name					
Postal Address:					
City:		State: NSW		Postcode:	
Telephone:		Mobile:			
e-Mail:					
Provide details of individual paddocks /blocks under this licence.					
Paddock / Block#					
Address:			City:	Post Code:	
DP / Lot #					
Variety	Crop Area (Ha)	Harvest Area (Ha)	Yield of Fibre (Tonnes / Ha)	Yield of Seed (Kg/ Ha)	Yield of cuttings (Research)
Provide details of individual paddocks /blocks under this licence.					
Paddock / Block#					
Address:			City:	Post Code:	
DP / Lot #					
Variety	Crop Area (Ha)	Harvest Area (Ha)	Yield of Fibre (Tonnes / Ha)	Yield of Seed (Kg/ Ha)	Yield of cuttings (Research)
SIGNATURE(S) – Please sign below with name clearly printed underneath					
<ul style="list-style-type: none"> • 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. 					
Signature					
Print name:			Date:		
Please return all pages of your application to:					
Department of Primary Industries Biosecurity & Food Safety bfs.admin@dpi.nsw.gov.au PO Box 232 TAREE NSW 2430					



**Department of
Primary Industries**

Hemp Sampling Request Form

Date			
Licensee Name			
Licensee Address			
Licence No			
Phone		Mobile	
Fax		Email Address	

Type of Hemp Crop

- Seed Crop - Variety _____.
- Fibre Crop - Variety _____.

Stage of flowering _____.

Intended harvest date _____									
Size of Hemp Crop (hectares) _____	No. of Hemp Crops being grown _____								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Crop Address/Location: Lot No. _____</td> <td>DP No: _____</td> </tr> <tr> <td colspan="2">Full address _____</td> </tr> <tr> <td>Name of Property Owner/Manager _____</td> <td>Contact ph. no. _____</td> </tr> <tr> <td>Name of Grower (if different from Licence Holder) _____</td> <td>Contact ph. no. _____</td> </tr> </table>		Crop Address/Location: Lot No. _____	DP No: _____	Full address _____		Name of Property Owner/Manager _____	Contact ph. no. _____	Name of Grower (if different from Licence Holder) _____	Contact ph. no. _____
Crop Address/Location: Lot No. _____	DP No: _____								
Full address _____									
Name of Property Owner/Manager _____	Contact ph. no. _____								
Name of Grower (if different from Licence Holder) _____	Contact ph. no. _____								
Directions _____									
Access issues (e.g. bad road, electric fence, stock, etc) _____									

Mobile phone reception Yes / No `

This form must be submitted at least 2 WEEKS before sampling is required to:

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

OR

PO Box 232, Taree NSW 2430

Inspector's use only

Sampling Date _____ Time _____.

Arrangements to meet:

Name _____, Position _____.

Location _____.

Licensee will be attending on the day? Yes / No Copy of APN and licence accessed? Yes / No



**Department of
Primary Industries**

Annual Planting Notification Form

**Note: This form must be submitted within 7 days of planting
Attach map showing property and crop location**

Name of Licence Holder		Licence No.
Business Name		

Postal Address:

City:	State	Postcode:
Telephone:	Fax:	
Mobile:	e-Mail:	

Please tick this box if you will not be cultivating low-THC hemp in the coming season (no further information required).

The following information relates to the crop of low-THC hemp to be cultivated in thegrowing season

Crop Address/Location: Lot No. DP No:

Full address

Name of Property Owner/Manager Contact ph. nos

Name of Grower (if different from Licence Holder) Contact ph. nos

Cultivar or Variety	Paddock or block	Crop Area (Ha)	Proposed Sowing Rate (Kg/Ha)	Sowing Date	Crop Type Fibre or see (F / S)

Source of seed

Name of Seed Supplier:	If sourced from NSW, provide the supplier's Licence Number	NSW Licence number:
	If sourced from elsewhere, include any identifier:	

Postal Address:

City:	State	Postcode:
Telephone:	Fax:	
Mobile:	e-Mail:	

Signature Date:

Email: bfs.admin@dpi.nsw.gov.au OR PO Box 232, Taree NSW 2430