**Please complete this form and submit to NASAA Certified Organic.**

PO Box 768 Stirling SA 5152 **TEL** +61 8 7231 7700 **EMAIL**  info@ncocertifiedorganic.com.au

**Remember to keep a copy for yourself**

***EXPLANATION:***

1. *An operator needs to inform NCO office before implementing any changes that are not reflected in the operator’s current Contract Schedule. Such a change is termed* ***Change of Scope.***
* *Notification is therefore required where any certified operator desires to add products or services to their existing certification.*
* *Refer to your Certification Contract Schedule and Certificate for a list of your products. If Products are not listed then they are not certified. (Please check with the office if you are not sure).*
1. *Any amendments to existing product formulations or assessments of new formulations (or parts of formulations) also require the NCO office to be notified prior to implementing these changes. Before being certified, the product requires* ***Technical Assessment*** *for compliance with standards/regulation requirements.*
2. *Changes to how a product is processed is a change in management practice and may impact on the certification of that product. Such a change must also be notified to NCO prior to selling any product resulting from the processing change.*

*Note:*

* 1. *For change of certification with*

*- new land and/or crops/non EU program Livestock please complete the* ***Additional Acreage & Additional Crop/Livestock Application Form***

*- processing or processed product please complete the* ***FM\_Change of Processing Scope or Product Specification Application Form***

*b. Please refer to the* ***IS\_EU Livestock Additional Requirements*** *document when completing this form.*

*c. Where a section and/or question is not relevant to your operation, please indicate this by inserting Not Applicable or N/A.*

1. **Applicant Details**

Name of Licensee:

Certification number:

Current Certification Category/ies and Scopes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. List Livestock Type and Product to Be Certified

|  |  |  |
| --- | --- | --- |
| Livestock Type | Number of Animals | Product |
| *eg. Sheep* | *600* | *meat* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Indicate Feed Supplied to Livestock. Include all Feed Supplements and/or Feed Rations

|  |  |  |
| --- | --- | --- |
| Livestock Type | Feed Used | % of Diet(annual basis) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Indicate if any Parallel (conventional) or Split (in-conversion) Production occurs:

|  |  |  |
| --- | --- | --- |
| YES |  | If yes, describe how livestock and livestock products are kept separate and what records are kept to demonstrate clear identification and separation. |
| NO |  |

1. Does any Transhumance Occur?

|  |  |  |
| --- | --- | --- |
| YES |  | If yes, Indicate under what conditions and the % of the total feed ration contributed by this per year. |
| NO |  |

1. Indicate the animal husbandry qualifications/experience possessed by personnel responsible for livestock management:
2. Are Stock kept in buildings at any stage of their production?

|  |  |  |
| --- | --- | --- |
| YES |  | If yes, a. Indicate the stage of life/production cycle when this occurs eg chickens - nightly |
| NO |  |

b. Indicate building/area stocking densities

 c. Indicate the floor surface structure and any input materials used

eg solid floor with added sawdust

 d. Indicate pest control practices and substances used in buildings

1. Manure Management:

Does total stocking density and/or total amount of livestock manure applied to the agricultural area exceed the limit of 170 kg of nitrogen per year and hectare?

(to calculate this refer to: IS\_EU Livestock Additional Requirements Annex C)

|  |  |  |
| --- | --- | --- |
| YES |  | If yes, Indicate the rate of Nitrogen that is applied. |
| NO |  |

1. Does any Processing of Livestock Product Occur?

|  |  |  |
| --- | --- | --- |
| YES |  | If yes, indicate Processor/Abattoir name and Organic Certification Details:  |
| NO |  |

1. Standards & Compliance

1. I agree to comply with the requirements of the NASAA Organic and Biodynamic Standard and additional requirements for the EU Livestock program for which I have applied.
2. I agree to supply NCO with any further information needed for evaluation of the production to be certified.
3. I understand that if the information I have supplied is false the application will be cancelled.
4. I consent to the use of subcontracted inspection personnel and/or laboratories as required.
5. I provide this information on the understanding that it will be used in accordance with NCO’s Privacy Statement (available on NCO website).
6. I accept that there may be an exchange of information with other certifiers as required if

a) the certified operation or associated sublicenses are inspected by another certifier,

b) certification is transferred to another certifier.

1. I accept that upon withdrawal of certification
* Relevant certifiers are required to inform the relevant authorities and
* Relevant certification records are kept for at least 5 years
1. I accept to inform NCO (and other relevant certifiers, if any) of any breach of standard that may affect the integrity or status of the Organic Products.

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Change of Scope Application Fee

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.

 **TOTAL AMOUNT PAYABLE $**

**Payment** by cheque payable to ***NASAA Certified Organic Pty. Ltd.*** Or by credit card

VISA MASTERCARD *(please circle)*

CARDHOLDER’S NAME................................................................………………………………………………….

CARD NO..........................................................................................................EXPIRY DATE…………………..

Direct payment to NASAA Certified Organic Pty Ltd account; BSB 085-458, Account No 83-272-8926

For International Transfers: BIC/Swift Code: NATAAU3303M