

Facility Application



Section A: Nature of Application



Facility Type

MPI Facility Code

Customs Control Area Client Code

TSW Organisation Registration Number

MPI Financial Account Number

NZBN Number

Application Type

New Facility **

Change Facility Operator **

Facility Move

Amendment to Conditions of Approval

Change of Facility Ownership **

Change of Facility Name

**** You must complete a Facility Operator Application**

Section B: Facility Details

Facility Name

Physical Address

Postal Address *(if different from Physical Address)*

Organisation Name

Telephone Number

Organisation E-mail

Section C: Facility Operator / Nominated Delegate Details

Is your Facility Operator an Organisation?

Yes

No

Facility Operator Name

Nominated Delegate Name *(required if operator is Organisation)*

Section D: Goods / Countries / Containers

1 What types of goods are you intending to import?

2 What countries are you intending to import from?

3 How many containers per year are you intending to import?

Section E: Facility Standards you are seeking Approval for?

TFGEN: Facility Types

| | |
|--|-------------------------------------|
| Sea Containers | Inorganic risk material |
| Air Containers | Live animal located at POFA |
| Animal product (Holding only) | Personal effects |
| Biological product (Holding only) | Sawn wood |
| Courier and international mail | Seeds / stock feed / stored product |
| Fresh produce and Nursery stock | Self-storage |
| Grains for consumption / feed processing | Used Machinery, tyres and vehicles |

TFGEN: High Risk Biosecurity Facilities

| | |
|-----------------------|--|
| Biosecurity Refuse | Incineration or Sterilisation |
| Biosecurity Treatment | Holding non-compliant farm animals at TFs at POFAs |
| Decontamination | |

Containment and Transitional Facility Standards

| | |
|--|---|
| Animal Products Transitional Facilities Standard - MPI-STD-ANIPRODS | Low Security Farm Animal Transitional Facilities Standard - 154.02.13 |
| Biological Products Transitional Facilities Standard - 154.02.17 | Microorganisms and Cell Cultures: 2007a - Facilities Standard - 154.03.02 |
| Cat & Dog Transitional Facilities Standard - catdog.tf | Ornamental Fish & Marine Invertebrates Transitional Facilities Standard - 154.02.06, MPI-STD-ORNAMARI |
| Field Testing of Farm Animals Containment Standard - 154.03.06 | Plant Containment Facilities Standard - 155.04.09 |
| Identification of Organisms Transitional Facilities Standard - 155.04.03 | Post Entry Quarantine for Plants - Facilities Standard - PEQ-STD |
| Invertebrates Transitional & Containment Facilities Standard - 154.02.08 | Vertebrate Laboratory Animals Containment Facilities - 154.03.03 |
| Live Poultry & Poultry Hatching Eggs Facility Standard - MPI-STD-POULTRY | Zoo Animals Containment & Transitional Facilities - 154.03.04, MPI-STD-ZOO |

Section F: Declaration

(Full Legal Name) being the applicant for approval of the

facility, in accordance with section 39 of the Biosecurity Act 1993, declare that to the best of my knowledge, the above information is true and correct. I understand that failure to provide any of the required information or the provision of false or incorrect information may result in rejection of my application by MPI or subsequent Suspension or Cancellation of my approval. I have read and understood the MPI Standard(s) I am applying for and have included extra documents where required. I accept to pay all costs associated with the approval of this application.

Signed:

Date:

Section G: Application Checklist

New Facility OR Change of Ownership

Colour PDF of Facility Application Form

Colour PDF of Facility Operator Application Form

Colour PDF of the Facility Operator or Nominated Delegate "*Approved Identification*" as described in Appendix A of the Facility Application Guide

Colour PDF of a Letter of Authorisation for the Nominated Delegate(s) from the Organisation, where the organisation is the named Facility Operator

[Colour PDF of Operating Manual \(Inclusive of Site Plan\)](#)

[Colour PDF of MPI Credit Account Application Form or existing Credit Account Number](#)

[Colour PDF of TSW NZCS224 - Client Registration Application / Update](#)

Colour PDF of Director(s) Identification "*Approved Identification*" as described in Appendix A of the Facility Application Guide

[Colour PDF of Certificate of Incorporation](#)

Change of Facility Operator

Colour PDF of Facility Application Form

Colour PDF of Facility Operator Application Form

[Colour PDF of Operating Manual \(Inclusive of Site Plan\)](#)

Amendment to Conditions

Colour PDF of Facility Application Form

[Colour PDF of Operating Manual \(Inclusive of Site Plan\)](#)

Change of Facility Name OR Facility Move

Colour PDF of Facility Application Form

[Colour PDF of Operating Manual \(Inclusive of Site Plan\)](#)

[Colour PDF of TSW NZCS224 - Client Registration Application / Update](#)

Colour PDF of Director(s) Identification "*Approved Identification*" as described in Appendix A of the Facility Application Guide

[Colour PDF of Certificate of Incorporation](#)

Submit all documents in colour PDF format via E-mail only

Send Application to Relevant Regional Office:

Northern Region:

Northland, Auckland, Waikato, Bay of Plenty

facilityapprovals@mpi.govt.nz

Central Region:

Taranaki, Manawatu-Wanganui, Hawkes Bay, Wairarapa, Wellington

Wellington.QITF@mpi.govt.nz

South Island:

All of South Island and Stewart Island

bcsops@mpi.govt.nz

General Enquiries:

0800-222-018 (Option 5)

Note: If the Approved Facility Operator is expired / replaced. A new Facility Operator & Facility Application must be completed.



The relevant Application for Approval is governed under the Biosecurity Act 1993.

1. This Guide relates to the following types of applications that relate to a Facility

1. Containment Facility
2. Post-entry Quarantine Facility
3. Transitional Facility

2. Prior to filling out the Application form ensure that you have read and understood the following information

1. Applications are to be typed.
2. The contents of each document must be legible and clearly [typewritten](#).
3. Applications must be [signed](#) in **Section F “Declaration”**.
4. All Applications must be sent via e-mail to the relevant MPI Regional Office
5. All application information is to be sent to MPI electronically as a Portable Document Format (PDF).
6. MPI will not accept Applications where the documentation sent via e-mail has been sent as individual pages or Joint Photographic Experts Group (JPEG).

3. Who can apply for a Facility approval?

As per [Section 39 of the Biosecurity Act 1993](#):

“Any person may apply in an approved form and manner to the Director-General for the approval of any place as a transitional facility or a containment facility.”

A **Containment Facility** must comply with the requirements of the [Biosecurity Act 1993](#) and meet the relevant standards associated to the [Hazardous Substances and New Organisms Act 1996](#) (Displayed in “Section E” of the application form).

A **Transitional Facility** must comply with the requirements of the [Biosecurity Act 1993](#) and relevant standards for building, maintaining, or operating Transitional Facilities (Displayed in “Section E” of the application form).

4. Does the Facility Operator need to undertake training?

Some facility standards (TFGEN & PEQ) require Operators to complete an MPI-approved Operator training course. Refer to the relevant facility standard(s) for further information mpi.govt.nz.

For a list of training providers click on the link [Training Providers](#).

5. How long does it take to get an application assessed?

Transitional Facility: Where all the documents and the pre-approval assessment meet requirements, MPI will endeavour to complete the approval within six (6) weeks of receipt of your application.

Containment Facility: Where all the documents and the pre-approval assessment meet requirements, completion of the facility approval will be dependent upon any additional requirements, as determined by the approving officer.

6. What are the costs?

The Costs for applying to be a Transitional Facility are based on the current [Biosecurity \(Costs\) Regulations 2010](#). You can also find updated information about our Fees and charges on the following link:

[Fees and charges for transitional and containment facilities](#)

7. How long is an approval valid for?

1. Approvals expire at a specified time / occurrence of a specified event and can be specified in the approval.
2. Approvals are valid until suspended or cancelled by MPI, in accordance with the following Sections of the [Biosecurity Act 1993](#):
 - [Section 39 \(Facility cancellation\)](#)
 - [Section 40A \(Facility suspension\)](#)
 - [Section 40 \(Operator cancellation\)](#)
 - [Section 40D \(Operator suspension\)](#)

Note: An Operator may request or MPI may initiate Suspension / Cancellation following non-compliance with a facility standard(s).

8. Privacy statement and disclosure of information

All information collected in the Application Form is required for the purpose of enabling MPI to assess the suitability / qualification of the applicant applying for approval under [Section 39 of the Biosecurity Act 1993](#). Information relating to the Application will not be passed on to third parties without Consent of signatories; unless permitted under the [Privacy Act 1993](#) or where required to be disclosed by law. Under the Privacy Act, signatories can request access to / or of any personal information that is held by MPI. Furthermore, enclosed is the link to the [MPI Privacy and Transparency Commitment](#) that will assist the signatory in how they can request access and who to go to for complaints.

(Refer to mpi.govt.nz for more information).

Filling out the Application Form

Section A: Nature of Application

Facility Type: From the drop down list choose one of the following:

1. Transitional Facility
2. Containment Facility
3. Containment & Transitional Facility
4. Post-entry Quarantine Facility
5. Post-entry Quarantine & Transitional Facility

TSW Registration Number: Organisation Registration Number or 7-digit number on your “TSW Notification Email”

MPI Facility Code: For an existing facility this is the 4 to 5-digit number on your current “Facility Approval Certificate”

MPI Financial Account Number: MPI supplied number, e.g. 55511.00

Customs Control Area Client Code: XXXXXA from the TSW Registration

NZ Business Number (NZBN): 13-digit number

Application Type: From the checklist, tick the appropriate boxes for:

1. New Facility and/or Operator - *you must complete a Facility Operator Application Form*
2. Change Facility Operator - *you must complete a Facility Operator Application Form*
3. Facility move (New address) - *where the facility has or is moving to new premises*
4. Amendment to conditions of Approval (*such as addition or removal of Standards*)
5. Change of Facility Ownership - *where the Registered Company that owns the facility has changed*
6. Change of Facility Name - *where the facility name is changed but not the Registered Company*

Section B: Facility Details

Facility Name: Name of the Facility

Organisation Name: Name of the Organisation

Physical Address: Address of the Facility / Organisation

Telephone Number: Work number inclusive of suffix, e.g. (09) 123-4567

Postal Address: If different from the “Physical Address”

Email: Work Email for correspondence, e.g. jane.doe@doc.com

Section C: Operator / Nominated Delegate Details

The Nominated Facility Operator / Nominated Delegate (If the Organisation is the Operator) **must** have completed an Operator Application form if not already registered on the MPI system.

Is the Facility Operator an Organisation? Select from the options “Yes” or “No”

Operator / Nominated Delegate Name: The Applicant should fill their name as it is displayed on their Identification (Refer to Appendix A).

Section D: Goods / Countries / Containers

Describe the following:

1. What type of goods are you intending to import?
2. What countries are you intending to import from?
3. How many containers per year are you intending to import (number only)

Section E: Facility Standards you are seeking Approval for?

Complete relevant items that refer to your organisation with by checking off the appropriate tick box or boxes in the applicable lists.

Upon completion go to Section F.

Section F: Declaration

The Applicant is to sign the Declaration. All other parts are data entry.

Do not sign until Section H has been checked off (Tick boxes) for relevant application documents required for the application.

1. Print off Completed Application.
2. Sign Declaration
3. Send a colour scanned copy of all documents to the relevant MPI Regional Office

Appendix A : Approved Identification

The identification supplied by the applicant must meet the requirements set out in the Department of Internal Affairs [“Evidence of Identity Standard”](#). The purpose of this Standard is to provide government agencies with good practice guidance about the required process for initial establishment and subsequent confirmation of the applicant’s individual identity. The process applies to government services where confidence in the individual’s identity is required because of the types of risk contained within those services.

Authorised officers as defined under [Section 302 of the Immigration Act 2009](#) are authorised by the chief executive of the Ministry of Primary Industries to check the applicants identity, character, and status. Hence the purpose of the disclosure of information for this application is to enable the Ministry of Primary Industries is to:

- (a) Establish or verify a person’s identity:
- (b) Check matters relating to a person’s character:
- (c) Ascertain whether a person is an excluded person.

All identification provided for the application will only be accepted as a colour Portable Document Format (PDF). Please find enclosed the suitable options for submitting your identification:

Option 1: [New Zealand passport](#)

Option 2: Overseas Passport

Supported by relevant approved [Work Visa](#)

Or [Refugee Travel Document](#)

Option 3: [Driver Licence](#) *(ensure that you provide a copy of both the front & back of your licence)*

Supported by relevant approved [Work Visa](#)

Or [Refugee Travel Document](#)

Option 4: [New Zealand Firearms Licence](#)

Supported by relevant approved [Work Visa](#)

Or [Refugee Travel Document](#)

Option 5: [New Zealand Birth Certificate](#)

Must meet the declaration requirements of [Sections 9-11 of the Oaths and Declarations Act 1957](#).

(Refer to notarypublic.org.nz for approved persons the declaration can be made before)