

Application Form AP19


Animal Material Depot Listing

Fish (other than bivalve molluscan shellfish) / Killed Mammal Material

Before you start, let's check that you have everything you need:

- You are filling in this form because you operate an animal material depot holding fish (other than BMS) and/or killed mammal material. To ensure you qualify as an Animal Material Depot, refer to Part 7 of the Animal Products Regulations 2021. Operators of animal material depots storing only deer velvet are not required to apply for listing.
- If your business is a registered limited liability company, you need a copy of the company registration certificate and your New Zealand Business Number (NZBN). See www.companies.govt.nz
- The application fee according to the payment section of this form. Note: all fees on this form are inclusive of GST.

Read these notes before you start filling out the form:

- Listing of animal material depots with the Ministry for Primary Industries is required under the Animal Products Regulations 2021.
- You will be required to undergo verification of your animal material depot within 3 months of listing being granted.
- Listing is valid for a period of five years from the date of listing. The operator must apply to renew their listing prior to the expiry date of the current listing.
-  This icon is used when you need to make a decision. The question will help you decide whether you need to complete a particular section.
- Throughout this form you will need to tick boxes that look like this: ☐. A checked box indicates a 'yes' answer.
- Send the completed application form together with the fee and any other documentation required (see below) to MPI at the above address. We prefer email files. Processing time is up to 20 working days from the time we determine that your application is complete.
- If there are any changes to the details provided in this application after the application has been sent to MPI, you must promptly inform us of the changes in writing.

Frequently used terms

Animal Material Depot = depot that is used to hold temporarily wild or game estate mammal material, material from farmed mammals that have become feral and then been killed, fish (other than BMS) or deer velvet.

BMS = Bivalve Molluscan Shellfish

GST = Goods and services tax

MPI = Ministry for Primary Industries

Application Form AP19 Animal Material Depot Listing Fish (other than bivalve molluscan shellfish) / Killed Mammal Material

Processing time is up to 20 working days from the time we determine that your application is complete.



Question A: Are you applying for a new listing or renewing an existing listing?

- ☐ New → Continue to Section 2
- ☐ Renewal → Complete Section 1 and all sections, indicate clearly where details have changed.

Section 1. Business Identification (renewals only)

Your unique business identification which is 3-10 characters in length.

Business ID:

Section 2. Applicant Details

Registered company name or partnership names (including the trading name) or individual name.

- ☐ I have attached a copy of the company name registration from the New Zealand Companies office (www.companies.govt.nz)

New Zealand Business Number (NZBN)

For more information about NZBNs, see www.nzbn.govt.nz

Section 3. Business Address and Contact Details

Street/Physical (location of actual premises)

Postal, including post code (for communication)

Phone

Mobile

Email

By entering an email address you consent to being sent information and notifications electronically, if required.



Question B: Is the operator a registered company with a different registered office address to the physical/business address in Section 3?

- ☐ Yes → Complete Section 4
- ☐ No → Go straight to Section 5

Section 4. Registered Company Address and Contact Details			
Registered office address		Phone	

Section 5. Animal Material Depot Categories	
Tick one applicable category	
<input type="checkbox"/> Fish (other than bivalve molluscan shellfish)	<input type="checkbox"/> Killed Mammal Material

Section 6. Applicant Statement			
I confirm that:			
1. I am authorised to make this application as the Animal Material Depot Operator, or a person with legal authority to act on behalf of the Operator; and 2. The information supplied in this application is truthful and accurate to the best of my knowledge.			
Name		Job Title	
Signature		Date	

Section 7. MPI Service Charge			
ON PAYMENT THIS BECOMES A TAX INVOICE GST No: 64-558-838			
APPLICATION FEE: \$155.25 incl. GST.			
PAYMENT OPTIONS: Payments comprising multiple fees must be supported by a remittance advice. Attach your payment confirmation to this application or send it to: approvals@mpi.govt.nz			
MPI does not accept cash. Payment must be made using credit/debit card or direct credit . Please tick and fill in the appropriate section.			
<input type="checkbox"/> CREDIT/DEBIT CARD (preferred option): 1. To pay by credit card (Visa or MasterCard) go to https://www.mpi.govt.nz/food-safety/payments and follow the instructions. <input type="checkbox"/> I have attached my credit card payment receipt			
<input type="checkbox"/> DIRECT CREDIT: 1. Pay into Bank Account no. 03 0049 0001709 002 2. In the 'Reference' details, put the code: AMD and also include either Company name/ ID / NZBN 3. Enter the date of deposit and your name (payer) on this form below:			
Date of Deposit		Your Name (Payer)	

Section 8. Final Checklist

Have you:

- ☐ Read and understood this form?
- ☐ Filled this form in completely?
- ☐ Read and signed the Applicant Statement (section 7)?
- ☐ Indicated how the fee will be paid for this application?

Collection of Information

Collection of Personal Information

Pursuant to Principle 3 of the Privacy Act 2020, we advise that:

- This information is being collected for the purpose of listing an animal material depot (fish [other than bivalve molluscan shellfish] / killed mammal material) under the Animal Products Regulations 2021; and
- The recipient of this information, which is the agency that will collect and hold the information, is the Ministry for Primary Industries, PO Box 2526, Wellington 6140; and
- Some of the information collected will be displayed on a public register; and
- The collection of information is authorised under Regulation 224 of the Animal Products Regulations 2021. The provision of this information is necessary in order to process an application for listing; and
- The supply of this information is voluntary; and
- Failure to provide the requested information is likely to result in a return of this application form to the applicant and may ultimately result in a refusal to list; and
- Under Principles 6 and 7 of the Privacy Act 2020, you have the right of access to, and correction of, any personal information that you have provided.

Collection of Official Information

All information provided to the Ministry for Primary Industries is official information and may be subject to a request made under the Official Information Act 1982.

If a request is made under that Act for information you have provided in this application, the Ministry for Primary Industries will consider any such request, taking into account its obligations under the Official Information Act 1982 and any other applicable legislation.