

Application for a licence to cultivate and/or supply low-THC hemp

Hemp Industry Act 2008 (NSW)

This is the approved form to obtain a licence to cultivate and/or supply low-THC hemp. Once licensed, the licensee will be able to cultivate and/or supply low-THC hemp for commercial production, use in a manufacturing process and/or scientific purpose.

The information requested in this form enables the Department of Primary Industries and Regional Development (Department) to process the application as prescribed in the *Hemp Industry Act 2008*. The application must be assessed and licence granted by the Department before proceeding with the proposed activity.

Before lodging this application, you should be familiar with the following legislation for low-THC hemp licences:

- [Hemp Industry Act 2008](#) (Act)
- [Hemp Industry Regulation 2026](#) (Regulation)
- [Drug Misuse and Trafficking Act 1985](#)

Licensed businesses must comply with the *Hemp Industry New South Wales Licence Manual* (Manual), accessible at <https://www.dpir.nsw.gov.au/agriculture/broadacre-crops/nsw-hemp-industry>, which outlines requirements relating to licensing, activities, planting notifications, sampling, annual reporting and other documentation.

The licensing scheme enables activities to be carried out under strictly controlled conditions. Examples of activities include cultivation and supply of hemp for production of food products or building materials; as viable seed for licensed growers; or for genetic research or plant breeding programs to develop new or improved strains.

The production of medicinal or therapeutic products is not a legitimate activity under the Act or Regulation, and requires authorisation from the [Office of Drug Control](#) (ODC) and/or [Therapeutic Goods Administration](#) (TGA).

Licensing conditions ensure that activities take place without risk to drug law enforcement. Conditions include strict eligibility and suitability requirements for Applicants and Close Associates. To ensure licence holders meet requirements of the Act and Regulation, the Department conducts regular inspections and audits of licensed operators.

How to complete and submit this form

For assistance completing this form, please refer to the *Guidelines for Preparing a Low-THC Hemp Licence Application* (Guidelines) located at <https://www.dpir.nsw.gov.au/agriculture/broadacre-crops/nsw-hemp-industry>.

This form must be fully completed and submitted with the required supporting documentation, as follows:

- ☐ an ASIC Company Extract listing directors or Certificate of Incorporation if applying as a company or association
- ☐ a recent photograph of or 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
- ☐ consent to use property for each proposed location if required
- ☐ proof of property ownership (e.g. a rates notice) for each proposed location
- ☐ if cultivating to conduct scientific research: a research proposal and evidence of scientific qualifications/experience
- ☐ following application submission, Applicants and Close Associates will receive an emailed National Criminal Record Check link. This link must be actioned within 7 days of receipt or the application may be rejected.

The application may be submitted via the following:

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

Post: PO Box 232, Taree NSW 2430

Fees

An application fee of \$572.00 and a National Criminal Record Check fee of \$39.80 per person are payable upon application submission. Four annual fees of \$200.00 will be payable on the anniversary of the start date of the licence.

Licence approval process, compliance and duration

Applicants should submit their application around **four months prior to commencement** to allow time for the licence approval process, which includes initial review, sourcing of additional information/documentation, criminal record checks, audit and final approval. Approved licensees receive a licence document showing conditions of the licence. Licensees must comply with the Act, Regulation, licence conditions and the Manual. Low-THC hemp licences are issued for a period of five years.

Contact

For more information, contact Licensing & Accreditation Services on 1800 680 244 or bfs.admin@dpird.nsw.gov.au

1. Type of Application *(select one only)*

- ☐ New application *(continue to Q2)*
☐ Transfer

Consent of Present Licensee to Transfer Licence

- I/We hereby certify that I am authorised to submit this consent on behalf of this business.
- I/We, the current licensee, agree to transfer our licence to cultivate and/or supply low-THC hemp to the entity listed below.
- I/We will not continue to conduct a low-THC hemp cultivation and/or supply business and agree to the cancellation of our licence.

Current licence holder details

Licence number: _____

Licence holder name: _____

Name _____ Signed Date _____

Signature _____ Transfer Date _____

2. Business Structure *(select one only)*

- ☐ Individual ☐ Partnership ☐ Company ☐ Association ☐ Other _____

a. Business details (if applicable)

ABN _____ ACN _____

Trading name _____

b. If Company or Association selected above, provide the name and contact details

Company/Associate Name _____

Mobile _____ Email _____

Postal address _____

c. Attachments required

- ☐ If Company: I have attached a copy of the full ASIC Company Extract listing the directors.
☐ If Association: I have attached a copy of the Certificate of Incorporation.

3. Applicant and Close Associate Details

- Individuals, partners and trustees are Applicants. Directors and principal contacts are Close Associates.
- You may nominate additional Close Associates that have a relevant position, role or power in relation to the business (see the Guidelines).

a. Personal and contact details

- ☐ Applicant or ☐ Close Associate Role _____

Family name _____ First name(s) _____

Mobile _____ Email _____

Residential address _____

Driver's licence number _____ State of issue _____ Date of birth _____

Skills/experience relevant to this licence _____

- ☐ I have read the statutory declaration section at the end of this form and agree to the declaration.

Signature _____ Date _____

☐ Applicant or ☐ Close Associate Role _____
Family name _____ First name(s) _____
Mobile _____ Email _____
Residential address _____
Driver's licence number _____ State of issue _____ Date of birth _____
Skills/experience relevant to this licence _____

☐ I have read the statutory declaration section at the end of this form and agree to the declaration.

Signature _____ Date _____

☐ Applicant or ☐ Close Associate Role _____
Family name _____ First name(s) _____
Mobile _____ Email _____
Residential address _____
Driver's licence number _____ State of issue _____ Date of birth _____
Skills/experience relevant to this licence _____

☐ I have read the statutory declaration section at the end of this form and agree to the declaration.

Signature _____ Date _____

b. Key contact

Nominate one of the above Applicants or Close Associates to be the key contact for correspondence.

Family name _____ First name(s) _____

c. Attachments required

☐ A recent photograph or copy of photo identification has been submitted for each Applicant and Close Associate.

4. Licensing History

a. Is/has any Applicant or Close Associate been licensed in NSW or another jurisdiction for the cultivation and/or supply of low-THC hemp? ☐ Yes ☐ No

If yes, identify the relevant person/s and provide the jurisdiction and licence number _____

b. Has any Applicant or Close Associate ever had a licence to cultivate and/or supply low-THC hemp (or equivalent) refused, suspended or cancelled anywhere in Australia? ☐ Yes ☐ No

If yes, identify the relevant person/s and provide details of this refusal, suspension or cancellation

5. Criminal Background

Has any Applicant or Close Associate ever been convicted of a drug-related offence anywhere in Australia?

☐ Yes

☐ No

If yes, identify the relevant person/s and provide details of the conviction/s

6. Proposed Activity

A licence can be obtained for cultivation and/or supply of low-THC hemp for:

- commercial production
- use in a manufacturing process, and/or
- scientific purpose.

Please read the definitions and examples provided in the Guidelines before completing this section.

**The Secretary's Delegate must be satisfied that
the licence will be used for a valid commercial enterprise or scientific purpose.**

a. Identify the activity/ies for which this licence is required (*select all that apply*)

Commercial and manufacturing activities

To grow low-THC hemp, select cultivate and the relevant sub-options. To sell or distribute unprocessed low-THC hemp, select supply and the relevant sub-options.

☐ Cultivate for:

- ☐ Commercial production
- ☐ Manufacturing process

☐ Supply for:

- ☐ Commercial production
- ☐ Manufacturing process

Scientific activities

A licence for scientific purposes is for rigorous scientific research and is usually associated with research institutions. Testing of viable strains or for product development does not require a scientific licence and can be achieved under a commercial or manufacturing licence. There are three scientific categories. You may intend to conduct more than one activity.

☐ Cultivate low-THC hemp for your own scientific purposes: Select this option if you intend to conduct your own scientific research on hemp grown under your own licence. Attach the following to this application:

- A comprehensive research proposal (including background, purpose, aims/objectives, methodology, analytical techniques, method of disposal/destruction of hemp material and implications of the research), and
- Evidence of relevant qualifications and experience of the person/s conducting the scientific research (Note: the researcher/s is/are required to be either an Applicant or Close Associate).

☐ Cultivate to supply low-THC hemp for scientific purposes: Select this option if you intend to cultivate hemp to supply to a research facility and do not intend to conduct your own research.

☐ Supply low-THC hemp for scientific purposes: Select this option if you intend to supply to a research facility hemp cultivated under either your own licence or someone else's licence.

Supply details for scientific activities

If you intend to supply hemp for scientific purposes, provide details of the recipient:

Name/s _____

Organisation _____

Mobile _____ Email _____

Research topic(s) _____

b. Provide information regarding your intended activity and purpose – all sections must be completed

i) If you intend to cultivate, provide detail regarding your intended cultivation processes.

From where and from whom do you intend to source the seed?

Which seed varieties do you intend to use?

What types of crops do you intend to grow (e.g. crops for seed for use in food products)?

What do you think will be your method of cultivation?

ii) List the product/s you intend to produce.

This may include unprocessed hemp (e.g. viable seed or stalks), processed hemp (e.g. dehulled seed or hurd) or manufactured products (e.g. hemp bricks or textiles).

iii) If you intend to manufacture products yourself, what manufacturing processes might you use?

iv) List the products you intend to supply.

v) Do you intend to supply hemp material cultivated under another person's licence? ☐ Yes ☐ No
If yes, list the products you intend to supply and provide the cultivator's details below:

Name ----- Licence number -----
Mobile ----- Email -----

vi) To whom do you intend to sell? Who might be your target market?

7. Location Details

Copy this page if more than one location is being applied for.

a. Property details

Property name _____

Address _____

Lot/DP number/s _____

PIC (Property Identification Code) N _____

b. Proposed maximum area of cultivation _____ hectares

c. Are all the property owners listed as an Applicant or Close Associate on this application form?

☐ Yes: Consent not required

☐ No: Consent required

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*.

d. Attachments required

☐ I have attached proof of property ownership (e.g. a rates notice).

☐ I have attached a map showing the location of the property within the broader area.

☐ I have attached a plan showing cultivation, storage and/or processing areas within the property.

8. Fee Schedule

Fee type	Amount*
New licence application fee (5-year licence)	\$572.00
National Criminal Record Check fee (per person)	\$39.80
Licence transfer application fee (5-year licence)	\$451.00
Annual fee (four annual fees to be paid on the licence start anniversary date)	\$200.00

* All fees include GST

9. Fee Payment

- ☐ Cheque/money order made payable to Department of Primary Industries and Regional Development
- ☐ Credit/debit card:

Name on card																			
Card number																			
Expiry date			/			CVC (3 or 4 digits)													

10. Application Checklist

Please check your application and tick each of the relevant boxes below to ensure that all required documents and information are submitted.

- ☐ ASIC Company Extract submitted if applying in the name of a company
- ☐ Certificate of Incorporation submitted if applying in the name of an association
- ☐ A recent photograph of or photographic identification submitted for each Applicant and Close Associate
- ☐ Statutory Declaration section completed for each Applicant and Close Associate
- ☐ Proof of property ownership submitted for each location
- ☐ Consent form to use property submitted for each location if required
- ☐ Location map submitted for each location
- ☐ Property plan submitted for each location
- ☐ If applying to cultivate to conduct your own scientific research: research proposal and evidence of qualifications attached
- ☐ Fee payment attached or card details supplied

Statutory declaration

I declare that:

- the information provided by me in this application form is, to the best of my knowledge and belief, true and correct in every particular.
- I have read and understand the requirements and obligations of the *Hemp Industry Act 2008* and *Hemp Industry Regulation 2026*.
- I have read and understand the requirements and obligations of the *Hemp Industry New South Wales Licence Manual*.
- I understand that, in order for a licence to be granted, the Secretary must conduct a National Criminal Record Check of myself.
- I have read the information provided in the privacy statement below and understand that the information provided by me in this application form will be used for the purposes of determining my suitability to hold or be associated with a licence under the *Hemp Industry Act 2008* and for other purposes associated with the administration and enforcement of that Act.
- I make this declaration in the knowledge that a person making a false declaration is liable to prosecution under the *Oaths Act 1900*.

Privacy and personal information

In completing this application, you will be required to provide specific personal information, for example, your name and address, contact information and a National Criminal Record Check. You must provide this information, otherwise we may not be able to issue you with a licence under the *Hemp Industry Act 2008* (Act).

We will not disclose information about you to any person except for the purposes of regulating and enforcing the provisions of the Act or where the disclosure is permitted by law, for example through an information sharing arrangement between the Secretary and a relevant agency (see section 37 of the Act).

For more details about privacy, please contact gipa@regional.nsw.gov.au.

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