Adding / Removing a Relevant Person

## to an existing Licence under the *Industrial Hemp Act 2004* of Western Australia

## Refer to ‘IHP-3 Notes for Industrial Hemp Licence Applications’ available from the [DPIRD website](http://www.agric.wa.gov.au/industrial-hemp): www.agric.wa.gov.au/industrial-hemp

## The applicant hereby applies to the Registrar, Department of Primary Industries and Regional Development for amendment of an existing licence under the [*Industrial Hemp Act 2004.*](http://www.austlii.edu.au/au/legis/wa/consol_act/iha2004176/)

### The application is made to amend information provided by the existing licensee

|  |  |  |  |
| --- | --- | --- | --- |
| Name of existing Licensee: |       | Lic. No.: |       |

### Add or remove a relevant person?

This application is to:

[ ]  Add a relevant person – **Go to questions 3 – 9 (inclusive)**

[ ]  Remove a relevant person – **Go to questions 4 and 9 only**

### Personal details of additional Relevant Person

|  |  |  |  |
| --- | --- | --- | --- |
| Full name: |       | Any previous names: |       |
| Residential address: |       |
| Postal address: |       |
| Date of birth: |       | Place of birth: |       |
| Date entered Australia (if applicable): |       | Signature: |       |
| Tel: |       | Mob: |       | Email: |       |

### Personal details of Relevant Person to be REMOVED from Licence

[ ]  X if not applicable

|  |  |  |  |
| --- | --- | --- | --- |
| Full name: |       | Any previous names: |       |
| Residential address: |       |
| Postal address: |       |

### In what capacity will the new Relevant Person participate in licensed activities?

|  |  |
| --- | --- |
| Title: |       |
| Activities: |       |
|       |
|       |
|       |

1. Describe the relevant training, business / technical skills, and previous experience that will enable the Relevant Person to undertake the licensed activities.

|  |
| --- |
|       |
|       |
|       |
|       |

### Character (see section A of notes)

### Have you ever been convicted of, or found guilty of any offences?

### (exclude traffic offences and convictions ‘spent’ under the *Spent Convictions Act*) Yes [ ]  No [ ]

Are you aware of any proceedings against you for an offence, including proceedings by way of appeal or review? Yes **[ ]** No **[ ]**

Have you ever been disqualified from holding a licence by any occupational licensing board? Yes **[ ]** No **[ ]**

If you answered yes to any of the above, you must give details of alloccurrences. Include the following

|  |  |
| --- | --- |
| The name of the court or board: |       |
| The offence: |       |
| The sentence received: |       |
| Relevant dates: |       |

Note: If there is insufficient space on this form to provide details of offences, provide the details on a separate sheet of paper.

### Character References

Submit two character references (see section A of notes).

### Declaration

1. I am aware that a police check on me will be undertaken in determining the suitability of my application;
2. The information I have supplied in the application, is to the best of my knowledge and belief, true and correct in every particular;
3. I have read and understand the requirements and obligations of the *Industrial Hemp Act 2004* and Regulations.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Applicant Name: |        | Signature: |  | Date: |       |
| Witness Name: |       | Signature: |  | Date: |       |
| Address of witness:  |       |
| Occupation of witness: |       |

### Submitting Applications

**Application checklist**

Ensure all these points have been addressed prior to sending your application

[ ]  A corporate structure or a current Certificate of Incorporation (Body corporate applicants only)

[ ]  Application is signed appropriately (Section 3 and Section 9)

[ ]  Police clearance is attached for each relevant person

[ ]  2 character references attached for each relevant person

[ ]  Thorough explanation of the activities in which the relevant person will be engaged

[ ]  Thorough explanation of the relevant person’s qualifications

Submit this signed application to:

hempregistrar@dpird.wa.gov.au

Including a current National Police clearance certificate and character references as separate attachments

Or

Dispatch this signed application to:

The Registrar

*Industrial Hemp Act 2004*
Department of Primary Industries and Regional Development
3 Baron-Hay Court
South Perth WA 6151

Pleas allow 10 days extra processing time for applications sent by mail.

For assistance completing this form telephone (08) 9368 3467 or email hempregistrar@dpird.wa.gov.au