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? YesNo

Have you ever been disqualified from holding a licence by any occupational licensing board? YesNo

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](mailto:hempregistrar@agric.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](mailto:hempregistrar@agric.wa.gov.au)