



BDRI APPLICATION FORM

APPLICATION FOR REGISTRATION FOR CERTIFICATION

The completed application form, the signed undertaking and a non-refundable application fee of \$165 (incl. GST) EFT BSB 013-278 Account No 0016-16202 or cheque to be sent to the Bio-Dynamic Research Institute, 120b Beresford Rd, Lilydale, VIC 3140.

See attached fee schedule for fees.

CHECKLIST for applicant

Document checklist - please tick which documents you have attached

Tick	Document	Required for?
	Organic Farm Management Plan	Farmer, Farmer/Processor
	Farm Map including Areas, boundaries, paddock sizes, Quarantine areas etc	Farmer & Farmer/ Processor
	Processor Organic Management Plan	Processor, Retailer, Wholesaler, Farmer/processor
	Factory Floor Plan, areas marked and flow of product	Processor/Farmer Processor
	Production Process and Material Flow sheet	Processor/Farmer Processor
	Raw Materials list for each Product line (see sheet attached)	Processor/Farmer Processor
	Valid Certificates of origin of Raw Materials	Processor/Farmer Processor
	List of inputs in last 3 years either in this document or as an attachment	Farmer, Farmer/Processor

The Bio-Dynamic Research Institute is a DAWE Accredited Certification Body and accredited by IOAS
to ISO17065

ABN 24 004 714 872

A. PERSONAL AND BUSINESS DETAILS:

Applicant's Name	
Farm / Operation Name	
Trading as	
Contact person Name	
Contact person telephone	
Contact Person Mobile Number	
Contact person's E-mail address	
Postal address	
Physical address 1	
Physical address 2 (if applicable)	*If applicable
Physical address 3 (if applicable)	*If applicable **if you have more than 3 properties to certify, please indicate this and provide details on a separate sheet
Leased property physical address If applicable	*If applicable
Website address	
Legal status of business	e.g. Sole proprietorship / Trust etc
ABN Number	
Year first bought leased	

B INDICATE TYPE OF BUSINESS:

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Please tick / cross - may tick more than 1

	Farmer
	Farmer with on-Farm Processing
	Processor
	Retailer
	Wholesaler
	Exporter
	Other – Please specify

C INDICATE TYPE OF CERTIFICATION REQUIRED

Please tick / cross appropriate

	Demeter Bio-Dynamic certification to the Australian National Standard for Organic and Bio-Dynamic Produce and to the Demeter Standard .
	Organic - certification to the Australian National Standard for Organic and Bio-Dynamic Produce.
	Bio-Dynamic - certification to the Australian National Standard for Organic and Bio-Dynamic Produce.

D. PRODUCT(S) YOU WISH TO HAVE CERTIFIED

Please list

*** If you are a Processor – please remember to fill in the **RAW MATERIALS** list attached to the end of this form in APPENDIX A

E. CONVENTIONAL PRODUCE OR PRODUCT?

Do you have any conventional Produce and/or product grown and/or stored on your premises –	Yes / No
If yes, please provide a list of such product/produce:	
**** If yes please indicate in your Organic / Bio-Dynamic Farm Management Plan how this produce is kept separate and prevented from contaminating Organic/Biodynamic Produce.	

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A management Plan template is available from the office.

F. PREVIOUS OR CURRENT CERTIFICATION?

1 Have you and/or the area related to this application been previously or are currently certified to the National Standard for Organic and Bio-Dynamic Produce by another Certifying body?	Yes / No
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If Yes to above question 1:

a. Name of the certification body	
b. Certification Number	
c. Expiry date of most recent certificate.	
d. If such certification (in 1 above) is no longer current, indicate if certification ceased due to de-certification or sanctions imposed by the Organic certification body.	Yes/No
e. If still certified with another Certifying body – Have you received any sanctions (e.g. Non-conformities, suspensions) in the last 5 years?	Yes/No
f. If still certified with another Certifying body - Do you have any outstanding sanctions (e.g. Non-conformities, suspensions) that BDRI should be made aware of?	Yes/No
g. If such certification (in 1 above) is still current and you wish to TRANSFER, BDRI will be contacting this certifying body for further information including, but not limited to, requests regarding previous sanctions, last inspection report, suspensions. Do you agree? <i>Please refer to declaration below – point L</i>	Yes/No
h. IF YES to d,e,f of the above – please provide details here	

G. PREVIOUS INPUTS

Please provide a list of **ALL** inputs used during the last **three (3)** years.

This will include all weed control, insect control and pest control on the property. Anti-biotics, veterinary medicines, growth promotors, fertilizers etc.

Please include your p500 applications here.

A separate sheet attached from your Farm records is also acceptable

NAME OF INPUT	DATE USED	USED ON WHAT & WHY
e.g. Dipel	Sept 2019	Control of caterpillar on Cabbage

H. UNDERTAKING AND DECLARATION

I agree that:

- A. This Application, when accepted by the Bio-Dynamic Research Institute (BDRI), will constitute a contract between myself and the BDRI.
- B. I have read the current version of the Australian National Standard for Organic and Bio-Dynamic Produce which can be downloaded using the following link: <https://www.agriculture.gov.au/export/controlled-goods/organic-bio-dynamic/national-standard> and understand the conditions outlined in this Standard, in particular, that Production units can **only be certified as in-conversion after at least one year under organic management practices.**
- C. I will undertake my operations in accordance with the the National Standard for Organic and Bio-Dynamic Produce as it applies to Organic and/or Bio-Dynamic produce and to abide by the standards and the requirements of such Standard.
- D. If the initial review of this application is successful, I will - during normal working hours permit a proper official of the BDRI to inspect my operation and types of goods for Certification purposes to ensure that I meet the requirements set out in the **National Standards For Organic and Bio-Dynamic Produce** – including examination of all documents and grant access to all areas.
- E. I may be subject to an unannounced inspection as required by 4.1.5 in the **National Standards For Organic and Bio-Dynamic Produce.**
- F. I shall allow participation of observers during the conduct of evaluation in C,D&E as may be required by BDRI from time to time for training or external audit requirements.
- G. I shall undertake to maintain **accurate and up-to-date records** of all purchases, production, processing, handling, transport, storage and sale of products, and to supply any such records to the BDRI at their request.
- H. If required by the BDRI, I understand samples of soil, water or produce may be taken for analyses at a cost to the Applicant. I further understand that, at an initial inspection, BDRI will require soil samples to be taken and to be analysed at a NATA certified laboratory and that these will be at a cost to the Applicant. Furthermore, I understand that if these initial samples do not satisfy the requirements of the National Standard, further sampling may be required at a cost to the Applicant.
- I. I consent to the use of a BDRI subcontracted NATA certified laboratory to do my sample tests.
- J. I will notify the BDRI (as the Certification Body), without delay, **of any changes to my operation and/or management plan** that may affect the ability to conform with the National Standard for Organic and Bio-Dynamic Produce requirements.
- K. I will pay all fees as set out in the fee schedule and pay for the soil and/or tissue sample(s) as required by the BDRI.
- L. I give BDRI authority to contact my previous certifier (if applicable) to ask for any further information including, but not limited to, requests regarding previous sanctions, last inspection report and suspensions.
- M. I understand & accept that there will be exchange of information from BDRI should I wish to transfer to another certifier.
- N. I understand that, if *additional documentation asked for at the initial inspection (including Corrective Action Requests) is not received by BDRI within 60 calendar days from the date of the initial inspection, then BDRI will cancel the application and the process will have to be started again – including another inspection. The cost of this will be carried by the Applicant.*

DECLARATION

I declare that all the information provided on this Form and all additional and supporting documentation is true and correct at the time of signing this agreement. Should any information change – J above will apply.

Please note Point N above.

Signed: _____

Name: _____ Date: _____

**if required, please contact BDRI office info@demeter.org.au for templates of Organic Farm Management Plan and/or Organic Processor Management Plan

APPENDIX A

PROCESSOR PRODUCT AND RAW MATERIALS LIST

\ Name of Applicant: _____ Date: _____

Product	Raw Material	%	Certified? Y/N Organic or BD e.g. Y - organic	Cert details e.g. BDRI 123	Country of origin?	GM free?
1.						
2.						
3.						
4.						
5						
6						

Please copy table and add for more products.