Australian Government
Department of Agriculture, Fisheries and Forestry

Applying for an Accredited Property

What is required to submit an application

1 Details of the entity applying

Provide information about the entity applying for accreditation, including:

- Entity name
- ABN (if applicable)
- Company Number (if applicable)
- Entity address
- Contact details (phone, email)
- Other relevant information.

2 Details of the property or establishment

Provide details of the property or establishment for which accreditation is being sought, including:

- Physical address
- Postal address (if different)
- Contact details (phone, email)
- Operations and contact details
- Prior establishment approval number (if relevant).

3 People in management or control

Provide details of the people proposed to be in management or control, including:

- Full name
- Contact details
- Date of birth
- Role and responsibilities
- Other information to assist with the FPP assessment.

4 Overdue fees and charges

Provide information about any overdue fees and charges with the department, including:

- Details of overdue fees and charges
- Repayment arrangements (if any).

5 Fit and proper person assessment

Complete declarations as part of the FPP assessment, including:

- Convictions of prior offences
- Penalties or infringement notices
- Overdue debt
- False or misleading information
- Legislation breaches and other relevant matters.

6 Commodities and markets

Provide details of the commodities and importing markets for the accreditation, including:

- Commodities (products) to be covered
- Importing countries or markets
- Evidence of compliance with market requirements
- Other supporting documentation.

7 Application fee

Subject to cost recovery developments and consultation, an application fee may be payable when submitting the form.

! Providing complete and accurate information will help us process your application efficiently. If more information is needed, we will contact you via the TradeClear online portal. The department must make a decision in relation to the application within 120 days (except in some circumstances).

FPP = Fit and proper person