



STATUTORY DECLARATION

ORGANIC PRIMARY PRODUCERS

INSTRUCTIONS FOR COMPLETING THIS DOCUMENT

1. This Statutory Declaration forms the basis of your application for certification. To avoid any delays, it is important that each section of this document is completed accurately. Please read the following details carefully, failure to provide the necessary information will result in this document being returned for additional information.
2. To minimise delays with your application please ensure this document and any attached information is either typed or printed in black or blue pen CLEARLY in CAPITAL LETTERS.
3. If certification is required for more than one property, on separate titles or under separate management systems, a Statutory Declaration must be completed for each property.
4. All questions must be answered, write N/A, nil or none if not applicable.
5. This document must be signed on each page and where indicated on Page 15 before a Witness (as specified in Eligible Witness List Pages 10-12). Please note: family members are ineligible to witness. Within one month of receipt of this document:
6. Within one month of receipt of this document:
 - An ACO authorised auditor will make an appointment to visit your property for an evaluation for certification. This first audit of your property should occur within the first three months from your application – unless you have elected for the fast track payment option.
 - Sample/s of soil and/or tissue may be taken for chemical residue testing at either this first or subsequent audit.
 - The auditor’s report is forwarded to the Certification Review Committee, which analyses all factors relating to organic production. The applicant will be advised of the outcome of the certification review within 6 weeks of the first audit occurring, unless there are mitigating circumstances.

CHECKLIST

MUST BE COMPLETED PRIOR TO POSTING YOUR APPLICATION. THIS WILL ASSIST IN THE APPRAISAL OF YOUR APPLICATION

TICK WHEN COMPLETE

All sections of the Statutory Declaration have either been answered or marked NA	
This Statutory Declaration has been initialled and dated at the bottom of every page by the client, in the presence of the witness (as specified in eligible witness list Pages 15-16) who has also initialled and dated the bottom of every page. Please note: family members are ineligible to witness.	
Additionally, the client and witness have printed their names, signed in full and dated this Statutory Declaration where indicated in the boxed section .	
Required appendices are attached (Appendix 1-5)	



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1. LICENSEE(S) DETAILS

GIVEN NAMES: TRADING NAME:
SURNAME:

PROPERTY ADDRESS

ADDRESS 1:
ADDRESS 2:
SUBURB OR TOWN: POSTCODE:
STATE: COUNTRY:

I BEING THE PERSON RESPONSIBLE FOR THIS DECLARATION (HEREIN REFERRED TO AS THE OPERATOR) DO SOLEMNLY AND SINCERELY DECLARE:

2. OPERATION DETAILS

ABN: TICK APPLICABLE Company
ARBN: Partnership
 Sole Operator
 Public Company
 Trust

3. POSITION DETAILS

TICK APPLICABLE Sole Owner Director
 Co-owner Manager
 Employee Secretary
 Sharefarmer Shareholder
 Partner Consultant
 Other (PLEASE SPECIFY)

4. CONTACT DETAILS

TELEPHONE (W): FAX (W):
TELEPHONE (AH): FAX (AH):
MOBILE: EMAIL:

5. REAL PROPERTY DESCRIPTION (REFER TITLE DEED/RATES NOTICE)

LOT NO: AREA: (acres/hectares)
HUNDRED: COUNTY:
PARISH: SHIRE:
LOCATION: STATE:

IF MORE THAN ONE PROPERTY, PLEASE ATTACH ADDITIONAL DETAILS

6. OWNERSHIP OF PROPERTY

THE PROPERTY HAS BEEN IN THE CONTROL OF THE OPERATOR SINCE :

CLIENT

INITIALS DATE:

WITNESS (JP)

INITIALS DATE:



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7. LEASE OR SHAREFARM

IS THIS PROPERTY LEASED OR SHAREFARMED: (please tick)

- No (Go to Q8)
 Yes (If yes, please provide details below, and **attach a completed Lease Agreement**)

IF LEASED OR SHAREFARMED, THE OWNERS DETAILS

Owners Name _____	Street Address _____
Telephone: _____	Address 2 _____
Fax: _____	Suburb/Town _____
Email: _____	Country _____ PC _____

8. MEMBERSHIP/CERTIFICATION

HAVE YOU OR YOUR ORGANISATION EVER BEEN REFUSED MEMBERSHIP OF, OR HAD CERTIFICATION WITHDRAWN/DENIED/DECERTIFIED, BY ANY CERTIFYING ORGANIC OR BIODYNAMIC ORGANISATIONS: (please tick)

- No
 Yes (If yes, please provide details) _____

ARE YOU CURRENTLY CERTIFIED WITH ANY OTHER CERTIFYING BODIES? (PLEASE TICK)

- No
 Yes (please provide details below)

STATEMENTS 9-14 RELATE TO YOUR ENTIRE PROPERTY, WHETHER SEEKING FULL CERTIFICATION OR NOT

9. ENTIRE PROPERTY AREA

THE ENTIRE AREA OF THE PROPERTY IS:

Property Area: _____ HECTARES ONLY

10. ENTIRE PROPERTY COMPOSITION

ARABLE & NON ARABLE LAND:

Arable Land: _____	HECTARES ONLY	Non-Arable Land: _____	HECTARES ONLY
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CONSISTING OF:

Native Vegetation: _____	HECTARES ONLY	Irrigated: _____	HECTARES ONLY
Horticulture: _____	HECTARES ONLY	Broadacre: _____	HECTARES ONLY
Tree crops/Vines: _____	HECTARES ONLY	Grazing/Pastoral: _____	HECTARES ONLY

SOIL TYPE

AVERAGE RAINFALL:

Soil Type: _____ Avg Rainfall: _____

11. AREA SEEKING CERTIFICATION

ACO CERTIFICATION IS REQUESTED ON: (please tick)

- Part Property (please provide details below)
 Whole Property (Go to Q12)

THE AREA OF THE PROPERTY SEEKING CERTIFICATION:

Property Area: _____ HECTARES ONLY

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INITIALS	DATE:	INITIALS	DATE:



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REASON WHY WHOLE PROPERTY IS NOT TO BE CERTIFIED:

Please explain why whole property is not to be certified:

DESCRIPTION OF FARMING PRACTICES ON AREA/S NOT SEEKING CERTIFICATION:

Please provide a brief description of farming practices on area/s not seeking certification:

12. PRODUCTS

I HEREBY APPLY FOR ACO CERTIFICATION FOR THE FOLLOWING PRODUCTS:

Product 1	_____	Product 7	_____
Product 2	_____	Product 8	_____
Product 3	_____	Product 9	_____
Product 4	_____	Product 10	_____
Product 5	_____	Product 11	_____
Product 6	_____	Product 12	_____

13. CONSULTANTS

DO YOU USE CONSULTANTS: (please tick)

- No
 Yes (please provide details below)

CONSULTANTS DETAILS

Please provide details on the services they provide:

Street Address _____
Address 2 _____
Suburb/Town _____
Country _____ PC _____

14. LIVESTOCK

DO YOU HAVE LIVESTOCK: (please tick)

- No (Go to Q16)
 Yes (please provide details below)

THE AVERAGE NUMBERS OF LIVESTOCK CARRIED IS:

Sheep:	_____	Poultry:	_____
Cattle	_____	Others	_____

WILL THESE LIVESTOCK HAVE ACCESS TO CERTIFIED / TO BE CERTIFIED AREAS: (please tick)

- No
 Yes

WILL THESE LIVESTOCK BE MANAGED ORGANICALLY AS SPECIFIED IN THE ACO STANDARD: (please tick)

- No (please provide details below)
 Yes

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Please explain reason why these livestock are not to be included in certification:

15. ORGANIC LIVESTOCK MANAGEMENT

BREEDING METHODS OF ORGANICALLY MANAGED LIVESTOCK:

Please explain breeding methods:

REPLACEMENT STOCK AND SOURCE OF ORGANICALLY MANAGED LIVESTOCK:

Please explain replacement stock and source:

16. CONVENTIONAL/NON ORGANIC PRODUCTION

CONVENTIONAL PRODUCTION:

CROP TYPE	EST. PRODUCTION NEXT 12 MONTHS

STATEMENTS 17-20 RELATE TO THE AREAS FOR WHICH CERTIFICATION IS SOUGHT.

17. SOIL DEVELOPMENT TECHNIQUES

PROVIDE DETAILS OF SOIL DEVELOPMENT TECHNIQUES USED IN YOUR PRODUCTION SYSTEM:

i.e. green manuring, rotational cropping and grazing principles, mulching etc:

DO YOU COMPLETE REGULAR SOIL TESTING: (please tick)

- No
- Yes - how often _____.

18. INPUTS HISTORY

IS THERE IS ANY KNOWN RESIDUAL OR PAST CHEMICAL HISTORY OF THE PROPERTY THAT MAY AFFECT CERTIFICATION: (please tick)

- No

CLIENT		WITNESS (JP)	
INITIALS	DATE:	INITIALS	DATE:



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Yes (please provide details below)

KNOWN RESIDUAL OR PAST CHEMICAL HISTORY OF THE PROPERTY THAT MAY AFFECT CERTIFICATION:

Please detail:

CLIENT		WITNESS (JP)	
INITIALS	DATE:	INITIALS <input type="text"/>	DATE: <input type="text"/>



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LIVESTOCK N/A (please tick this box if you don't have livestock) - GO TO Q21

19. PARASITE CONTROL

WRITE DOWN ANY PARASITE CONTROL (BOTH SYNTHETIC AND NATURAL) FOR LIVESTOCK USED OVER THE PAST THREE(3) YEARS OF THE PROPERTY'S HISTORY.

PRODUCT	NATURAL/ SYNTHETIC	FOR CONTROL OF	AGE OF STOCK	INTERNAL/ EXTERNAL	MONTH	YEAR

20. OTHER PRODUCTS USED

Write down other products (i.e. growth inhibitors, promotants, antibiotics, vaccines etc) used and how long they have been used.

21. CONTRACTORS

I/WE HAVE USED CONTRACTORS: (please tick)

- No
 Yes (complete details below)

CONTRACTORS USED:

CONTRACTOR NAME	JOB	MONTH	YEAR

CLIENT		WITNESS (JP)	
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22. STORAGE METHODS

STORAGE METHODS ON OR OFF-FARM OF PRODUCTS SEEKING CERTIFICATION ARE AS FOLLOWS:

Please explain:

23. OFFSITE PROCESS DETAILS

OUR PRODUCTS ARE STORED/CLEANED/PROCESSED OFF THE PROPERTY BEFORE FINAL SALE: (please tick)

- No
 Yes (please provide details below)

OFFSITE DETAILS

PROCESS	
Address 1	_____
Address 2	_____
Suburb/Town	_____
Country	_____ PC _____

PROCESS	
Street Address	_____
Address 2	_____
Suburb/Town	_____
Country	_____ PC _____

24. DECLARATION

- A. I UNDERSTAND SOIL, PLANT, OR PRODUCT TESTING WILL BE REQUIRED AT MY EXPENSE, AND THAT FURTHER TESTING MAY BE REQUIRED AT FUTURE DATES: (please tick)
 No
 Yes
- B. I UNDERSTAND THAT REGULAR SAMPLES OF MY/OUR PRODUCE WILL BE SUBJECT TO A RANDOM CHEMICAL RESIDUE TEST AND COULD BE AT MY OWN EXPENSE WHERE IT CANNOT BE VERIFIED THAT CONTAMINATION DID NOT OTHERWISE ARISE FROM ON-FARM PRACTICES: (please tick)
 No
 Yes
- C. I HAVE READ AND UNDERSTOOD THE ACO PRODUCTION STANDARD (ACOS): (please tick)
 No
 Yes
- D. I ACKNOWLEDGE THIS DECLARATION IS MADE WITH A CLEAR UNDERSTANDING OF THE REQUIREMENTS SET OUT IN THE CURRENT ACO PRODUCTION STANDARD "ACOS": (please tick)
 No
 Yes
- E. I ACKNOWLEDGE THAT KEEPING COMPREHENSIVE RECORDS OF PRODUCTION ACTIVITIES AND SALES, AS SPECIFIED IN THE ACO STANDARD, IS A KEY ASPECT OF ATTAINING AND MAINTAINING CERTIFICATION: (please tick)
 No
 Yes
- F. I ACKNOWLEDGE THAT ANY DEPARTURE FROM THE PRINCIPLES OF THE ACO, AS OUTLINED IN THE ACO STANDARD, MUST BE NOTIFIED IN WRITING TO THE ACO CERTIFICATION OFFICE: (please tick)
 No
 Yes

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G. I/WE ARE AWARE I/WE WILL BE LIABLE FOR PENALTIES APPLICABLE TO THE RELEVANT STATE FOR ANY WILFULLY MADE FALSE STATEMENT: (please tick)

- No
 Yes

H. I DO SINCERELY DECLARE THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF: (please tick)

- No
 Yes

I have read and understood the current version of the Biological Farmers Of Australia Co-Op Ltd Standard herein referred to as "The Australian Certified Organic Standard", which is administered by ACO and will comply with all relevant provisions of the certification programs: (PLEASE TICK)

- No
 Yes

SIGNED:	_____	_____	_____
	Print Full Name Clearly	Signature	Date
WITNESSED BY:	_____	_____	_____
	Print Full Name Clearly	Signature	Date
ELIGIBLE WITNESS CATEGORY (Pages 10-12)	Please state profession		

ALL PAGES MUST BE SIGNED, DATED AND WITNESSED (BY AUTHORISED WITNESS LIST BELOW), OTHERWISE DOCUMENT WILL BE RETURNED.

Family members are ineligible to witness documentation.

The following list details people that are able to witness a stat dec under the Statutory Declarations Regulations of 1993 which is bound by the Statutory Declarations Act of 1953 under Australian Commonwealth Law (does not differ to individual states)

A statutory declaration under the Statutory Declarations Act 1959 may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

The following list details people that are able to witness a stat dec under the Statutory Declarations Regulations of 1993 which is bound by the Statutory Declarations Act of 1953 under Australian Commonwealth Law (does not differ to individual states)

A statutory declaration under the Statutory Declarations Act 1959 may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse Optometrist	Patent attorney
Pharmacist	Physiotherapist	Psychologist
Trade marks attorney	Veterinary surgeon	

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
 Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff
 Bank officer with 5 or more continuous years of service
 Barrister

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INITIALS _____ DATE: _____	INITIALS _____ DATE: _____



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Building society officer with 5 or more years of continuous service
Chief executive officer of a Commonwealth court
Clerk of a court
Commissioner for Affidavits
Credit union officer with 5 or more years of continuous service
Employee of the Australian Trade Commission who is:
(a) in a country or place outside Australia; and
(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*;
and
(c) exercising his or her function in that place
Employee of the Commonwealth who is:
(a) in a country or place outside Australia; and
(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*;
and
(c) exercising his or her function in that place
Fellow of the National Tax Accountants' Association
Finance company officer with 5 or more years of continuous service
Holder of a statutory office not specified in another item in this list
Judge of a court
Justice of the Peace
Justice of the Peace (Commissioner for Declarations)
Magistrate
Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
Master of a court
Member of Chartered Secretaries Australia
Member of Engineers Australia, other than at the grade of student
Member of the Association of Taxation and Management Accountants
Member of the Australasian Institute of Mining and Metallurgy
Member of the Australian Defence Force who is:
(a) an officer; or
(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service;
or

(c) a warrant officer within the meaning of that Act
Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
Member of:
(a) the Parliament of the Commonwealth; or
(b) the Parliament of a State; or
(c) a Territory legislature; or
(d) a local government authority of a State or Territory
Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
Notary public
Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
Permanent employee of:
(a) the Commonwealth or a Commonwealth authority; or
(b) a State or Territory or a State or Territory authority; or
(c) a local government authority;
with 5 or more years of continuous service who is not specified in another item in this list
Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
Police officer
Registrar, or Deputy Registrar, of a court
Senior Executive Service employee of:
(a) the Commonwealth or a Commonwealth authority; or
(b) a State or Territory or a State or Territory authority
Sheriff
Sheriff's officer
Solicitor
Teacher employed on a full-time basis at a school or tertiary education institution

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INITIALS	DATE:	INITIALS	DATE:



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APPENDICES

(PLEASE ATTACH THE FOLLOWING DOCUMENTS TO SUBMIT WITH THIS STATUTORY DECLARATION)

<p style="text-align: center;">FARM MAP</p> <p>A sample farm map is attached. All requested details must be included. It is preferred the farm plan is completed on A4 size paper as a copy is forwarded to the assigned inspector and all members of the Certification Review Committee (CRC).</p>	Appendix 1
<p style="text-align: center;">DIRECTIONS TO PROPERTY</p> <p>Detailed directions from the nearest town must be supplied with every application to enable the inspector to visit the property.</p>	Appendix 2 (form attached)
<p style="text-align: center;">TOPOGRAPHICAL MAP</p> <p>A topographical map must be included with every application. Maps may be available from local council, Department of Natural Resources, DPI or other relevant departments.</p>	Appendix 3
<p style="text-align: center;">LEASE AGREEMENT</p> <p>If the property is leased, a lease agreement must accompany your application.</p>	Appendix 4 (form attached)
<p style="text-align: center;">ORGANIC FARM PLAN/ORGANIC LIVESTOCK MANAGEMENT PLAN</p> <p>A form is available to download from ACO website (www.aco.net.au) or you can obtain a form from the ACO customer support office (info@aco.net.au).</p>	Appendix 5

***YOUR APPLICATION WILL BE RETURNED IF ALL NECESSARY
INFORMATION IS NOT PROVIDED***



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APPENDIX 1: FARM PLAN (EXAMPLE)

SAMPLE ONLY

APPENDIX 1 - FARM PLAN NAME.....*J. S. SMITH*.....

Total farm area.....*204*.....Acres/Hectares

Total area requested for certification.....*119*.....Acres/Hectares

Please review the sample farm plan before commencing your plan. The following details must be included or this document will be returned. Area names/numbers, area of each area in acres/hectares, livestock quarantine area, indicate any old dip sites, holding yards, shearing sheds etc. dams, bores, water courses, windbreaks/buffer zones, prevailing winds. Orchards must also include number of trees, rows and species.

The farm plan shows a large irregularly shaped property divided into 11 numbered paddocks. Paddock 11 is a bush paddock on the right. Paddock 10 is a large central paddock with diagonal hatching. Paddock 9 is a hill paddock at the top. Paddock 8 is a creek paddock along SANDY CREEK. Paddock 7 is another creek paddock. Paddock 6 is a lambing paddock. Paddock 5 is another lambing paddock. Paddock 4 is a grove orchard paddock. Paddock 3 is a home quarantine paddock. Paddock 2 is a holding yard and paddock. Paddock 1 is a shearing shed. A windbreak is shown on the left. A natural bushland area is on the right. Buildings are shown in the bottom right corner. A north arrow is present.

Paddocks 1. Shearing Shed - 3ha 2. Holding yard & paddock - 3ha 3. Home - quarantine paddock - 5ha 4. Grove - orchard paddock - 27 rows 300 Pink Lady Apples - 5ha 5. Lambing paddock - 1ha 6. Lambing paddock - 2 ha 7. Creek paddock 1 - 20ha 8. Creek paddock 2 - 20 ha 9. Hill paddock - 45 ha 10. Middle paddock - 60ha 11. Bush paddock - 40 ha	Legend Slope of land Wind Direction Dam Internal Fence Gate Track Road Buildings	Contour bank Water point/trough Bore Dip site Area requesting certification (part property certification only) + heavy outline
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APPENDIX 2: DIRECTIONS TO PROPERTY (MUST BE COMPLETED)

Name: _____	Nearest Town: _____
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*This map shows directions from the nearest largest town (as stated above) to my property. **Please complete in black or blue pen only, or provide computerised copy.***

APPENDIX 4: LEASE AGREEMENT (TO BE COMPLETED)

LEASE AGREEMENT WITH REGARD TO CERTIFICATION

LESSOR

I;

Surname	_____	Given Names	_____
Address	_____		
Address 2	_____	Postcode	_____

Telephone Number:

Being the owner of the said land Section;

Lot No	_____	Area	_____ (acres/hectares)
Hundred	_____	County	_____
Parish	_____	Shire	_____

LESSEE

The said land is leased to;

Surname	_____	Given Names	_____
Address	_____		
Address 2	_____	Postcode	_____

Commencement date of lease

Term of lease

AUTHORISATION

I HEREBY AGREE:

To allow the lessee to manage the said leased area of land as required under the 'National Standard for Organic and Biodynamic Produce' operated by the Australian Organic Pty Ltd.

I will not personally, nor give a direction of action which may void the lessee's certification (eg. any use of chemicals).

Authorised by:

Print Full Name Clearly

Signature

Date

CLIENT

WITNESS (JP)

INITIALS

DATE:

INITIALS

DATE: