

Compensation Claim Form

Biosecurity

Part 1: Your details

To be a claimant you must be a person or business who is the legal owner of the property or goods that were destroyed or damaged, or goods that were affected by movement restrictions as a direct result of an exercise of powers authorised by Ministry of Primary Industries (MPI).

Claimant's details

Name (Company director if the claimant is a business)			
Full postal address (Include street number and RD)			
City/Region/Province		Postcode	
Trading name (If applicable)			
Email		Telephone	
Preferred method of contact	<input type="checkbox"/> Telephone <input type="checkbox"/> Email		

GST information

Are you GST registered?	<input type="checkbox"/> Yes (If you are a registered GST business use GST exclusive prices) <input type="checkbox"/> No (If you are a NON registered GST business use GST inclusive prices)
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Is someone else acting for you?

Only complete this section if you wish someone else (an agent) to act on your behalf.

Name			
Email		Telephone	
Preferred method of contact	<input type="checkbox"/> Telephone <input type="checkbox"/> Email		

Part 2: Tell us about your claim

Losses you are claiming for

Compensation payments are based on showing that your loss was caused as a direct result of MPI exercising powers on your property or goods. More information about what you can and can't get paid for, is set out in Part 4.

(You can also provide any additional information on a separate sheet that helps explain your circumstances).

Description Your property or goods – what was affected? Please itemise, e.g. goods destruction, property damaged or destroyed.	Quantity (Number, kilograms)	Date (Your property was damaged/destroyed, or date movement controls were put in place)	Value of Loss

Timeline of events

Please fill in the timeline of events boxes below, starting with the first contact from MPI and what happened as a result of this. To help you we've provided an example of what to tell us.

When did MPI contact you?	What did they do?	Section of the Act that MPI exercised its powers under? If you don't know or aren't sure write "Not Sure".	What happened?	What <u>would</u> have happened if MPI hadn't exercised its powers?
<i>Example only</i> 30 August 2019	<i>Example only</i> Issued a Notice of Direction (NOD) 123	<i>Example only</i> Section 121 of the Act	<i>Example only</i> As a result of the destruction of seven of my cattle on 456 Charles Fergusson Road, Wellington (the property) I have suffered a loss of income.	<i>Example only</i> These cattle would have continued consuming feed on my property until they were around 600kg (liveweight). They would then have been sent to the abattoir offering the best price Dec/Jan.

When did MPI contact you?	What did they do?	Section of the Act that MPI exercised its powers under? If you don't know or aren't sure write "Not Sure".	What happened?	What would have happened if MPI hadn't exercised its powers?

Actions taken to minimise your loss

The Act requires you to have taken reasonable steps to minimise or avoid your losses in order to be eligible for compensation. In this section, please describe any reasonable steps taken.

- What actions were considered?
- What actions were taken?

(You can also provide any additional information on a separate sheet that helps explain your circumstances).

Action	Description
Actual steps you took to minimise your loss?	
Steps considered but decided against as they were NOT practical or reasonable?	
Requests made to MPI for a permit or to allow movement of your goods	
Other(s)? <small>Please describe</small>	

Your normal business operations

To help us better understand and assess your claim we ask that you describe your normal business operations.

(You can also provide any additional information on a separate sheet that helps explain your circumstances).

Other documents you need to provide in support of your claim

To help MPI to process your claim quickly, there are some documents we may need from you to verify your claim. More information can be found in Part 3.

Declaration (to be completed by the claimant)

I am the legal owner of the property or goods to which this claim applies or have the claimant's authority to sign (for a company, a current director must sign). I have answered all the questions that apply to me and my claim and the information I have provided is true and correct.

I authorise MPI to give or obtain information from any other party any other information that in MPI's view is relevant to verifying and/or assessing this claim.

I authorise MPI to pay the assessed amount into the bank account provided with this application.

Your name (print)	Your signature	Date (DD, MM, YYYY)

Agent to complete (if applicable)

I have completed this form at the request of the person applying. The information included in this claim has been provided to me by the claimant and/or has been reviewed by them and confirmed as true and correct.

Your name (print)	Your signature	Date (DD, MM, YYYY)

Part 3: Supporting your claim

Supporting information

We have listed below the types of information required to support your claim. If you're eligible for compensation, you'll need to complete a compensation claim form and submit proof of your loss.

(You can also submit any other information not listed that you feel supports your claim).

Stock Destruction	Production Loss	Other Loss of income
<input type="checkbox"/> Goods destruction/removal records	<input type="checkbox"/> Financial statements showing profit and loss/expenses for the previous THREE years	<input type="checkbox"/> Agreements, Contracts, Leases
<input type="checkbox"/> Stock Valuation Records		<input type="checkbox"/> Invoices, Bank statements, Quotes
		<input type="checkbox"/> Financial statements showing profit and loss/expenses for the previous THREE years
<input type="checkbox"/> Bank account name: _____		
If this is your first claim or your bank details have changed, please attach either a bank deposit slip, a screen shot of your account, or some other proof from your bank confirming your account name and number.		

Please list any OTHER documentation you are submitting.

If you send in your claim without providing all the details asked for and documentation to support your claim, we'll let you know. You'll have 20 working days from this notification to provide the information, before we look at closing the claim.

If your claim is closed and you wish to reapply, you'll need to fill out a new claim form and attach the missing information we asked for when you made your original claim. You won't need to resubmit any documentation that you provided to support your original claim as we'll have this on your file.

Talk to us as soon as you can, if you can't provide the information we've asked for.

Part 4: Useful information

Biosecurity Act 1993

The Biosecurity Act 1993 (the Act) provides the legal framework for MPI and others to help keep harmful organisms out of New Zealand. Compensation may be paid under section 162A of the Act where a person has suffered loss as a result of MPI's exercise of powers under the Act in order to control and eradicate the organism.

Compensation payments are based on showing that your loss was caused as a direct result of MPI exercising powers on your property or goods.

You can claim compensation if:

MPI has exercised powers to eradicate or manage a harmful organism.

- That has caused you to incur a loss, because either:
 - the loss was caused by the damage or destruction to your property, or
 - the loss was caused by movement restrictions imposed on your goods
- The loss can be verified (complete Part 3: Supporting your claim).

Compensation cannot be paid if losses were incurred:

- Before MPI's exercise of powers commenced
- More than one year before the claim was submitted
- Because you have failed to comply with the Biosecurity Act
- Because your goods are unauthorised or uncleared.

Requesting a re-assessment

Receiving a full or part payment from MPI does not prevent you seeking a re-assessment of your claim. Once payment is made, you may request a re-assessment up to 12 months after you have received payment.

You will need to complete and submit an application for re-assessment form. This is available either on the MPI website, or by contacting the Compensation Co-ordinator. We'll be happy to email one to you.

Once you have completed the application for re-assessment form, you can email one or send it by post/courier to MPI's compensation team, along with supporting documentation.

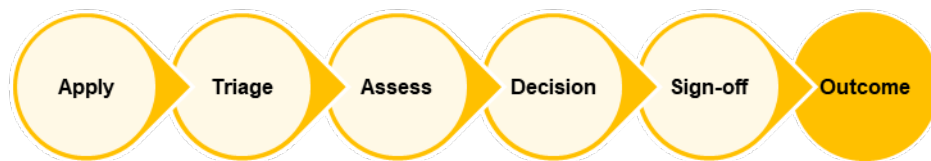
Privacy Act 1993

Please refer to MPI's website for information on our Privacy Policy.

Official Information Act 1982

MPI is subject to the Official Information Act 1982 (OIA) and may be required to disclose information regarding this claim in accordance with its obligations under the OIA.

Our Process



You will receive an email advising that:

- all information has been received and an assessment will commence, or
- further information is required before an assessment can commence. You will have 20 working days to provide this.

If you send in your claim without providing all the details asked for and documentation to support your claim, we'll let you know. You'll have 20 working days from this notification to provide the information, before we look at closing the claim.

If your claim is closed and you wish to reapply, you'll need to fill out a new claim form and attach the missing information we asked for when you made your original claim. You won't need to resubmit any documentation that you provided to support your original claim as we'll have this on your file.

Talk to us as soon as you can, if you can't provide the information we've asked for.

Next Steps - Checklist

- Completed Claim Form
- Signed the Declaration
- Attached supporting documentation

Contact Information

For general information or to send your claim form please contact the MPI Compensation Co-ordinator:

-  0800 00 83 33
-  compensationcoordinator@mpi.govt.nz
-  www.mpi.govt.nz
-  Ministry for Primary Industries
Attention: Compensation Co-ordinator
PO Box 2526
Wellington 6140
-  Ministry for Primary Industries
Attention: Compensation Co-ordinator
Charles Fergusson Building
34-38 Bowen Street
Wellington 6011

Note: MPI is unable to provide legal or business advice to claimants.

New Zealand Government