

Application Guidance: Licence to Import Hemp

Version 1.0 (27 May 2026)

This document provides guidance for applicants on completing the application form for a Licence to Import Controlled Drugs (Hemp).

- The application form is used to apply for a Licence to Import Controlled Drugs (Hemp), pursuant to regulations 3 and 7 of the Misuse of Drugs Regulations 1977.
- All relevant sections must be fully completed for an application to be considered.
- Please note that details on an issued licence cannot be updated or amended; therefore, applicants are encouraged to verify the accuracy of all information provided before submission.

Section 1: Applicant

This section identifies the person completing and submitting the application. If applying on behalf of a body corporate or partnership, the applicant must be authorised to apply on their behalf, and agrees to be responsible for the import activities undertaken pursuant to the licence.

1.1. Applicant	
Title	Provide your formal title (for example, Mr, Ms, Dr, Prof).
First name	Provide your given name and family name.
Surname	Note, where applicable, these should align with official or professional records.
1.2. Applicant address	
Applicant address	Provide the physical address of the applicant. Note that Post Office Box addresses are not permitted. <ul style="list-style-type: none"> • Level/unit • Street Name and Number • Suburb • Town/City • Postcode
1.3. Applicant contact details	
Email	Provide a current and valid contact email address.
Phone	Provide a daytime contact phone number.
1.4. Applicant reference	
Applicant's reference	This field is optional. You may provide an internal reference number or identifier for your own tracking purposes.

Section 2: Importer

This section identifies details of the New Zealand importer of the hemp.

Complete either section 2A or section 2B.

If you are applying as an individual, complete section **2A** only.

If you are applying on behalf of a body corporate or partnership, complete section **2B** only.

2A. Importer (Individual)

Is the physical address for the consignment the same as the Applicant address?	<p>Select 'yes' if the physical address the imported consignment of hemp will be received at <u>is the same</u> as the address specified in question 1.2. of the application form, and go to section 3.</p> <p>Select 'no' if the physical address the imported consignment of hemp will be received at <u>is not the same</u> as the address specified in question 1.2. of the application form, and provide the address details:</p> <ul style="list-style-type: none"> • Level/Unit • Street Name and Number • Suburb • Town/City • Postcode
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2B. Importer (Body corporate or Partnership)

Applicant position/role in the body corporate or partnership	Provide your current position or role in the body corporate or partnership (for example, 'operations manager', 'procurement specialist').
Importer legal entity name	Provide the registered legal name of the importer. If a company, please ensure this aligns with the Companies Office register.
Importer trading name	Provide the trading name of the importer.
Importer business premises street address	<p>Provide the physical address of the importer's business premises. Note that Post Office Box addresses are not permitted.</p> <ul style="list-style-type: none"> • Level/unit • Street Name and Number • Suburb • Town/City • Postcode
Physical address for consignment	<p>Provide the physical address details where the consignment will be received, if different from the importer's business premises.</p> <ul style="list-style-type: none"> • Importer legal entity name • Importer trading name • Level/Unit • Street name and number • Suburb • Town/City • Postcode

Section 3: Exporter

This section identifies the overseas exporter sending the hemp.

Exporter name	Provide the full legal name of the overseas exporter or organisation.
Exporter business premises street address	Provide the full physical address of the exporter. <ul style="list-style-type: none">• Level/Unit• Street Name and Number• Suburb• Town/City• Postcode

Section 4: Controlled Drugs

This section describes the hemp included in the import consignment. Complete all fields for each applicable category (plant, fruit or seed).

Note. The applicant is responsible for ensuring the hemp proposed to be imported meets the definition of hemp, as specified in regulation 2(1) of the Misuse of Drugs Regulations 1977.

1. Cannabis Plant (hemp)	Specify the total quantity of hemp (plant) that is to be imported in the consignment. Include the units (for example '10 grams'; '2 kilograms').
2. Cannabis Fruit (hemp)	Specify the total quantity of hemp (fruit) that is to be imported in the consignment. Include the units (for example '10 grams'; '2 kilograms').
3. Cannabis Seed (hemp)	Specify the total quantity of hemp (seed) that is to be imported in the consignment. Include the units (for example '10 grams'; '2 kilograms').
Anticipated date of import	Specify the expected date the consignment will arrive into New Zealand.
Method of transport	Specify the method of import (choose one option): <ul style="list-style-type: none">• Airfreight, or• Sea freight

Section 5: Criminal Record Check and Declaration

The results of a criminal record check obtained from the Ministry of Justice, conducted in respect of the Applicant and dated no earlier than 6 months before the date of the licence application, must be submitted with the application.

A criminal record check can be requested through the Ministry of Justice website (www.justice.govt.nz/criminal-records).

Completion of the applicant declaration is required for all applications.

Contact Medsafe

Medicines Control Branch (email medicinescontrol@health.govt.nz).