



# Application Form

# Attachment

## NATIONAL CODE OF PRACTICE FOR REMOTE STORE OPERATIONS

AND

## LOW-COST ESSENTIALS SUBSIDY SCHEME

### ATTACHMENT 1: REGISTERING A STORE UNDER THE CODE

#### When to use this attachment

Use this attachment if you are applying to Register more than 1 Store under the Code in a single Application Form.

You use this form by lodging it as an attachment to an Application Form.

#### Important information

Before completing this application, read the National Code of Practice for Remote Store Operations Guidelines 2025 (**Code Guidelines**) and National Code of Practice for Remote Store Operations Rules 2025. They are available at <https://www.niaa.gov.au/code-sign-up>.

Unless stated otherwise, words and expressions in this form have the same meanings as in the Code, Code Guidelines and Code Rules.

Giving false or misleading information is a serious criminal offence under the Commonwealth Criminal Code.

If the applicant isn't satisfied with a decision that the NIAA makes about dealing with this application, it can make a complaint to the NIAA about the matter. Complaints must include specific information listed in Part 4 of the Code Guidelines and Scheme Guidelines.

#### Filling out this attachment

If filling out physically, please use **black or blue pen and print** in BLOCK LETTERS. Answer all questions that apply to the applicant or the applicant's Store.

#### Lodging this attachment

Lodge this attachment together with an Application Form by:

- (a) sending them as attachments to an email addressed to [remotefoodsecurity@niaa.gov.au](mailto:remotefoodsecurity@niaa.gov.au), or
- (b) uploading them at <https://www.niaa.gov.au/code-uploads>.

The applicant will get an automated response shortly after lodging.

**Do not lodge this attachment separately to an Application Form.**

#### Documents to be provided with this attachment

This attachment may ask the applicant to provide documents to the NIAA. The applicant provides them by giving the NIAA digital copies as part of lodging its Application Form.

Applications may not be considered for approval until copies of all requested documents have been provided.

#### For more information

For more information on how to complete and lodge an Application Form, go to <https://www.niaa.gov.au/code-sign-up>. Send any enquiries about an application, in writing, to [remotefoodsecurity@niaa.gov.au](mailto:remotefoodsecurity@niaa.gov.au).



## PRIVACY NOTICE

### Why do we collect your personal information?

The NIAA collects your personal information to:

- (a) administer the low-cost essentials subsidy scheme (the Subsidy Scheme), and
- (b) ensure compliant with the Code.

### What do we collect?

The NIAA collects your name, address, email address, telephone number and signature.

Who do we disclose your personal information to?

### We may disclose your personal information to:

- (a) Monash University and / or the Office of the Registrar of Indigenous Corporations so they can contact Code Participants to assist Code Participants to comply with the Code
- (b) an organisation engaged by the NIAA to check how well the Code works and if Code Participants are following the Code
- (c) the Commonwealth Ombudsman to help with a complaint
- (d) a court or tribunal if the law permits this
- (e) other federal, state or territory government agencies (including the Australian Competition and Consumer Commission), and
- (f) Government ministers and the parliament for accountability.

We may publish information about your store being a part of the Subsidy Scheme. This will not include personal information.

### Find out more

You can read more about privacy in the Subsidy Scheme Guidelines and Code Guidelines for more information. These also tell you how to contact the NIAA's Privacy Officer.



## Application Form

for the National Code of Practice for Remote Store Operations and Low-Cost Essentials Subsidy Scheme

### PART B APPLYING FOR CODE REGISTRATION

Fill out this attachment if applying for a Store to be Code Registered.

By completing and lodging this attachment as part of Part B of the Application Form, you agree that:

- you have read and understood the Code, the Code Guidelines and the National Code of Practice for Remote Store Operations Rules 2025 (**Code Rules**), and
- NIAA may Fully Register or Conditionally Register each Store described in Part B of the Form in accordance with the Code Guidelines.

NOTE: A Store may be Conditionally Registered under the Code if the applicant complies with some but not all of the Minimum Standards at the Store AND there is a reasonable pathway for the applicant to meet the Minimum Standards that it does not comply with (each a **Non-Compliant Standard**). Information about Conditional Registration, including how a Store can move from Conditional Registration to Full Registration, is at [3.5] and [3.6] of the Code Guidelines.

Words and expressions in Part B have the same meanings as in the Code, Code Guidelines and Code Rules.

The applicant must satisfy the following requirements to be enrolled as a Code Participant:

(a) the applicant must be a legal person	See item A.4
(b) the applicant must be the Store Owner of at least one Remote Community Store	NOTE: A Store Owner does not include a person operating the Store as a store management services provider, or who is otherwise engaged by another person to operate the Store.
(c) the applicant must have an ABN or ARBN for each Store included in this Application Form	See item B.5.
(d) the applicant must demonstrate that it complies with Minimum Standards in respect of at least one Remote Community Store ( <b>Store</b> ) that it owns.	See B.8- B.24, below.

### STORE TO BE REGISTERED FOR THE CODE

If the applicant is seeking Code Registration for more than 1 Store, fill out and provide a separate attachment for each Store when lodging the Application Form.

Provide details of each Store the applicant has, and that the applicant is seeking Code Registration for.

#### B.3 Name of the Store

#### B.4 The Store's physical address

State	Postcode

#### B.5 The Store's ABN:

NOTE: The ABN can also be the ABN for another Store.

#### B.6 The Store's contact details:

- ☐ If the Store's contact details are the same as those provided at A.3, tick this box and go to item B.7.

Key contact name	
Phone number	
Web address (if there is one)	

Email address for service of notices and other communications from NIAA

NOTE: Other addresses may be valid for service.

Postal address for service of notices and other communications from NIAA

State	Postcode

NOTE: Other addresses may be valid for service.



**B.7** Has the applicant engaged a company to provide store management services for the Store?

☐ Yes ☐ No [Go to item B.8.](#)

If yes, provide the following details:

Name of the services provider

NOTE: This should be the legal name of the entity (eg ABC pty ltd)

Contact details

Phone number

Email address

Web address  
(if there is one)

**B.8** Is the Store a significant source of food, drink and Grocery Items for residents of a Remote Aboriginal and Torres Strait Islander Community (Community)?

NOTE: 'Remote Aboriginal and Torres Strait Islander Community' is defined on page 4 of the Code.

☐ Yes ☐ No

If yes, provide the following details:

**1** Name of the Community the Store services

To what extent is the Store a significant source of food, drink and grocery items to that Community?

**2** Details of the other Communities the Store services (if relevant)

To what extent is the Store a significant source of food, drink and Grocery Items to those Communities?

*If more space is required, provide a separate sheet with details.*

**B.9** What is the Store's size?

(a) Select all that apply.

Indicative size	What is the Store's weekly turnover?	What is the Store's productive floor area?	How large is the population that the store services?
Basic	<input type="checkbox"/> < \$35,000	<input type="checkbox"/> < 250 m <sup>2</sup>	<input type="checkbox"/> < 200 people
Small	<input type="checkbox"/> \$35,000 - \$85,000	<input type="checkbox"/> 250 – 500 m <sup>2</sup>	<input type="checkbox"/> 200 – 500 people
Medium	<input type="checkbox"/> \$80,000 - \$150,000	<input type="checkbox"/> 500 – 750 m <sup>2</sup>	<input type="checkbox"/> 500 – 1000 people
Large	<input type="checkbox"/> > \$150,000	<input type="checkbox"/> > 750 m <sup>2</sup>	<input type="checkbox"/> > 1000 people

(b) What size is the Store? Select ONE of the options below:

NOTE: Store size is self-determined by the applicant but should be informed by its response to (a) above.

- ☐ Basic  
☐ Small  
☐ Medium  
☐ Large



**The following questions relate to the Store's compliance with Minimum Standards.**

NOTE: A reference in this section to a 'Community' is a reference to the Remote Aboriginal or Torres Strait Islander Community that the Store services (see B.8). If the Store services multiple Communities, the applicant should refer to all of those Communities in its responses.

#### GOVERNANCE STANDARDS

**B.10** Describe how the Community that the Store services can provide input into how the Store operates.

NOTE: For example, is the Store governed by a board consisting of members from the Community?

- ☐ The Community cannot provide input into how the Store functions.

*Tick this box to indicate that the Store does not comply with the relevant Minimum Standard.*

#### OPERATIONS STANDARDS

**B.11** Are prices of products sold at the Store usually clearly and accurately displayed?

- ☐ Yes ☐ No

*Selecting 'No' will indicate that the Store does not comply with the relevant Minimum Standard.*

If **yes**, provide at **least 2 photos** showing how prices of products sold at the Store are usually displayed.

**B.12** Describe how the opening and closing hours of the Store are usually displayed.

- ☐ The Store does not clearly display opening and closing hours.

*Tick this box to indicate that the Store does not comply with the relevant Minimum Standard.*

**B.13** Describe how the Community that the Store services is usually notified of Store closures, including when they are notified.

- ☐ The Store does not notify the Community of anticipated Stores closures in advance.

*Tick this box to indicate that the Store does not comply with the relevant Minimum Standard.*

**B.14** Does the Store offer in-store informal credit arrangements to any of its customers?

NOTE: In-store informal credit arrangements include book up, run up a tab and other similar credit arrangements with customers. Centrepay is not an in-store informal credit arrangement for the purposes of the Code.

- ☐ Yes ☐ No

*Selecting 'No' will indicate that the Store does not comply with the relevant Minimum Standard.*

**B.15** If the Store is Registered under the Code, will the applicant clearly display the NIAA Code Signage in accordance with the Code Rules?

- ☐ Yes ☐ No

*Selecting 'No' will indicate that the Store does not comply with the relevant Minimum Standard.*

**B.16** Is the Store compliant with Commonwealth, State and/or Territory laws, policies and procedures that apply to it?

- ☐ Yes
- ☐ The Store is not compliant with Commonwealth, State and/or Territory laws, policies and procedures that apply to it.

*Tick this box to indicate that the Store does not comply with the relevant Minimum Standard.*



## HEALTH STANDARDS

**B.17** Are Unhealthy Food and Drinks only promoted or discounted at the Store because the discount is reasonably necessary to reduce waste from expiring food or drink?

☐ Yes ☐ No

Selecting 'No' will indicate that the Store does not comply with the relevant Minimum Standard.

**B.18** Describe where in the Store Unhealthy Food and Drinks (not including Ready-to-eat Meals) are usually displayed and accessed by Customers, including whether they are near the counter or high traffic areas.

Select **ANY** of the following options that reflect where Unhealthy Food and Drinks are usually displayed:

☐ at an area that is not a high traffic area –

Please describe:

Selecting any of the options **below** may indicate that the Store does not comply with the relevant Minimum Standard.

- ☐ at or near the counter where customers line up
- ☐ at the front end-of-aisle displays
- ☐ at the entrance to the Store
- ☐ near ATMs or public computers
- ☐ at other high traffic areas –

Please describe:

**B.19** Are fresh fruit and vegetable items are continuously available, well-presented and clearly displayed in the Store?

☐ Yes ☐ No

Selecting 'No' will indicate that the Store does not comply with the relevant Minimum Standard.

If **yes**, provide **at least 2 photos showing** how fresh fruit and vegetable items sold at the Store are usually displayed.

**B.20** How many varieties of fresh fruit and vegetables of high quality are available at the Store at any given time?

NOTE: For example, cucumber and broccoli (2 varieties of fresh vegetables), green apples and red apples (2 varieties of fresh fruit). Fresh fruit does not include frozen or tinned fruit and vegetables.

Answer this question by writing a number in each box below.

(a) At least  varieties of fresh fruit of high quality are available at the Store at any given time.

(b) At least  varieties of fresh vegetables of high quality are available at the Store at any given time.

If the Store does provide the number of varieties specified in the Code for a store of its size (see item B.9), the Store does not comply with the relevant Minimum Standard.

**B.21** What percentage of Ready-to eat Meals on display at the Store are usually Healthy Foods?

%

If less than 50% the Store does not comply with the relevant Minimum Standard.

**B.22** What percentage of refrigerated drinks on display at the Store are usually no-sugar products?

%

If less than 50% the Store does not comply with the relevant Minimum Standard.

**B.23** Is bottled water usually refrigerated and on display at the Store?

☐ Yes ☐ No

Selecting 'No' will indicate that the Store does not comply with the relevant Minimum Standard.

## REGISTRATION STATUS

**B.24** If the Store is Registered under the Code, will the applicant be open and transparent with stakeholders regarding the Store's Registration?

☐ Yes

☐ No

Tick this box to indicate that the Store will not comply with the relevant Minimum Standard.

**B.25** What type of Registration is the applicant seeking for this Store?

☐ Full Registration

► If the applicant is seeking Registration for additional Stores, fill out a copy of the attachment at [insert] for each Store and provide the attachment(s) when lodging this Application Form.

► Once all details have been provided, go to item B.29.

☐ Conditional Registration

► Go to item B.26.



The following questions relate to the requirements for Conditional Registration under the Code Guidelines, including whether there is a reasonable pathway towards compliance with Non-Compliant Standards.

NOTE: Information about Conditional Registration is at [3.5] of the Code Guidelines.

B.26 Please list the all the Non-Compliant Standards identified in B.8- B.24.

B.27 Is there a reasonable pathway for the applicant to comply with the relevant Non-Compliant Standards at the Store?

- ☐ Yes
- ☐ No

B.28 Are there any significant barriers preventing the applicant from complying with the Non-Compliant Standards?

- ☐ No
- ☐ Yes

If yes, provide details below.

By when does the applicant reasonably expect that the Store will become compliant with the Non-Compliant Standards?

/ /

CONFLICTS OF INTEREST

B.29 To the best of its knowledge, and after due inquiry, is the applicant aware of any business or other dealings or relationships it is engaged in that may be considered an actual, perceived or potential conflict of interest in relation to its enrolment as a Code Participant or the Registration of any Store included in this Application Form?

- ☐ Yes
- ☐ No

If yes, provide details.

This is the end of this attachment.

