



# Remote Store Application Checklist

This checklist outlines the process for remote community stores who wish to apply for the National Code of Practice for Remote Store Operations (the Code) and the Low-Cost Essentials Subsidy Scheme (the Scheme).

## BEFORE STARTING

- Read the following documents to help your remote store understand obligations under the Code and the Scheme.**
  - National Code of Practice for Remote Store Operations
  - Code Guidelines
  - Code Rules
  - Subsidy Guidelines
  - Subsidy Rules
  - Code Information Booklet
  
- Assess your store's compliance with the Code standards**
  - a. Determine if your remote store will apply for the Code
  - b. If yes, you will need to prepare information before starting the application. Details are in next point.

## BEFORE APPLYING

- Gather the following information before starting the application**
  - The applicant's legal name, trading name, contact details, and ABN
  - Legal entity type
  - Whichever is relevant in the list below based on the applicant entity type:
    - Names of 2 directors (they will need to be available to sign the form)
    - Names of CEO and Company Secretary
    - Partners names in a partnership
  - The community store name and address
  - An estimate of the store's weekly turnover, size of shop floor area and population of the community it services
  - Information about how the community provides input into how the store operates
  - Information about the steps the store takes to ensure that fresh fruit and vegetables are continually available



- The % of ready-to-eat meals on display that are Healthy Foods
- The % of refrigerated drinks on display that are no-sugar products
- Any actual, perceived or potential conflicts of interest that need to be declared
- Required evidence (have this before you start the application and note this will be uploaded separately once you have submitted your application)
  - at least two photos of price displays in your store
  - at least one photo of your fruit and vegetable section.

## APPLYING

### **Apply via the online form or a fillable PDF form**

There are 2 options available to enrol to participate. Each process is slightly different:

1. Online form – preferred option (see “1. Apply using the online form” below)
2. Fillable PDF form (see “2. Apply using the fillable PDF” form below)

The same application form can be used to:

- Enrol to participate to the Code for your remote store  
or
- Enrol to participate to the Code for your remote store and register for the Subsidy Scheme  
or
- Enrol to participate your remote store for the Subsidy Scheme, if you have already signed up for the Code

## 1. Apply using the online form

There are 2 parts to completing and submitting the online form.

### **Part 1**

*Note: The online application form must be completed in one session (you will not be able to exit the form or save the form). The NIAA strongly recommends gathering information before starting the application.*

- Open the form, complete all relevant fields based on your requirements.
- Submit the form. *This is not the last step.*

### **Part 2**

- Wait for the NIAA to email you with a PDF version of your completed form containing a signature page to be completed.
- Print the application, including the signature page.



- Get the authorised persons to sign the application on the signature page in ink.
- Scan the signed document.
- Upload the signed document and required evidence (photos of price displays and fruit and vegetable section) via the link provided to you in the NIAA email, or email them as attachments to [remotefoodsecurity@niaa.gov.au](mailto:remotefoodsecurity@niaa.gov.au).
- Wait for the NIAA to confirm via email that your application has been received.

**Your application will now progress to assessment. You will be notified of the outcome once the assessment process is complete.**

## 2. Apply using the fillable PDF form

- Open the form via the link on the NIAA website. You can print the form if you choose.
- Complete all relevant fields based on your requirements.
- Print the application and signature page.
- Get the authorised persons to sign the application on the signature page in ink.
- Scan the signed document.
- Upload the signed document and required evidence (photos of price displays and fruit and vegetable section) via [www.niaa.gov.au/code-uploads](http://www.niaa.gov.au/code-uploads) or email them as attachments to [remotefoodsecurity@niaa.gov.au](mailto:remotefoodsecurity@niaa.gov.au).
- Wait for the NIAA to confirm via email that your application has been received.

**Your application will now progress to assessment. You will be notified of the outcome once the assessment process is complete.**

## ASSISTANCE

If you need more information or assistance:

- ð Read frequently asked questions on [niaa.gov.au](http://niaa.gov.au)
- ð Email: [remotefoodsecurity@niaa.gov.au](mailto:remotefoodsecurity@niaa.gov.au)
- ð Call the helpline: 1800 833 570

