



Request to have import documents assessed outside business hours

Section A: General information

Purpose of this form	For importers or agents to request that the Department of Agriculture and Water Resources assess import documents outside business hours.
Before applying	See the Charging guidelines . You will be charged according to these guidelines. The department's business hours are 6.30 am to 6.30 pm, Monday to Friday (excluding public holidays). Documents can be assessed outside business hours subject to officer availability. You must submit this form by 11 am AEST on the business day that falls before you require the document(s) to be assessed. The department will respond by 3 pm AEST on the business day that falls before you require the document(s) to be assessed.
To complete this form	Save the PDF file to your computer. You need the latest version of Adobe Acrobat Reader to save changes and submit.
Your application must include	a completed and signed request form.
Email your form	Use the submit button to email the completed form to importassessment@agriculture.gov.au .
For more information	Email General inquiries Phone 1800 900 090 (within Australia) +61 3 8318 6700 (outside Australia)

Section B: Importer

1 Business name (legal entity name)

2 Brokerage (legal entity name)

Branch identification number

3 Contact person

Given name

Family name

Work phone (include area code)

Mobile phone

Email

Section C: Document lodgement

4 Time and date that all documents will be lodged for assessment

Time (AEST) am/pm

Date (dd/mm/yyyy)

Section D: Entries

5 Provide details of documents to be lodged for assessment

Entry number (optional)	Commodity	Imported food assessment	Biosecurity assessment	Dual assessment (imported food and biosecurity)
Entry number (optional)	Commodity			
Entry number (optional)	Commodity			
Entry number (optional)	Commodity			
Entry number (optional)	Commodity			
Entry number (optional)	Commodity			
Entry number (optional)	Commodity			

Section E: Importer declaration

To be completed by the person listed in section B of this application.

I declare that the information I have provided is true and correct. I understand that it is a criminal offence under the *Criminal Code Act 1995* to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law. This offence carries a maximum penalty of 12 months imprisonment.

Signature (enter signature or type your name)

Date (dd/mm/yyyy)

Full name

Section F: Privacy notice

'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Personal information' that is collected under or in accordance with the *Biosecurity Act 2015* is also 'protected information' under the Biosecurity Act.

Any protected information, including personal and sensitive information, in relation to this form is collected under the Biosecurity Act and used by the Department of Agriculture and Water Resources to assess your entry and for related purposes. If you do not provide the relevant personal information requested in this form, the department may be unable to assess your entry. Information collected by the department will only be used or disclosed as authorised under the Biosecurity Act.

The personal information requested on this form may be disclosed to other Australian agencies, including the Department of Immigration and Border Protection. It will not usually be disclosed overseas. It will only be disclosed if authorised under the Biosecurity Act.

See our [Privacy Policy](#) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.