



# Request to have import documents assessed outside business hours

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## Section A: General information

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| <b>Purpose of this form</b>          | For importers or agents to request that the Department of Agriculture and Water Resources assess import documents outside business hours.                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Before applying</b>               | See the <a href="#">Charging guidelines</a> . You will be charged according to these guidelines.<br>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.<br>You must submit this form by 11 am AEST on the business day that falls before you require the document(s) to be assessed.<br>The department will respond by 3 pm AEST on the business day that falls before you require the document(s) to be assessed. |
| <b>To complete this form</b>         | Save the PDF file to your computer. You need the latest version of Adobe Acrobat Reader to save changes and submit.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Your application must include</b> | a completed and signed request form.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Email your form</b>               | Use the submit button to email the completed form to <a href="mailto:importassessment@agriculture.gov.au">importassessment@agriculture.gov.au</a> .                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>For more information</b>          | Email <a href="#">General inquiries</a><br>Phone 1800 900 090 (within Australia)<br>+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 |                          |                        |                                                 |

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## 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

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## Section F: Privacy notice

‘Personal information’ means information or an opinion about an identified, or reasonably identifiable, individual.

By completing and submitting this form you consent to the collection of all personal information contained in this form.

The Department of Agriculture and Water Resources collects your personal information (as defined in the *Privacy Act 1988*) in relation to this form for the purposes of assessing your application and related purposes. If you fail to provide some or all of the personal information requested in this form, the department will be unable to process your request.

The department may disclose your personal information to the Department of Immigration and Border Protection and other Australian Government agencies, persons or organisations where necessary for the purposes described, provided the disclosure is consistent with relevant laws, particularly the Privacy Act. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

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