

Making a horse compound booking at the Mickleham Quarantine Facility

How to submit your application

Horse consignment:

- booking requests are to be submitted at least 22 days prior to the scheduled arrival date
- booking requests must include all required information listed below
- bookings will be accepted and confirmed up to 6 months in advance.

Your application must be sent to the Mickleham Post-Entry Quarantine Facility (MQF) Horse Operations Manager and MQF Horse Assistant Director.

Note: A separate import permit application and [Notice of intent to import live horses \(NOI\)](#) is required. Refer to [Notice to Industry 1: Horse importer responsibilities](#) for more information regarding requirements for import and the timeline for submitting applications and forms.

Required booking information

- Importer name (contact person and company name) and contact details (email/phone).
- Number of horses in consignment (include horse names, microchip numbers, and age of foals at foot if available).
- Requested number of stables.
- Requested date/s of import.
- Flight number, arrival date, country of export.
- Any priority considerations e.g. dates only flexible +/- 1 week, last date of service considerations for pregnant mares in the consignment.
- Contingency arrangements e.g. possible swaps with other companies/consignments.

Expressions of interest

Expressions of interest (EOI) may be submitted for import dates up to 6 months in advance. A specific date OR month and year may be provided in the EOI.

EOIs submitted for future consignments are not considered confirmed bookings.

Confirmed bookings where the 20% non-refundable reservation charge has been paid will override an EOI.

Application assessment process

The department will endeavor to accommodate all requests and facilitate access for all parties.

Horse transport agents may be advised to submit requests for alternative options via email if preferred booking dates are unavailable.

The department will make decisions about final allocations fairly and transparently without compromising personal and commercial-in-confidence information.

When assessing booking requests, we will consider the following:

- Booking requests received by all importers (noting that this information will not be made public).
- Access/availability for all importers with a minimum requirement of five days between intakes to allow for industry to clean down and reset compounds and for the department to undertake facility maintenance and repairs.
- Availability of horse compounds and maximising the use of stables within the horse compound (i.e. 40 stables per compound).
- Bookings will not be accepted more than 4 days either side of an existing booking.
- Priority will be given to bookings where the deposit has been paid and horse numbers and details have been confirmed at least 22 days before the consignment's scheduled arrival date. If available, horse names, microchip numbers and age of foals at foot must be provided.
- Importer requests for priority consideration including pregnancy status and vaccination status of horses and other factors affecting timing and eligibility.
- Booking and payment history.
- Regulatory compliance history.
- Fit and proper persons tests for all new importers or those that have a history of non-compliance.

Bookings and import permits will be granted to international horse transport agents, not individual importers.

Importation charge

A **20% non-refundable reservation charge** will be applied based on the number of horses due to arrive. An invoice will be issued to confirm bookings.

Booking requests for peak periods may require payment of the non-refundable reservation charge several months in advance of the arrival date.

If a horse is no longer travelling due to commercial reasons, it may be substituted with another horse. Additional horses may be added after a booking has been confirmed if space is available at the horse compound.

The **balance of the importation charge (80%)** will be applied based on the number of horses due to arrive. This invoice will be issued approximately one to two business days prior to scheduled date of arrival.

Refer to [Notice to Industry 18: Guide to import fees for horses](#).

Refunds and Credit Notes

A **refund** or **credit note** of part of the 20% non-refundable reservation charge will be considered in exceptional circumstances where a horse may have failed pre-export testing or is suffering illness or injury. Supporting written evidence will be required upon requesting the refund or credit note from MQF.

If a horse does not travel due to commercial reasons, no refund will be provided for the importation charge once invoices have been generated.