



Commercial Vessel Pre-Arrival Reporting for Australian External Territories

MARS quick reference guide

QRG 16 Version 2, October 2023

All international vessels planning to enter Australian territory must submit a Pre-Arrival Report (PAR).

All international vessels that are sailed, motored or towed through the 12nM limit and enter Australian territory are subject to pre-arrival reporting, pratique, biosecurity assessment and inspection at a first point of entry on arrival. Vessels entering Australian territory must comply with their requirements under [biosecurity legislation](#).

Australian External Territories

Australian External Territories are Christmas Island, Cocos (Keeling) Islands and Norfolk Island.

All vessel masters and agents representing commercial vessels, including cruise vessels, travelling between the Australian mainland and the Australian External territories, and between the external territories, are required to pre-arrival report.

Commercial vessels - When to report

All vessel masters and agents must submit a PAR using MARS between 96 and 12 hours before the estimated time of arrival of the vessel into Australian territory.

How to do it

A PAR must be completed:

- a. manually in MARS by direct data entry by the vessel master

or

- b. by completing and uploading an [offline form](#) which the master then submits to a nominated shipping agent.

1. Access MARS at <https://online.agriculture.gov.au/selfservice/>
2. Sign in with your User ID and Password. The MARS Terms of Use must be accepted to complete the sign in.
3. Select the MARS Maritime icon.
4. Select the Pre-Arrival Report icon on the MARS home screen. From the MARS home screen, the PAR can be accessed either from the Submit Applications drop down menu or by clicking on the Pre-Arrival Report shortcut.
5. Complete each of the PAR tabs and submit the PAR. For detailed steps on how to submit a PAR, refer to the MARS User Guide [MARS communications and training materials - DAFF \(agriculture.gov.au\)](#)



What next?

1. The PAR submission will be assessed by MARS and biosecurity officers. You will receive notification communicating the department's biosecurity conditions and expectations. This information may be emailed to a shipping agent (where an agency has been nominated in the PAR).
2. For urgent issues, follow up on the report by phoning the National Maritime Centre (NMC).

Phone within Australia: 1300 004 605. Phone outside of Australia: +61 8 8201 6185

Out of hours emergency contact: 1300 004 605. Email: maritimenc@aff.gov.au

Non-commercial vessels – when to report

Non-commercial vessels must pre-arrival report up to 90 days to 12 hours prior to the estimated arrival of the vessel into Australian territory. This can be done via email or verbally to a biosecurity officer.

How to do it

Navigate to the department's non-commercial vessel webpage at: [Non-commercial vessel arrival biosecurity reporting - yachts and private superyachts - DAFF \(agriculture.gov.au\)](https://www.agriculture.gov.au/non-commercial-vessel-arrival-biosecurity-reporting-yachts-and-private-superyachts) for comprehensive requirements on how to report coming to Australian territory, preparing for arrival and what to expect from the biosecurity inspection.

Vessel reporting requirements and the Biosecurity Act 2015

Vessel masters and shipping agents are reminded:

- to read and understand the Biosecurity Status Document (BSD) directions and conditions and keep a copy of the current document on board the vessel for the duration of the voyage in Australia.
- that any changes in circumstances during the voyage in Australian waters, particularly changes to the human health of travellers, must be submitted via MARS or reported to the NMC as soon as practicable.
- that a failure to report accurately or comply with a requirement under the Biosecurity Act 2016 may result in penalties, including infringement notices, civil penalties, or criminal prosecutions.

The department's service responsibilities and standard of service commitment are detailed in the department's Client Service Charter available at [Client service charter - DAFF \(agriculture.gov.au\)](https://www.agriculture.gov.au/client-service-charter)

Want to know more about Australian External Territories?

We have a webpage about Australian External Territories: [Biosecurity legislation and the Australian territory webpage](https://www.agriculture.gov.au/biosecurity-legislation-and-the-australian-territory-webpage).