**Application for Biosecurity inspection activities to be performed**

**at a non – Approved Arrangement location**

The purpose of this application is to seek department of Agriculture, Fisheries and Forestry (the department) approval for a biosecurity inspection to occur at a non-Approved Arrangement (AA) premises. The application must be completed in full. Incomplete applications will be returned and not considered until all required information and/or supporting documents have been submitted at the same time.

If approval is granted, it is for this consignment only, as per the AIMS entry below. All inspections will be conducted as seals Intact inspections. The department can revoke an approval at any time.

Please provide the following information, this information must match the consignment detail, including packing lists, container lists, manifests, ICS etc:

AIMS Entry number:

Container Number/s:

Seal Number/s:

Commodity:

Importer Name:

Broker Name:

Non-approved AA physical location address:

**It is the importer’s responsibility to ensure every effort has been made to use an existing Approved Arrangement location to manage the goods, prior to seeking a non-AA approval location.**

1. Has the importer applied or is intending to apply to have the non-AA site become an [Approved Arrangement](https://www.agriculture.gov.au/biosecurity-trade/import/arrival/arrangements/applying) with the Department? **Y / N** - If yes, date of application:
2. Please provide AIMS entry numbers if dispensation for non-AA inspection of similar goods has been granted by the department in the last two years:

|  |  |  |
| --- | --- | --- |
| 1: | 3: | 5: |
| 2: | 4: | 6: |

1. Please attach documented evidence that five (5) Approved Arrangement sites (AA) have been approached to unpack this consignment and the reason/s why they are unable to facilitate this inspection, (e.g. letters/email evidence) within the last 4 weeks.

Please also list the Approved Arrangement sites that have been approached:

|  |  |  |
| --- | --- | --- |
| 1: | 3: | 5: |
| 2: | 4: |  |

1. If the consignment is in a container, please tick applicable container type/size below or add details in ‘other’:

|  |  |  |  |
| --- | --- | --- | --- |
| 6 sided hard |  | 20ft |  |
| Open top with trap |  | 40ft |  |
| Flat rack |  | Other: | |

1. Please provide the following non-AA site information:
   1. date stamped photos of the intended unpack premises/area (as separate attachments).
   2. a description and/or photos of commodity or/and specialised equipment for unloading.
   3. a photo of the laydown area where the container will be situated for unpack.
   4. the anticipated timeframe for unpack to take place.

**Goods subject to biosecurity control must be segregated from all other domestic goods at the non-AA site to ensure cross contamination does not occur. Imported goods must be separated by a minimum of 5 meters or by a physical barrier.**

1. Please provide information and/or supporting documentation in relation to the Workplace Health and Safety plan for the site where the inspection will take place and confirm the following statements:

|  |  |
| --- | --- |
|  | **Y/N** |
| a site induction will be provided to biosecurity officers prior to conducting the inspection. |  |
| biosecurity officers will be escorted for the duration of the inspection. |  |
| the premises have emergency procedures for the site. |  |
| the premises provide safe access and egress to the inspection area. |  |
| the inspection area is located 5-10m away from other work being conducted and other moving equipment and vehicles. |  |

1. Please attach the following information regarding this consignment:
2. the proposed processes for managing any pests and/or insects detected during the inspection (e.g. Brown marmorated stink bug (or other biosecurity risk material (BRM) encountered during the unpack e.g. plant material or soil.
3. details of a department approved treatment provider who will be able to assist the non-Approved Arrangement site in managing any insect infestations and other BRM. The cost of this activity will be borne by the importer.
4. details of a department approved treatment provider the importer will engage to assist in the management of onshore treatments, if required. All costs associated with the treatment and movement of the goods will be borne by the importer.
5. details of a department approved biosecurity waste provider the importer will engage to manage the transport and disposal biosecurity waste, if required. The cost of this activity will be borne by the importer.
6. Any details regarding the importer’s plan for future consignments requiring a biosecurity inspections.

**By signing this form, you acknowledge that approval, if granted, is solely for the specific inspection related to the above entry number only and does not extend to future activities. Furthermore, you acknowledge that the department reserves the right to revoke this approval at any time.**

**Importer/Broker Name: Signature: Date:**

**Contact Number: Email Address:**

**Submitting this application**

Please email your completed application to the State/Territory where the cargo is to be inspected and CC [seacargopolicy.gov.au](mailto:seacargopolicy@aff.gov.au) with all requests:

|  |  |
| --- | --- |
| NSW/ACT | [CEPOST@aff.gov.au](mailto:CEPOST@aff.gov.au) |
| QLD | [nerctl@aff.gov.au](mailto:nerctl@aff.gov.au) |
| WA | [WestInspAdminMailbox@aff.gov.au](mailto:WestInspAdminMailbox@aff.gov.au) |
| SA | [CargoSA@aff.gov.au](mailto:CargoSA@aff.gov.au) |
| NT | [ntcargo@aff.gov.au](mailto:ntcargo@aff.gov.au) |
| VIC/TAS | [SouthEast.InspectionSupport@aff.gov.au](mailto:SouthEast.InspectionSupport@aff.gov.au) |

The Department is required by the service charter to respond, in this instance, to client requests within 10 business days. A copy of the client service charter is available on the departments website: [www.agriculture.gov.au/about/commitment/client-service-charter/service-standards#client-contact-services](https://www.agriculture.gov.au/about/commitment/client-service-charter/service-standards#client-contact-services)