



Australian Government
**Department of Agriculture
and Water Resources**

22 January 2016

Import Industry Advice Notice

03/2016

**New form to request to have import documents assessed
outside business hours (during “overtime”)**

Who does this notice affect?

Importers or agents who need to request that the Department of Agriculture and Water Resources (the department) assesses import documents outside business hours.

What has changed?

The department has developed a national form for importers/agents to use to request assessment of import documents outside business hours.

This form replaces various forms/procedures (e.g. phone calls, emails) used in different states to request “overtime” for import document assessment.

The form must be submitted by 11 am AEST on the business day that falls before the document(s) are required to be assessed. Late submission may not be able to be accommodated, as this service continues to be provided subject to officer availability.

The form can be accessed via the following webpages:

- [Lodgement of import documentation via the Cargo Online Lodgement System \(COLS\)](#)
- [Lodgement of import documentation via email](#)

Further information?

For further information please contact the department on 1800 900 090 or info@agriculture.gov.au.

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