Australian
BORDER FORCE

Customs Act 1901 – PART IVA – DEPOTS

Application for Section 77G Depot Licence

Please open this form using Adobe Acrobat Reader. Either type in the fields provided or print this form and complete it using a pen and BLOCK LETTERS.
Tick where applicable ☑

1. Contact details for the application

Contact person's name	Designation

Postal address	Suburb	State	Postcode

Email address	Contact number (business hours)	Mobile number

2. Client details

Client name	ABN

3. Establishment (Depot) name and address

Establishment (Depot) name	Company email address	Contact number

Physical site address	Suburb	State	Postcode

Is the depot located further than 40 kms from the nearest Australian Border Force (ABF) office? No ☐ Yes ☐

4. After hours contact

After hours contact person's name	
Email address	Contact number

5. After hours security

Do you contract an after hours security company? No ☐ Yes ☐ If Yes, provide details below

Company name	
Email address	Contact number

6. Head office

Email address	Contact number

Street address	Suburb	State	Postcode

Postal address	Suburb	State	Postcode

7. Integrated Cargo System (ICS) Client Registration

Have you completed the ICS Client Registration process using the ABN stated above? No ☐ Yes ☐

8. Communicating electronically

How will you communicate with the ABF via the ICS?

Customs Interactive (CI) ☐ Electronic Data Interchange (EDI) ☐ If EDI, provide details of the software you will be using.

9. Company membership and persons who participate in the management or control of the depot

The applicant and all persons in positions of management or control are required to be fit and proper. Please refer to ACN2022/46, pg. 10, paragraph 34, Fit and Proper Person. The ABF considers a person to be in management or control if they:

- have authority to direct operations or activities at a depot ;
- are involved in, or have an influence over, the policies and procedures of the depot; or
- direct the receipt or release of goods at a depot.

A person is considered to be in management irrespective of whether their role is active or passive; and whether they are physically located at the depot.

This includes all directors, managers and supervisors on site and includes (but not limited to) employees with:

- the authority to direct operations and/or release cargo;
- access to the ICS;
- after hours access; or
- keys to the deadhouse.

Full name	Position	Contact number	Email address

If insufficient space, attach additional details

10. Prior experience

Does the applicant or any of the persons nominated in a position of management or control have any prior experience in the operation of a licensed depot? Please provide with this application, evidence to support an application by providing completion of training with certificates achieved and or demonstrated experience and or knowledge in resumes as adequate experience.

No ☐ Yes ☐ If Yes, provide a brief outline *(If insufficient space, attach additional details)*

11. Depot activities

Indicate the activities you propose to undertake should the licence be approved: *(Tick all that apply)*

☐ Holding of imported goods subject to customs control

☐ Holding of goods for export subject to customs control

☐ Unpacking of imported goods subject to customs control

☐ Packing of goods for export subject to customs control

Note: Examination of goods subject to customs control is conducted by authorised officers at all depots.

12. Depot categories

Indicate the depot categories: *(Tick all that apply)*

☐ Air – General

☐ Air – Off-Airport Cargo Terminal Operator (CTO)

☐ Air – Personal effects

☐ Sea – Containerised general cargo

☐ Sea – Non-containerised general cargo

☐ Sea – Personal effects

☐ Sea – FCL Container Park

☐ Postal articles (Australian Post only)

13. Use of premises for purposes other than depot activities

13.1 Do you propose to use the depot for any purposes other than outlined above?

No ☐ Yes ☐ If Yes, provide a brief outline *(If insufficient space, attach additional details)*

13.2 Have you applied for an Approved Arrangement (previously Quarantine Approved Premises) with the Department of Agriculture, Fisheries and Forestry (DAFF)?

No ☐ Yes ☐

14. Third party entities

Are you sharing the premises with any other third party entities? Are there any risks associated to the Customs Controlled goods? How will security be increased or physical separation be applied to satisfy any risks introduced with the third party entities located at the Licensed Place?

No ☐ Yes ☐ If Yes, provide details *(If insufficient space, attach additional details)*

15. Section 79 warehouse

Will any part of the premises where the depot will be located be licensed as a section 79 warehouse?

No ☐ Yes ☐ If yes, the applicant must provide additional information of how Customs Controlled goods are to enter the licensed depot without crossing over the licensed warehouse area *(If insufficient space, attach additional details)*

16. Quality Management System

Do you have a certified Quality Management System?

No ☐ Yes ☐ If Yes, state which standard you are using *(If insufficient space, attach additional details)*

17. Standard Operating Procedures (SOPs)

Do you have documented SOPs in place that may be made available upon request by the ABF? No ☐ Yes ☐

18. Attachments

All documents are mandatory for the application. Please tick each when you have attached the required document.

- ☐ Employee staff list
- ☐ Corporate membership structure
- ☐ Company extract
- ☐ Financial information
- ☐ Depot site plans
- ☐ Fit and Proper (B301) forms
- ☐ Asbestos Report / Occupancy Certificate
- ☐ Construction of premises
- ☐ Physical security of premises
- ☐ Examination facilities and designated Mobile X-ray Unit (MXU) area (10mx10m)
- ☐ Physical separation of premises
- ☐ Ownership / Lease verification
- ☐ Depot procedures and recording systems
- ☐ Still images of all CCTV camera angles

19. Declaration

I declare that:

- I have supplied all information in the application form and attachments as outlined above, and
- all the information provided above and relevant attachments in relation to this section 77G depot licence application are true and correct.

Signature	Name	Date
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Privacy

Any personal information contained in this form will be collected, used, stored and disclosed by the Australian Border Force (ABF) in accordance with the Australian Privacy Principles in Schedule 1 of the *Privacy Act 1988*. Further information regarding how the ABF handles personal information can be found in the Department of Home Affairs' (the Department) Privacy Policy **www.homeaffairs.gov.au/access-and-accountability/our-commitments/privacy** or by contacting the Department's Privacy Help Desk by email **privacy@homeaffairs.gov.au**.

Submitting this form

When the application form and requested attachments have been completed, please submit your application to:

Email: **licensing@abf.gov.au**

If no access to email, please submit to:
Australian Border Force
Customs Licensing
GPO Box 9984
SYDNEY NSW 2001

On receipt of your application you will be invoiced for the $3,000 depot licence application fee.

Processing of your application will only commence once the invoice is paid.

You will be advised in writing should the Comptroller-General require further details in relation to this application. Should no further information be required, you will be advised within 60 days after the receipt of this application, whether this application has been approved. If you have not had a response within 60 days, after the receipt of this application, the application is deemed refused.