



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
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3. Establishment (Depot) name and address

Establishment (Depot) name			
Physical site address	Suburb	State	Postcode
Is the depot located further than 40 kms from the nearest Australian Border Force (ABF) office? No <input type="checkbox"/> Yes <input type="checkbox"/>			

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 <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, provide details below	
Company name	
Email address	Contact number

6. Head office

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 <input type="checkbox"/> Yes <input type="checkbox"/>	
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8. Communicating electronically

How will you communicate with the ABF via the ICS?	
Customs Interactive (CI) <input type="checkbox"/>	Electronic Data Interchange (EDI) <input type="checkbox"/> 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. 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 customs brokers 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?

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*)

- | | |
|---|---|
| <input type="checkbox"/> Holding of imported goods subject to customs control | <input type="checkbox"/> Holding of goods for export subject to customs control |
| <input type="checkbox"/> Unpacking of imported goods subject to customs control | <input type="checkbox"/> 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*)

- | | | |
|--|--|--|
| <input type="checkbox"/> Air – General | <input type="checkbox"/> Sea – Containerised general cargo | <input type="checkbox"/> Postal articles
(Australian Post only) |
| <input type="checkbox"/> Air – Off-Airport Cargo Terminal Operator (CTO) | <input type="checkbox"/> Sea – Non-containerised general cargo | |
| <input type="checkbox"/> Air – Personal effects | <input type="checkbox"/> Sea – Personal effects | |
| | <input type="checkbox"/> Sea – FCL Container Park | |

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?

No Yes

14. Third party entities

Are you sharing the premises with any other third party entities?

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

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.

- | | |
|--|---|
| <input type="checkbox"/> Employee staff list | <input type="checkbox"/> Construction of premises |
| <input type="checkbox"/> Corporate membership structure | <input type="checkbox"/> Physical security of premises |
| <input type="checkbox"/> Company extract | <input type="checkbox"/> Examination facilities |
| <input type="checkbox"/> Financial information | <input type="checkbox"/> Physical separation of premises |
| <input type="checkbox"/> Depot site plans | <input type="checkbox"/> Ownership / Lease verification |
| <input type="checkbox"/> Fit and Proper (B301) forms | <input type="checkbox"/> Depot procedures and recording systems |
| <input type="checkbox"/> Asbestos Report / Occupancy Certificate | |

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

/ /

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:

Australian Border Force
Customs Licensing
GPO Box 9984
SYDNEY NSW 2001
Email: licen@abf.gov.au

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.