



Customs Act 1901
**Application for Section 79
Warehouse 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
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3. Establishment (Warehouse) name and address

Establishment (Warehouse) name			
Physical site address	Suburb	State	Postcode

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.	
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"/>

8. Company membership and persons who participate in the management or control of the warehouse

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 warehouse;
- are involved in, or have an influence over, the policies and procedures of the warehouse; or
- direct the receipt or release of goods at a warehouse.

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 warehouse.

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; or
- after hours access.

Full name	Position	Contact number	Email address

If insufficient space, attach additional details

9. 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 warehouse?

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

10. Description of goods

Description of product	Quantity
1.	
2.	
3.	

What is the estimated maximum revenue liability for the goods that will be stored in the warehouse at any one time?

Will the licensee be the owner of all the goods that will be stored in the warehouse?

No If No, provide the name of the owner(s) and respective ABN(s) below Yes

11. Warehouse activities

List the activities you propose to undertake should the warehouse licence be approved *(If insufficient space, attach additional details)*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

12. Storage of duty paid/free goods

Do you wish to store duty paid/free goods within the area to be licenced?

No Yes

13. Duty free shops

Are you applying for permission to operate as a duty free shop?

No Yes If Yes, indicate the type of duty free shop you propose to operate

On-Airport inwards

On-Airport outwards

Off-Airport

14. Storage of excisable goods

Will you be storing excisable goods?

No Yes If Yes, do you have the required licence(s) granted by the Australian Taxation Office (ATO)?

No Yes

Note: If you wish to store excisable goods or use imported EEGs in the manufacture of excisable goods and you are not applying for a licence as a Catering Bond, Provedore or Duty Free Shop, you will need to contact the ATO directly.

15. Additional information for Provedores and Catering bonds

Are you applying for permission to supply aircrafts or ships' stores to an aircraft or vessel?

No Yes If Yes, which permission are you seeking?

Provedore (ships' stores)

Catering Bond (aircrafts stores)

Will you be selling alcohol and/or tobacco as aircrafts or ships' stores?

No Yes

Details of the companies that will supply EEG goods to the warehouse:

Name of company	Establishment code	ABN
1.		
2.		
3.		

What is the quantity of product you expect to receive each year?

Description of product	Quantity
1.	
2.	
3.	

16. 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)*

17. Section 77G depot

Will any part of the premises where the warehouse will be located be licensed as a section 77G depot? No Yes

18. 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*)

19. Standard Operating Procedures (SOPs)

Do you have documented SOPs in place that may be made available upon request by the Australian Border Force (ABF)? No Yes

20. 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"/> Warehouse site plans | <input type="checkbox"/> Financial security |
| <input type="checkbox"/> Corporate membership structure | <input type="checkbox"/> Physical separation and construction of premises | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Company extract | <input type="checkbox"/> Physical security of the premises | <input type="checkbox"/> Duty free shop standard operating procedures (if applicable) |
| <input type="checkbox"/> Financial information | <input type="checkbox"/> Ownership / Lease verification | |
| <input type="checkbox"/> Related companies | <input type="checkbox"/> Examination equipment | |
| <input type="checkbox"/> Fit and Proper (B301) forms | <input type="checkbox"/> Warehousing procedures and recording systems | |
| <input type="checkbox"/> Asbestos Report / Occupancy Certificate | <input type="checkbox"/> Provedore / Catering Bond Contracts (if applicable) | |

21. 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 79 warehouse 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 warehouse 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.