

Application for Approved Premise

DEPOT REGISTRATION INFORMATION

The following details must be provided by Depot Applicant to be considered for an approval as an Approved Premise [Depot] under Section 21 A of the Customs Act.

1. All applications must be accompanied by a requesting cover letter, using the supplied format bearing the letter head of the company.
2. Applicants must state:

If individual owner state:

- Full name.
- Date of birth.
- Residential address.

If partnership state:

- Same details as above for all partners.

If company state:

- Details of principals.
- Postal address.
- Contact details.

Recent financial records for commercial entity may be required for verification of ownership and status of business.

Applicants have to provide details of physical location of the premises stating:

- Ownership.
- Lease or Tenancy agreements.
- Physical security of premises.
- How access is gained.
- A detailed plan of premises /layout, including gate entry and exits , transport and parking facilities, the designated depot area, other storage areas , office space [where depot records maintained], details of any other commercial activities at these premises other time of goods location, etc.

- Plans to provide a clear distinction of depot storage areas, being designated area subject to Customs Controls. Details of security and separation to be provided. [Plans should be professionally drafted.]
 - Alarm systems, where located, how they work, etc.
 - Security guards, how many at day/night, any dogs or weapons, company?
3. Applicants must provide the following details of all Management and supervisory staff responsible for Depot Operations:
- Full name.
 - Date of birth.
 - Specimen Signature.
4. Applicants must also provide details of:
- Transport companies who will transfer containers from the wharf.
 - If hired transport company, than company to provide details of contractors.
 - Name of owners.
 - Name of drivers. If applicant provides *own* transport, *names of drivers* not necessary, but must be made available upon request.
5. Applications must provide details of facilities, man power, and equipment that can be utilized/provided/accessed to permit and assist examination of cargo by Customs.
- For example: forklifts, tables and chairs, staff, computers, photocopier, etc.
6. Applicants must describe the type of recording system and procedure they intend to use for the depots, this is to ensure the following is accurately accounted for:
- Movement details of cargo.
 - Receipt of cargo.
 - Storage timing.
 - Delivery into time up bond.
 - Delivery out of depot.

The maintenance of the depot recording system is essential to meet all Customs legislative provisions.

Compliance checks will be routinely undertaken of cargo movement and control records.

Depot audit programs will also be conducted on all approved premises to monitor the effectiveness and compliance of Depot operations.

7. An Approved Premise application will incorporate a statement by the operator that he/she is aware of all responsibilities of the depot operator under the Customs Act and a guarantee that he/she would be liable for the amount equivalent to the Duty plus GST, as appropriate, on goods subject to customs control entrusted to their control as the receiving depot, if they cannot account for those goods when required.

This guarantee to be applied in conjunction with general customs legislative requirements and controls.

This undertaking will also include recognition of requirements under Section 16 (A), (C) and (E) of the Customs Act and the application of customs powers at these premises.

Refer Attached template for the requesting cover letter for the Depot application. All applications should include this cover letter under company letter head requesting consideration of Application for Approved Premise to Regional Director or Port Manager.

Customs Regional Director

Port Manager

Manager/s Compliance & Revenue

December 2009