Australian
BORDER FORCE

Customs Act 1901 – PART V – WAREHOUSES

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

3. Establishment (Warehouse) name and address

Establishment (Warehouse) name

Physical site address	Suburb	State	Postcode
Establishment email address		Establishment contact number	

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 ☐ If No, provide reason. Yes ☐ If Yes, provide details.

Company name

Email address	Contact number

6. Head office

Street address	Suburb	State	Postcode
Postal address	Suburb	State	Postcode
Head office email address		Head office contact number	

7. Integrated Cargo System (ICS) Client Registration

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

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? Please include evidence of completed training, certificates, or relevant experience and knowledge in your resume to support this application.

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 are applying for a Catering Bond, Provedore or Duty Free Store, please continue with this ABF s79 warehouse application form. If you wish to store excisable goods or use imported EEGs in the manufacture of excisable goods, contact the ATO directly and do not proceed with this s79 warehouse form.

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 ☐ If Yes, provide details of storage method.

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.

- ☐ Employee staff list
- ☐ Corporate membership structure
- ☐ Company extract
- ☐ Financial information
- ☐ Related companies
- ☐ Fit and Proper (B301) forms
- ☐ Asbestos Report / Occupancy Certificate
- ☐ Warehouse site plans
- ☐ Physical separation and construction of premises
- ☐ Physical security of the premises
- ☐ Ownership / Lease verification
- ☐ Examination equipment
- ☐ Warehousing procedures and recording systems
- ☐ Provedore / Catering Bond Contracts (if applicable)
- ☐ Financial security (ABF may request a bank guarantee)
- ☐ Insurance
- ☐ Duty free shop standard operating procedures (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
of Home Affairs' (the Department) Privacy Policy **www.homea**
or by contacting the Department's Privacy Help Desk by email **u**.

Submitting this form

Completed application form and requested attachments should be submitted via email to: **licensing@abf.gov.au**

Hard copy no longer required if submitted via email.

If unable to submit via email, please send 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 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.