



Application for booking at the Mickleham Post Entry Quarantine Facility – Horse compound

Non-refundable reservation

Horse consignment reservations/bookings are to be submitted at least 22 days prior to the scheduled arrival date. Importers are to provide horse details (names and microchip numbers) that are available at the time of booking confirmation.

A 20% non-refundable reservation charge will apply based on the number of horses booked and confirmed to arrive at the horse compound. An invoice will be issued to the importer at the time of confirmation.

Horse consignment bookings will be accepted earlier than 22 days prior to the horse consignments' scheduled arrival date and will be 'confirmed' by the horse compound when the 20% non-refundable reservation charges have been invoiced.

The horse compound will regularly update horse importers of stable and horse compound availability as bookings have been accepted and confirmed.

Importation charge

The balance of the importation charges (80%) will be applied based on the number of horses due to arrive within the consignment from overseas. This invoice will be issued approximately one to two business days prior to their importation.

Refunds and Credit Notes

A **refund** or **credit note** of the 20% non-refundable reservation charge will be considered in exceptional circumstances where a horse may have failed pre-export testing or is suffering illness or injury. Supporting written evidence will be required upon requesting the refund from the horse compound.

If a horse does not travel due to commercial reasons, no refund will be provided for the booking fee, once the booking has been invoiced (confirmed). If a horse is cancelled for importation, it can be substituted with another horse. Additional horses may be added after a booking has been confirmed and an invoice has been issued to increase arrival numbers if space is available at the horse compound.

Expressions of interest

Expressions of interest submitted to the horse compound for future consignment arrival dates are not considered confirmed bookings and are indicative only. Confirmed bookings where an invoice of the 20% non-refundable reservation charge has been issued will override any expressions of interest. Bookings will be accepted and confirmed up to 6 months in advance.



Application process

Application forms for horse compound bookings must be sent to the department via email as follows:

- Micklehamhorses@aff.gov.au and PEQ Assistant Director (Horses)
- The department may contact you to discuss alternative options if your preferred booking is unavailable. The department will endeavor to accommodate all requests and facilitate access for all parties. The department will make decisions about final allocations fairly and transparently without compromising personal and commercial-in-confidence information.

When assessing booking allocations, the department will consider the following:

- Priority will be given to bookings that are confirmed and invoiced in the date order they have been received from importers.
- Confirmed arrival horse numbers at least 22 days before the consignments' scheduled arrival date and if available, any horse names, microchip numbers and age of foals at foot (refer to [NTI 18](#)).
- Availability of horse compounds and maximizing the use of stables within the horse compound (i.e. 40 stables per compound).
- Flight arrival times and access/availability for all importers with a minimum requirement of five days between intakes to allow for industry to clean down and reset compounds and for the department to undertake facility maintenance and repairs.
- Importer requests for consideration including any information regarding pregnancy status and vaccination status of horses and other factors affecting timing and eligibility.
- Flight details as advised by the importer.
- Booking and payment history
- Regulatory compliance history
- Fit and proper persons tests for all new importers or those that have a history of non-compliance.

Bookings and import permits will be granted to international horse transport entities, not individual importers.

A separate import permit application is required. Please visit '[NTI 1](#)' on the department's website for more information regarding requirements for import and the timeline for submitting applications and forms.

Note: The attached table is a guide for use when making bookings but is not essential provided the required details are submitted to the horse compound at the time of booking.



| | |
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| Date of this application: | |
| Importer name (contact person and company name): | |
| Contact details: (Email/Phone) | |
| Number of horses in consignment: (include horse names & microchip numbers, and age of foals at foot if available) | |
| Requested number of stables: | |
| Requested date/s of import: | |
| Flight number, arrival date, country of export: | |
| Priority considerations (e.g. dates are confirmed, dates flexible +/- 1 week, combined importers within the consignment, July flights arrive on Saturday or Monday) | |
| Contingency arrangements e.g. possible swaps with other companies/consignments: | |
| Expression of interest for import dates for the six months following the booking period: (specific date OR month and year) | |
| For Office Use Only | |
| Date reservation confirmed: | |
| Amount: | |
| Invoice number: | |



Privacy notice

‘Personal information’ means information or an opinion about an identified individual, or an individual who is reasonably identifiable. Personal information that is collected under or in accordance with the *Biosecurity Act 2015* is also ‘protected information’ under the *Biosecurity Act 2015*.

The collection of ‘protected information’ including personal and sensitive information by the Department of Agriculture, Forestry and Fisheries (the department) in relation to this form is being collected under the *Biosecurity Act 2015* for the purposes of maintaining the booking schedule for the Mickleham PEQ horse compound and related purposes. If the relevant personal information requested in this form is not provided by you, the department may be unable to provide a booking for your import. Information collected by the department will only be used or disclosed as authorised under the *Biosecurity Act 2015*.

The personal information requested on this form may be disclosed to the police or other commonwealth agencies. It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the *Biosecurity Act 2015*.

See our [Privacy Policy](#) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.