



## Cover sheet for submission of military documentation

For use with military consignments not electronically declared through the Imported Cargo System (ICS) such as carnets, temporary imports or broker lodged unaccompanied personal effects or when additional documentation has been requested by the department. For enquiries about the submission of documents for imported goods, contact the Department of Agriculture on 1800 900 090 or +61 3 8318 6700.

The importation of some products is, by law, subject to certain biosecurity import conditions. Some products are not permitted entry while other products are only allowed into Australia subject to meeting import conditions that mitigate the biosecurity risk. This may include a requirement for an import permit. The import conditions can be found by searching the Biosecurity Import Conditions system (BICON) available at <https://www.agriculture.gov.au/import/online-services/bicon>.

**All fields must be completed or the form will be returned for completion.**

### Submission type

Initial submission (entry number will be issued)

Additional documentation for existing entry

Provide existing entry number

### Military force information

Nationality of arriving force

Branch of armed forces

Unit

Operation/exercise name

Is this a combined military exercise?

Yes

No

### Person submitting the documentation:

Rank/Title

Name

Military force

Branch of armed force

Unit

Phone (incl country and area code)

Email address

**Billing party responsible for the payment of services**

Rank/Title

Name

## Military force

Branch of armed force

Unit

Phone (incl country and area code)

Email address

Address

City

State

**Person in charge of the good, aircraft or vessel**

If there is more than one person responsible for the goods, aircraft or vessel, list the additional people (including their phone number and email address) in the Additional information/comments field at the end of this form.

Rank/Title

Name

Phone (incl country and area code)

Email address

### Movement and port details

Overseas loading port

Country

Arrival date in Australia

First point of entry in Australia

### Destination of goods in Australia

### Air freight

### Military flight

Flight number/call sign

Aircraft type

### Commercial charter flight

## Sea freight

Military vessel

Vessel name/IMO

Berth

Commercial charter vessel

## Goods and documentation details

Type of goods being imported

Military cargo

Military vehicles/machinery

Explosive ordnance

Goods description to include quantity and type (not required if a cargo manifest or EDL is being provided) e.g. pallets empty x 10, pallets with baggage x2, G Wagon x 1

Packaging

## Documentation being submitted

Cargo manifest/EDL

Dangerous/hazardous goods list

Other

If the import conditions for these goods require an import permit, have you applied for and been granted an import permit?

Yes

No

Not applicable

Import permit number (if applicable)

## Biosecurity services

Biosecurity service requested

Inspection of goods

Permission to move the goods prior to inspection

Other

## Request for inspection

If you are requesting an inspection, you must also submit a Request for inspection form (available at [www.agriculture.gov.au/import/arrival/clearance-inspection/booking](http://www.agriculture.gov.au/import/arrival/clearance-inspection/booking)). The completed form can be submitted with this cover sheet and your documentation.

Have you completed a Request for Inspection form?

Yes

If yes, what is the requested inspection location in Australia?

No

At the first point of entry

Not applicable

At another location – please specify

If the inspection location is not a first point of entry for the goods being imported, e.g. RAAF Tindal, have you applied for permission from the department to land the goods at the location?

Yes

No – An application must be submitted, and permission granted from the Department, prior to the goods arriving. <https://www.agriculture.gov.au/import/before/sending/airports/airport-locations>

Additional information/comments

If required, list any additional people in charge of the goods, aircraft or vessel, include their phone number and email address.

### Submitting this cover sheet

This cover sheet and all supporting documentation must be sent to [importassessment@aff.gov.au](mailto:importassessment@aff.gov.au).

If you have requested an inspection of the goods, you must also complete a **Request for inspection form**, available at [www.agriculture.gov.au/import/arrival/clearance-inspection/booking](http://www.agriculture.gov.au/import/arrival/clearance-inspection/booking) and submit it with this cover sheet and your documentation.

### 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 Department of Agriculture collects your ‘protected information’ including personal and sensitive information in relation to this form under the *Biosecurity Act 2015* for the purposes of assessing your entry and related purposes. If you fail to provide some or all of the relevant personal information requested in this form the Department may be unable to assess your entry. Information collected by the department will only be used or disclosed as authorised under the *Biosecurity Act 2015*.

The Department may disclose your personal information to other Australian Government agencies, including the Department of Home Affairs. 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.