



Application for Recurring Appointments

Section A: General information

1. Purpose of this application

The purpose of this application is to seek approval for a recurring appointment arrangement to facilitate the delivery of biosecurity and imported food inspection services.

2. Before applying

Before completing this application, applicants are required to review the relevant information available on the Department's website, including guidance on recurring appointment arrangements and eligibility requirements.

3. Application requirements

Your application must include the following:

- A completed and signed application form.
- Supporting documentation to substantiate the request for a recurring appointment arrangement (e.g. operational need, inspection volumes, service frequency)

Incomplete applications or applications submitted without supporting documentation may not be assessed.

4. Submission of application

The completed application form and all supporting documentation must be submitted in accordance with the instructions outlined on the Department's website or provided by the relevant departmental contact.

Section B: Type of recurring appointment request

Please indicate the type of request by ticking the relevant option below:

- Request for a new recurring appointment
 Request for modification of an existing recurring appointment

If requesting a modification, please provide the reference number of the existing recurring appointment. Existing Recurring Appointment Reference Number: [Click or tap here to enter text.](#)

Requested **start date** for the recurring appointment: [Click or tap to enter a date.](#)

Requested **end date** for the recurring appointment: [Click or tap to enter a date.](#)

Note: the maximum recurring appointment period is 12 months. Recurring appointments will be subject to a minimum 8-week schedule.

Section C: Applicant information/business role

Australian company number (ACN)	Click or tap here to enter text.
Australian business number (ABN)	Click or tap here to enter text.
Legal entity name (business name)	Click or tap here to enter text.
Registered business address	Click or tap here to enter text.
Postal address	Click or tap here to enter text.
Business email	Click or tap here to enter text.



Business phone

Click or tap here to enter text.

Select one of the following that best describes your role:

- Operator of a biosecurity entry point
- Operator of an approved arrangement site
- Importer
- Exporter
- Broker/Freight forwarder

Note: biosecurity activities are undertaken at approved arrangements only. If an applicant does not currently have a valid approved arrangement but has approval from an approved arrangement to submit a recurring appointment application nominating their premises, evidence of this approval should be submitted with this application.

Section D: Contact Details

This section must be completed by the applicant or an authorised representative of the organisation.

Authorised officer (person with authority to sign this application)	
Full name:	Click or tap here to enter text.
Position title:	Click or tap here to enter text.
Contact number:	Click or tap here to enter text.
Email Address:	Click or tap here to enter text.
Site Contact (Person Responsible for biosecurity operations)	
Full name:	Click or tap here to enter text.
Contact number:	Click or tap here to enter text.
Email address:	Click or tap here to enter text.

Section E: Site Location and Operating Details

Approved arrangement ID	Click or tap here to enter text.
Physical address of the site (<i>Inspection to be conducted at this location</i>)	Click or tap here to enter text.
Site operating hours (<i>Include Days & times of operations</i>)	Click or tap here to enter text.



Section F: Recurring Appointment Request Details

Applicants must provide comprehensive information to support the assessment of the recurring appointment request. All information supplied must be accurate and supported by relevant documentation.

1. Goods or Commodities	Comments										
<p>Provide a detailed description of the types of goods or commodities to be inspected under the proposed recurring appointment arrangement. You may provide the inspection direction and goods description. To support your request, you may refer to the list of <i>inspection types available in the 'How do I select the correct Inspection Type for my inspection?' documents on the Portal Support page</i>. Using this list, indicate the work type/s you typically book against.</p>											
<p>2. Mode of arrival</p> <p>Specify the mode of arrival of the goods requiring inspection:</p> <p><input type="checkbox"/> Air <input type="checkbox"/> Sea <input type="checkbox"/> Both (air and sea)</p>											
<p>3. Requested appointment day & hours</p> <p><i>Please note: The Department cannot guarantee inspection availability at the requested times. All requests will be assessed and accommodated where operationally feasible.</i></p> <table border="1" data-bbox="199 1173 981 1379"> <tbody> <tr> <td><input type="checkbox"/> Monday</td> <td>Hours Choose an item.</td> </tr> <tr> <td><input type="checkbox"/> Tuesday</td> <td>Hours Choose an item.</td> </tr> <tr> <td><input type="checkbox"/> Wednesday</td> <td>Hours Choose an item.</td> </tr> <tr> <td><input type="checkbox"/> Thursday</td> <td>Hours Choose an item.</td> </tr> <tr> <td><input type="checkbox"/> Friday</td> <td>Hours Choose an item.</td> </tr> </tbody> </table>	<input type="checkbox"/> Monday	Hours Choose an item.	<input type="checkbox"/> Tuesday	Hours Choose an item.	<input type="checkbox"/> Wednesday	Hours Choose an item.	<input type="checkbox"/> Thursday	Hours Choose an item.	<input type="checkbox"/> Friday	Hours Choose an item.	
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<input type="checkbox"/> Friday	Hours Choose an item.										
<p>4. Volume of goods</p> <p>Provide details of the volume of goods handled by the company or at the site on a weekly basis.</p>											



5. Historical volume data

Detail the volume of goods handled for the **previous six (6) months**, relevant to the inspection types requested.

Applicants must attach supporting documentation to substantiate this information. For Example: If requesting a recurring appointment for machinery inspections provide machinery related inspection or import data for the last 6-months.

6. Seasonal trends

Please provide information on seasonal trends or periods of increased importation. This requires separating seasonal workload numbers from daily operations

7. Additional information

Detail any additional information that may be relevant to the assessment of this request.



Section G: Declaration

This declaration must be completed by the Declarant identified in *Section C* of this application. Giving false or misleading information is a serious offence, and you may be liable to a civil penalty.

I declare that:

- I am the applicant or am duly authorised to make this declaration on behalf of the applicant.
- I have made all reasonable enquiries in relation to the matters set out in this application.
- The information provided in this application, including any supporting documentation, is true and correct to the best of my knowledge and belief.

Signature of Declarant:

Name of Declarant: Click or tap here to enter text.

Position Title Click or tap here to enter text.

Date: Click or tap here to enter text.

Section H: Privacy Notice

The Department of Agriculture, Fisheries and Forestry (the Department) collects personal information provided in this form as authorised under the Biosecurity Act 2015. This information is collected for the purpose of receiving, assessing and administering applications for recurring appointment arrangements, and for related purposes.

If you do not provide some or all, of the personal information requested in this form, the Department will be unable to process your application.

The Department may disclose your personal information to the Department of Home Affairs/ Australian Border Force Australian Border and other Australian Government and/or state and territory government agencies, persons or organisation where necessary for purpose outlined above. Any disclosure will be undertaken in accordance with applicable laws, including the Privacy Act 1988 (Cth).

The Department handles personal information in accordance with the Australian Privacy Principles. It is unlikely that your personal information will be disclosed overseas.

See the department's [Privacy Policy](#) to learn more about accessing or correcting personal information or making a complaint. Alternatively, email the department at privacy@aff.gov.au