



## Request for Inspection Form

*Please complete this column where applicable*

Consignment details	
Quarantine entry number/s:	
Airway bill (if nil quarantine entry number):	

Booking agent	
Contact name:	
Phone number:	
Email:	

Location	
Change of location:	<input type="checkbox"/> Change *charges may apply
Approved Arrangement: (Name & AA number)	
Address of premise	
Opening hours:	
Contact name:	
Phone number:	

Additional information	
Consignment Type (if applicable):	<input type="checkbox"/> Flat Rack <input type="checkbox"/> Open top container <input type="checkbox"/> Isotank
Hazardous goods?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Inspection type	
Type of Inspection (Unpack, IFIP, Dual, CCV, Produce, etc):	
Number of officers:	
Inspection duration requested:	

Booking request	
READY NOW: If contacted by a booking officer, are your goods ready to be inspected?	<input type="checkbox"/> Yes <input type="checkbox"/> No  <i>*To be eligible to be placed on the 'ready now' list your consignment must be ready to be inspected at any time from the submission of this form. **Please note: if your consignment is not ready when the department contact you, charges may apply.</i>

OR

Date goods are available from:	<a href="#">Click here to enter a date.</a>
Requested date for inspection:	<a href="#">Click here to enter a date.</a>
Requested time for inspection:	<input type="checkbox"/> Anytime <input type="checkbox"/> AM <input type="checkbox"/> PM We will endeavour to allocate inspections as requested, however where this is not possible, you will be allocated the next available appointment.

Comments
<i>Eg: overtime request, quantity of goods etc...</i>



**Australian Government**  
**Department of Agriculture,  
Water and the Environment**

Please submit via email based on inspection location to:

- Australian Capital Territory (Canberra) - [ACTImportBookings@agriculture.gov.au](mailto:ACTImportBookings@agriculture.gov.au)
- Darwin and Cairns - [NT&CairnsImportBookings@agriculture.gov.au](mailto:NT&CairnsImportBookings@agriculture.gov.au)
- New South Wales - [NSWImportBookings@agriculture.gov.au](mailto:NSWImportBookings@agriculture.gov.au)
- South Australia - [SAImportBookings@agriculture.gov.au](mailto:SAImportBookings@agriculture.gov.au)
- Southern Queensland - [QLDImportBookings@agriculture.gov.au](mailto:QLDImportBookings@agriculture.gov.au)
- Victoria - [VICImportBookings@agriculture.gov.au](mailto:VICImportBookings@agriculture.gov.au)
- Western Australia - [WAImportBookings@agriculture.gov.au](mailto:WAImportBookings@agriculture.gov.au)

Information on the department's client service standards are available on our website:  
[agriculture.gov.au/about/commitment/client-service-charter/client-service-standards](http://agriculture.gov.au/about/commitment/client-service-charter/client-service-standards)

### **Privacy notice**

The collection of personal information by the Department of Agriculture, Water and the Environment (the department) in relation to this document is authorised under the *Biosecurity Act 2015* for the purposes of requesting an inspection and related purposes. If the relevant personal information requested in this document is not provided by you, the department will be unable to complete a full biosecurity risk assessment.

Personal information may be disclosed to Australian Border Force, Department of Immigration and Border Protection and other Australian government agencies, persons or organisations where necessary for the above purposes, provided the disclosure is consistent with relevant laws, in particular the Privacy Act 1988 (Privacy Act). Your personal information will be used and stored in accordance with the Australian Privacy Principles.

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