



Australian Government
Department of Agriculture,
Fisheries and Forestry

Request for part suspension of an approved arrangement

Section A: General information

Purpose of this form	For approved arrangement managers or site contacts to request the voluntary suspension of a specified part of their approved arrangement in accordance with <i>section 417 of the Biosecurity Act 2015</i>. A specified part of an approved arrangement may include: • one or more biosecurity areas, • approved arrangement classes or • biosecurity activities covered by the arrangement. If approved, any parts not detailed on this form will continue to operate in accordance with the approved arrangement. A separate form is required for each approved arrangement.
Before completing this form	Visit the How to suspend an approved arrangement webpage to understand the requirements for suspending part of your approved arrangement.
To complete this form	Electronically Save the form to your desktop or device. Open and complete the form using the latest version of Adobe Acrobat Reader. Do not work on the form in your web browser. Download the Adobe Acrobat Reader mobile app for your smartphone or device. Manually • Use black or blue pen. • Print in BLOCK LETTERS • Mark boxes with a tick or a cross • Ensure corrections are initialled (do not use correction tape or fluid).
Your request must include	Where applicable, supporting evidence to confirm biosecurity risks have been appropriately managed prior to the part suspension. Examples of supporting evidence include: • records demonstrating the removal, disposal, transfer or release of goods subject to biosecurity control; • waste collection receipt/disposal record; • cleaning and disinfection records; • contractor invoices; photographs or other records relevant to site suspension activities For the suspension of a biosecurity area: • an updated site map identifying the biosecurity area(s) to be suspended..
Assessment fee	Learn more about fees and charges. You will be invoiced once assessment is completed.
To submit your form	Email: aa.canberra@aff.gov.au
More information	Approved Arrangements Department of Agriculture, Fisheries and Forestry GPO Box 858 Canberra ACT 2601 Email aa.canberra@aff.gov.au Phone 1800 900 090 (within Australia) +61 3 8318 6700 (outside Australia) Web www.agriculture.gov.au/biosecurity-trade/import/arrival/arrangements

Section B: Approved arrangement details

1	Approved arrangement number			
2	Legal entity name (Biosecurity Industry Participant)			
3	Person authorised to sign this form Note: This form must be completed and signed by the authorised AA Manager or nominated Site Contact only. Signatures from any other employees or representatives will not be accepted.			
	Title	First name	Last name	
	Current job title			Approved arrangement position ☐ AA manager ☐ Site contact
	Work mobile phone		Work phone	
	Work email			
4	Approved arrangement site address (PO Boxes are not accepted)			
	Room number(s)	Floor/level	Building name	
	Street number	Street name		
	Suburb/town/city		State	Postcode

Section C: Part Suspension details

5	What is the proposed start date of the part suspension? Your proposed start date must be at least 15 business days after the department receives this application. Business days exclude weekends and public holidays. The start date may vary from the date you propose if further information or an audit is required. The department will advise the start date of the part suspension.					
	Day:		Month:		Year:	
6	When would you like the part suspension to end? The suspension end date cannot be later than the approved arrangement expiry date (found on your current notice of approval or variation).					
	Day:		Month:		Year:	
7	What part of the approved arrangement will be suspended? Select all options that apply. ☐ Whole class/es ► Go to Section D. ☐ Biosecurity activities ► Go to Section E. ☐ Biosecurity areas ► Go to Section F.					

Section D: Suspending a whole class

8 Provide the class/es to be suspended (found on your current notice of approval or variation).

Class number	Class name
<i>For example: Class 4.6</i>	<i>Fumigations</i>

9 How will the biosecurity risks be managed during the part suspension?

For example, goods subject to biosecurity control to be fumigated will not be accepted at the site during the period of suspension.

➔ If all suspension information has been recorded, go to section G.

Section E: Suspending biosecurity activities (not a whole class)

10 Provide details of the biosecurity activities to be suspended

Class number	Biosecurity activity
<i>For example: Class 1.3</i>	<i>Rural tailgate inspections</i>

11 How will the biosecurity risks be managed during the part suspension?

For example, goods subject to biosecurity control will be stored within another biosecurity area at the approved arrangement site or Imported goods will be transferred to N9873 at ABC Logistics, Sydney under departmental direction.

➔ If all suspension information has been recorded, go to section G

Section F: Suspending biosecurity areas

12 I have attached an updated site plan indicating the areas to be suspended.

Refer to class conditions for site plan requirements.

☐ No

☐ Yes

13 List all biosecurity activities that will be impacted by the proposed partial suspension of the biosecurity area.

For example, rural tailgate inspections or fumigations.

13	How will biosecurity risks be managed during the partial suspension of the biosecurity area? For example, goods subject to biosecurity control will be stored within another biosecurity area at the approved arrangement site or Imported goods will be transferred to N9873 at ABC Logistics, Sydney under departmental direction.
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Section G: Declaration

To be submitted by the authorised person, listed in section B of this request.

Giving false or misleading information is a serious offence. You may be liable to a civil penalty for giving false and misleading information.

I declare that:

- I am authorised to sign this declaration on behalf of the biosecurity industry participant.
- I have made reasonable enquiries in respect of the matters in this request.
- The information I have provided is true and correct to the best of my knowledge.
- I am aware an onsite audit may be required before this request is finalised.
- I have read and understood the privacy notice.

Signature

Date (dd/mm/yyyy)

Name

Section H: Privacy notice

Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not and whether the information or opinion is recorded in a material form or not.

By completing and submitting this application you consent to the collection of all personal information contained in this application.

The Department of Agriculture, Fisheries and Forestry (department) collects your personal information (as defined by the Privacy Act 1988 (Cth)) in relation to this application under the *Biosecurity Act 2015* for the purposes of assessing your application and related purposes.

If you fail to provide some or all the personal information requested in this application, the department will be unable to process your application.

The department may disclose your personal information to other Australian government agencies including the Australian Customs and Border Protection Agency, and other persons or organisations where necessary for the above purposes, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988* (Cth). Your personal information will be handled in accordance with the Australian Privacy Principles and the *Biosecurity Act 2015* (Cth). It is unlikely to 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