



Request for revocation of an approved arrangement

Under section 422 of the *Biosecurity Act 2015*

Section A: General information

Purpose of this request form	To request the department to revoke your approved arrangement. To provide evidence to the department that the approved arrangement site is free of goods subject to biosecurity control.
Before submitting	Read the department's revoking approved arrangements guidance material on the department's website.
Your submission must include	<ul style="list-style-type: none"> A completed and signed request form. If printing, please ensure corrections are initialed and whiteout is not used.
Submit your completed request to	Email address: aa.canberra@awe.gov.au Postal address: Approved Arrangements Department of Agriculture and Water Resources PO Box 858 Canberra ACT 2601
After you submit your completed request	After your request has been processed you will receive an invoice with payment instructions. More information on fees and levies is available on the department's website.

Section B: Biosecurity industry participant

1	Approved arrangements reference number
2	Legal entity name

Section C: Management

3	Approved arrangements manager or declarant (authority to sign this request form)		
	Title	First name	Last name
	Job title		
	Work phone		Work mobile phone
	Work email		

Section D: Approved arrangement site details

4	Physical address				
	Room numbers	Floor/level	Building name		
	Street number	Street name			
	Suburb/town/city			State	Postcode

Section E: Revocation details

5	Intended date of closure*							
	D	D	M	M	Y	Y	Y	Y
	<p>* The notice period for a proposed revocation of an approved arrangement must be a minimum of 15 business days, starting on the day on which the relevant delegate receives the request for the revocation. Please nominate your intended date of revocation for the approved arrangement below, ensuring the date is at least 15 business days from the day you submit this revocation request form. We cannot accept this revocation request if the date is less than 15 business days.</p>							

Prior to the revocation the department will confirm that:

- goods subject to biosecurity, including waste, have been removed from the site through:
 - release from biosecurity
 - department movement direction to another approved arrangement site
 - disposal by a departmental approved provider
 - destruction
 - exportation
- there are no outstanding/active biosecurity directions
- sites with a wash bay have provided a copy of an invoice for the emptying, flushing and disinfection of the wash bay sludge pit and tanks.
- quarantine and biosecurity signs have been removed from display, after the goods subject to biosecurity have been removed from the site
- equipment used for goods subject to biosecurity control have been cleaned and disinfected using a department approved disinfectant.
- operators of class 5 And 7 approved arrangements proposing to cease operations must complete a decommissioning checklist to ensure that any risk of biosecurity concern is treated appropriately before the cessation of operations. Please review information on the departments webpage at <https://www.agriculture.gov.au/import/arrival/arrangements/suspending-revoking#close-out-audits> and accordingly complete decommissioning checklist if applicable.

On-site audit

An on-site audit may be required. At this audit, you will need to provide evidence that biosecurity waste has been collected by a department-approved waste transporter. You may also be required to provide evidence of how any goods subject to biosecurity control that were on site have been moved, destroyed, or otherwise dealt with. **Go to Section J: Declaration**

Remote audit (Optional)

To be considered for a remote audit in place of an on-site audit, you must also complete **Sections F, G, H and I** of this form.

Section F: Goods freedom declaration – notification *(please read)*

I confirm that all biosecurity activities at the approved arrangement site specified in SECTION D have ceased and the site is free of all goods subject to biosecurity control.

Goods subject to biosecurity control can include the following:

- Imported goods
- Products or progeny of the imported goods
- By-products, waste products or residues of the imported goods
- Goods, materials, items, or equipment contaminated by any of the above.

Note: Goods can include, cargo, animals, plants, seeds, plant-derived or animal-derived material, equipment and machinery, biological material, soil, fertiliser, stockfeed, packaging, packing or containers.

SECTION G: Records *(please read, complete, and attach records)*

I have provided copies of RECORDS showing that the approved arrangement site specified in SECTION D is free of all goods subject to biosecurity control, including records that show the LAST TIME that goods subject to biosecurity control (including biosecurity waste) were:

(Indicate in boxes as follows: Y = provided N = not applicable for this site)

- ☐ RECEIVED at the site
- ☐ COLLECTED and TRANSFERRED from the site (Note: Provide latest waste collection receipt, if applicable)
- ☐ TREATED or PROCESSED at the site
- ☐ RELEASED from biosecurity control

NOTE:

- Records must be able to be reconciled with a biosecurity direction/entry number and, where applicable, an import permit.
 - For sites with a wash bay, you will need to provide a copy of an invoice for the emptying, flushing and disinfection of the wash bay sludge pit and tanks.
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SECTION H: Photographs

(please read, complete, and attach photographs)

I have provided PHOTOGRAPHS that:

1. were taken after the removal of all *goods subject to biosecurity control* from the approved arrangement site specified in SECTION D, and that
2. show that the site is free of all *goods subject to biosecurity control*.

These photographs clearly show the following:

(Indicate in boxes as follows: Y = provided N = not applicable for this site)

☐

All biosecurity areas at the approved arrangement site

Note: This includes all areas where *goods subject to biosecurity control* have been stored, handled, inspected, treated, or processed.

☐

The contact surfaces of all large (wheelie bin size or larger) equipment used for the storage, movement, or treatment/processing of *goods subject to biosecurity control* that has come into direct contact with these goods.

Note: This includes the insides of all biosecurity waste bins.

Section I: Goods Freedom Declaration *(please read, complete and sign)*

As an authorised representative of the biosecurity industry participant specified in SECTION B, I declare that the approved arrangement site specified in SECTION D is free of *goods subject to biosecurity control*. This has been verified by the biosecurity industry participant by carrying out all the following activities:

1. Inspecting all areas of the site in which *goods subject to biosecurity control* have been handled (i.e., received, stored, moved/transported, inspected, treated/processed)
2. Reviewing the records of *goods subject to biosecurity control* handled at the site
3. Interviewing persons who have recently been performing biosecurity activities at the site.

I declare that the following persons have been notified that *goods subject to biosecurity control* are not permitted to be transferred to or received at the approved arrangement site:

1. All persons continuing to work at the approved arrangement site
2. All persons working at any approved arrangement sites that are co-located with this site
Note: Co-located sites are those under formal arrangements with the department that allow movement of *goods subject to biosecurity control* between these specified sites without a direction from the department
3. Persons in management or control of all approved arrangement sites specified on all current import permits (for the importation of *goods subject to biosecurity control*) on which this approved arrangement site is also specified.
Note: Sites specified on the same import permit allow movement of *goods subject to biosecurity control* between the sites without a direction from the department.

I declare that the biosecurity industry participant will notify the department (by email to aa.canberra@awe.gov.au) within 48 hours of any of the following:

1. The detection of any *goods subject to biosecurity control* at the approved arrangement site

2. The receipt of any *goods subject to biosecurity control* at the approved arrangement site.

Signature	Date (dd/mm/yyyy)
Full name and position title	

Section J: Declaration *(please read, complete and sign)*

To be submitted by the approved arrangements manager or declarant, listed in SECTION C of this request form.

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 the biosecurity industry participant / 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 form.
- The information I have provided is true and correct to the best of my knowledge.

Signature	Date (dd/mm/yyyy)
Full name	

Section K: 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.

'Sensitive information' is a type of personal information and includes any information or opinion about an individual's racial or ethnic origin; political opinions; religious beliefs or affiliations; philosophical beliefs; sexual orientation or practices; membership of a political association, professional or trade association or union; or criminal record. It also includes health or genetic information about an individual and biometric information or templates.

The Department of Agriculture, Water and the Environment collects your 'protected information' including personal and sensitive information in relation to this request under the *Biosecurity Act 2015* for the purposes of assessing your request and related purposes. If you fail to provide some or all of the relevant personal information requested in this request the department may be unable to process your request. 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 Commonwealth agencies such as the Department of Home Affairs (DHA).

The personal information requested on this form may be disclosed to other Commonwealth agencies such as the Department of Home Affairs (DHA).

With the consent of relevant individuals or entities named in this request, the department may disclose the following information to the DHA for the purpose of DHA assessing and processing a request for the Australian Trusted Trader program and/or the Known Consignor Scheme:

- **Information about individuals in this request (personal and protected information).** This information includes personal information, as defined in the *Privacy Act 1988*, that is protected information under the *Biosecurity Act 2015*. This information may also include commercial-in-confidence information, as defined in section 15 of the Biosecurity Act, about individuals that is protected information.
- **Information about the biosecurity industry participant which is not personal information (entity and protected information).** This information may include commercial-in-confidence information, as defined in section 15 of the Biosecurity Act, that is protected information under the Biosecurity Act.

Note: Decisions regarding this consent provision do not impact on the assessment of this request. If consent is provided it may be withdrawn at any time by notifying the department at aa.canberra@awe.gov.au.

Consent can be given by relevant persons by completing the below declarations.

Consent to disclose personal and protected information

This request contains personal information and/or commercial-in-confidence information which constitutes protected information under the Biosecurity Act. Under subsection 588(3) of the Biosecurity Act the department may disclose protected information that relates to me with my consent.

By signing below, I provide consent for the department to disclose personal and protected information that relates to me, to DHA, for DHA to use that information for the purpose of assessing and processing a request for the Australian Trusted Trader program and/or the Known Consignor Scheme.

Signature	Declarant full name
Signature	Approved arrangements manager full name
Signature	Approved arrangements site contact full name

Consent to disclose entity information

By signing below, the named entity provides consent for the department to disclose entity information to DHA, which may include protected information under the Biosecurity Act, for the purpose of DHA assessing and processing a request for the Australian Trusted Trader program and/or the Known Consignor Scheme:

Signature	Declarant full name	Name of entity
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See our [Privacy Policy](#) webpage to learn more about accessing or correcting personal information or making a complaint. Alternatively email the department at privacy@awe.gov.au