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| **Contacts** |
| 1. Person responsible for the goods:*(Please circle below)*Importer / Broker / Owner / Other*(If other, please specify):* | Name: |  | 2. Who is/are the document lodgement contact/s*? (if different from stated)*  |  |
| Position: |  | 3. Who is/are the event contact/s? |  |
| Preferred contact details: |  | 4. Who is/are the site contact/s? |  |

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| **Background** |
| 5. What does this import relate to?  | 🞎 An event 🞎 A temporary Import🞎 Other *(please specify):*...................................... | 6. If an event, what is the name of the event? |  |
| 7. What is/are the date/s of the event? |  |

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| **Transport** |
| 8. By which mode of transport will the goods be arriving?  | 9. For goods arriving by sea please detail how the goods are being transported. | 🞎 Break bulk 🞎 Open top containers 🞎 Flat rack containers🞎 Other *(please specify):*........................................ | 10. How many consignments or shipments are you expecting to arrive? | 🞎 Air ................🞎 Sea ................ |
| 🞎 Air 🞎 Sea 🞎 Both |

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| **Clearance** |
| 11. Have you previously managed temporary imports/special events? | 🞎 No 🞎 Yes  | 13. If Yes please provide broker contact details *(if different from above):* |  |
| 12. Will a customs broker be engaged to clear the consignment? | 🞎 No 🞎 Yes  |
| 14. What timeframes have you allowed for clearance of the goods? |  | 15. If goods are imported as a carnet will you be lodging the documents with DIBP for [a pre clearance?](http://www.border.gov.au/Busi/Impo/Temp) | 🞎 No 🞎 Yes  *If Yes, please note, the documents can be sent to the Department of Agriculture and Water Resources (the department) after DIBP assessment.* |
| 16. What method of lodgement will be used to clear the goods with Department of Immigration and Border Protection (DIBP)? | 🞎 FID 🞎 SAC 🞎 Unsure 🞎 Informal Clearance Assessment🞎 Other *(please specify):* ........................................ |

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| **Risks** |
| 17. Can you provide photographs/evidence of the cargo being cleaned/treated/packed offshore? | 🞎 Yes 🞎 No | 18. Have you checked the Biosecurity Import Conditions system (BICON)? | 🞎 Yes 🞎 No *If No, refer to* [*http://www.agriculture.gov.au/bicon*](http://www.agriculture.gov.au/bicon) |
| 19. Do the goods include food? *If yes, please note that food or consumables cannot be imported under a carnet. An import declaration will need to be lodged with DIBP.* | 🞎 Yes 🞎 No *If Yes, list details:*  | 20. Do the goods require inspection and or treatment? | 🞎 Inspection 🞎 Treatment🞎 Both *If Yes state preferred location:* |
| 21. What further considerations need to be addressed? |  |

*PTO - Please complete the detailed item list and additional information on the reverse of this page.*

**Attachment 1: Item list**

Please list the specific good/s being imported and complete the additional information for each item?

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| Item # | Item description | Country of manufacture | Last location used or stored*(urban or rural application)* | Last environment used or stored *(indoors or outdoors)* | Do the goods require an import permit?*(Yes/No)* | What is the permit status?*(e.g. application in progress, approved, etc)*  |
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‘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.

# The collection of ‘protected information’ including personal and sensitive information by the Department of Agriculture and Water Resources in relation to this Temporary Import/Event Client Checklist is being collected under the *Biosecurity Act 2015* for the purposes of determining a potential biosecurity risk and related purposes. If you do not provide the relevant personal information requested in this form, the department may be unable to complete a full biosecurity risk assessment and/or contact you should future biosecurity risks emerge. Information collected by the department will only be used or disclosed as authorised under the Biosecurity Act.

The personal information requested on this form may be disclosed to the Department of Health, the Department of the Environment and other Australian Government and state agencies. The information will not usually be disclosed overseas. It will only be disclosed if authorised by the Biosecurity Act.

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