



# Wooden articles import permit questionnaire

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It is a criminal offence under the Criminal Code Act 1995 to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law. This offence carries a potential penalty of 12 months' imprisonment.

## Questionnaire requirements

- All additional documents, pages, photos, certificates and other attachments that accompany the application must be signed and dated by the appropriate party.
- If a section of the application extends over multiple pages then a letterhead from the appropriate party must be included on each additional page.
- Where multiple manufacturers are involved please ensure each manufacturer completes a separate section 2.
- DEPARTMENT OF AGRICULTURE AND WATER RESOURCES may request:
  - pictures or image to assist in identifying the product; and
  - flowcharts of the manufacturing process.

## Section 1.1 – Applicant Information

To be completed by the importer or broker acting on the importer's behalf.

**Import permit application reference number:** \_\_\_\_\_

### Product information

Name of the product (as invoiced)

Scientific name

Customs import tariff number/s for the goods:  
(your broker can provide this information)

Description and intended use of the product  
**(Photos MUST be attached to this questionnaire)**

Individual unit value of the product (AUD\$)

Does the product contain any material derived from animal or plant (excluding wood)?

**Yes**

**No**

**List of materials**

### Importer

ABN (if not already supplied on the import permit application)

### Broker

Name

Address

Phone and Fax

Email

Contact Name

### Supplier / Exporter (as reported to Customs)

Customs Identification Code (CCID)

## Section 1.2 – Importer's Declaration

To be completed by the importer or broker acting on the importer's behalf.

I declare that the information that I have provided is true and accurate to the best of my knowledge.

Signature:

Name:

Date: (dd/mm/yyyy)

# MANUFACTURER'S LETTERHEAD TO BE PLACED HERE

## Section 2.1 – Manufacturing details

This section will need to be completed by each manufacturer if more than one manufacturer is used. Ensure each manufacturer provides details of their component and signs the declaration.

Manufacturers details			
Name:			
Address:			
Phone and fax:			
Contact name:			
Product information	Yes	No	Comments / Details
Is the final product free from: <ul style="list-style-type: none"> <li>- Bark; and</li> <li>- Insect activity; and</li> <li>- Fungal decay?</li> </ul>			
What is the moisture content percentage of the finished product?	%		
Plywood or veneer manufacturing process	Yes	No	Comments / Details
Is the product a plywood product or veneer product?	<input type="checkbox"/> Plywood <input type="checkbox"/> Veneer		
If this is a plywood product, has the plywood been manufactured by your company?			
What is the maximum thickness of an individual veneer?	Thickness:		
Have the veneers been dried by your company? If yes, what is the temperature and duration of the drying?			Temperature and Duration:
If this is a plywood product have the veneers been glued and pressed using heat? If yes, what is the temperature and duration of the pressing?			Temperature and Duration:
Solid wood manufacturing process	Yes	No	Comments / Details
Does the timber have a thickness of less than or equal to 200mm in at least one dimension?			Maximum thickness of the timber:

Has the material received one of the following treatments: - Heat treatment; or - Kiln drying?			Temperature and duration:	
<b>Other treatments</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Treatment Details</b>
Has another treatment been performed on the raw materials or the final products? If so, please provide these treatment details.				
If fumigation is performed, is this carried out prior to the application of any surface coating (e.g. paints, lacquers, varnishes)?				
What is the maximum timeframe (days) between fumigation and the application of a surface coating?				

## Section 2.2 – Storage requirements and additional information

To be completed by the manufacturer.

Storage requirements	Yes	No	Comments / Details
Are all buildings and structures in a state of good repair and weather proof?			
Are all buildings and structures clean?			
Is there an effective pest control program in place? <i>(if yes provide details of this program)</i>			
Are the materials stored with other goods?			
Where materials are stored with other goods, provide a description of the methods in place to prevent cross contamination. <i>(Photos or diagrams [if available] should be attached to this questionnaire.)</i>			
Provide details of quality control systems if maintaining a national or international standard (e.g. ISO 9001)			
Does any national and / or international auditable standard apply during manufacture of this product? If yes, please provide details on the auditing systems and audit frequencies?			
Provide details of how the treated material is wrapped or sealed following completion of manufacturing process			
Has all treated material been processed immediately into finished products or stored securely to prevent infestation?			

Are all finished goods stored in a way to prevent contamination by hitchhiker pests, other pests and biosecurity risk material?			
What is the timeframe from the last treatment (heat, kiln drying or boiling) to when the goods are containerised or shipped?			Days: Weeks: Months:

## Section 2.3 – Manufacturer’s declaration

I declare that the information is true and accurate to the best of my knowledge.	Signature:  Name:  Date: (dd/mm/yyyy)
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