



Notice to Industry

1/2006-07

## Change to AQIS Import Permit Procedures

The purpose of this notice is to advise the importing Industry that AQIS is making some changes to its permit assessment, approval and issuing procedures, effective **31 July 2006**. These changes aim to simplify the process for Industry and the Public when lodging import permit applications.

### What are the changes?

#### 1. The consolidation of Import Permits to Canberra Office

To ensure national consistency and maximise efficiency, the approval, signing and issuing of all import permits will be consolidated to the Canberra office. As of 31 July 2006 no import permits will be issued by the regions. The AQIS National Coordination Centres (NCC) roles have been amended to support this consolidation.

#### 2. Amendment to the National Co-ordination Centres roles:

At present, the Timber, Machinery and Fertiliser NCCs are responsible for the assessment, *approval and issuing* of permits for the commodities they are responsible for. From 31 July 2006, the NCCs will perform only the assessment portion of the permit process – the Canberra office, Entry Management and Permits section will assume the responsibility for the *approval and issuing* of those permits. Industry is advised that import permit applications relating to these specific commodities should still be forwarded to the respective NCCs, and that the NCCs will remain as the point of contact for inquiries.

*For contact details of the NCCs and their commodity responsibility list, please refer to Attachment A.*

#### 3. Transfer of agricultural products from Entry Management & Permits (EMP) to the Plant Programs Section

Responsibility for the issuing of permits for agricultural products will be transferred from EMP to the Plant Programs Section. EMP will retain responsibility for the *assessment, approval and issuing* of permits related to soil samples and water samples.

*For contact details and an updated responsibility list of AQIS Permit areas (as of 31 July 2006), please refer to Attachment B.*

#### **4. Implementation of eLodgement and the Permit Application Tracking System (PATS)**

The aim of these new systems is to streamline the administrative functions associated with the import permit application and tracking process. The eLodgement functionality will allow Industry to submit permit applications electronically, via a link on AQIS's website at: [www.aqis.gov.au](http://www.aqis.gov.au) Electronically lodged permits will have a lower AQIS lodgement fee compared to a manually lodged application. However, AQIS is also in the process of reviewing its fees. The eLodgement facility will be available for all commodities except live animal permits from 31 July 2006. This functionality is expected to be available for live animal permits in late 2006.

PATS will provide AQIS officers with information about the receipt and status of import permit applications. PATS will contain all permit applications for all commodities, not just those lodged electronically by clients. When application forms are submitted this information will be automatically captured by PATS and will be available to AQIS officers Australia-wide to answer client queries regarding the status of their permit application. Clients will simply need to provide the application reference number to enable the AQIS officer to identify the application within the system.

*Further information regarding PATS and eLodgement, please email [Icon@aqis.gov.au](mailto:Icon@aqis.gov.au)*

#### **General enquiries may be directed to:**

<b>Regional Offices</b>	
<b>City</b>	<b>Contact phone number</b>
Adelaide	08 8201 6000
Brisbane	07 3246 8755
Canberra	02 6230 7979
Cairns	07 4030 7800
Darwin	08 8920 7000
Hobart	03 6233 3352
Melbourne	03 8318 6700
Perth	08 9334 1555
Sydney	02 8334 7444
Townsville	07 4789 7888

**National Coordination Centres (NCC) Contact Details and Responsibility List**

<b>Machinery NCC – Brisbane</b>		
Address:	PO Box 222 HAMILTON QLD 4007	AQIS Centre 42-44 Qantas Drive EAGLE FARM QLD 4009
Phone:	07 3246 8706	
Fax:	07 3246 8785	
Email:	aqis.machinery@aqis.gov.au	
<b>Commodity Responsibility</b>		
Tyres		
All Used Machinery		

<b>Bulk Fertiliser NCC – Newcastle</b>		
Address:	PO Box 69 CARRINGTON NSW 2294	130 Young Street CARRINGTON NSW 2294
Phone:	02 4962 4450	
Fax:	02 4962 4460	
Email:	fertiliser.chemical@aqis.gov.au	
<b>Commodity Responsibility</b>		
All mineral based fertilisers		

<b>Timber &amp; Timber Products NCC – Melbourne</b>		
Address:	PO Box 1006 TULLAMARINE VIC 3043	c/- Customs/AQIS House Corner Grant & Centre Road MELBOURNE AIRPORT VIC 3045
Phone:	03 8318 6929	
Fax:	03 8318 6777	
Email:	timber.imports@aqis.gov.au	
<b>Commodity Responsibility</b>		
Chestnut Bark Hoops, Logs, Oversized Timber not for processing,		
Woodchips, Wood Shavings,		
Charcoal, Sawdust,		
Eucalyptus spp.		

**AQIS Permit Areas – Contact Details and Responsibility List as of 31 July 2006**

<b>AQIS Plant Quarantine Program</b>	
Address:	GPO Box 858 CANBERRA ACT 2601
Phone:	(02) 6272 3917
Fax:	(02) 6272 3745
Email:	horticulture/grains@aqis.gov.au
<b>Commodity Responsibility</b>	
Stockfeed (plant only)	
Fruit and Vegetables	
Fresh Flowers	
Fresh Plant Material	
Herbarium Specimens	
Seeds (incl Grains)	
Plant for in-vitro analysis	
Herbal Teas	
Chinese Herbal Medicines	
Breakfast Cereals/Muesli Bars	
Plant Fibre Articles	
Minerals and Ores	
Dried Plant Material	
Processed Plant Products	
Plant Micro Organisms	
Plant-based fertiliser	

<b>Entry Management &amp; Permits</b>	
Address:	GPO Box 858 CANBERRA ACT 2601
Phone:	(02) 6272 3999
Fax:	(02) 6272 5888
Email:	Entrymanagement@aqis.gov.au
<b>Commodity Responsibility</b>	
Soil Samples	
Water Samples	
Peat Products	
In addition, EMP will have responsibility for the approval of all NCC permits.	

<b>AQIS Biologicals Unit</b>	
Address:	GPO Box 858 CANBERRA ACT 2601
Phone:	(02) 6272 4578
Fax:	(02) 6273 2097
Email:	biologicals@aqis.gov.au
<b>Commodity Responsibility</b>	
Stockfeed (animal or mixed)	
Veterinary Therapeutics	
Avian Products (Feather/Egg)	
Used Animal Equipment	
Pet Food	
Meat Products	
Dairy Products	
Micro-organisms	
Dead Insects	
Fungi (incl. Ganoderma)	
Algae	
Animal Micro Organisms	

<b>Live Animal Imports Program</b>	
Address:	GPO Box 858 CANBERRA ACT 2601
Phone:	(02) 6272 4454
Fax:	(02) 6272 3110
Email:	animalimp@aqis.gov.au
<b>Commodity Responsibility</b>	
Domestic Animals	
Zoo Animals	
Lab Animals	
Live Insects	