



## Application for a Variation of a Place Covered by a Warehouse Licence

Approved form for the purposes of section 81B of the *Customs Act 1901*

### About this Warehouse Variation Application Form

Under Section 81B of the *Customs Act 1901* (hereafter referred to as the Customs Act) the Comptroller-General of Customs (Comptroller-General) may, on application by the holder of a warehouse licence, vary the licence by:

- a) omitting the description of the place that is described in the licence and substituting a description of another place; or
- b) altering the description of the place that is described in the licence.

Under subsection 81B(2) of the Customs Act, the warehouse licence holder must apply for the variation in writing. Under subsection 81B(4), the Comptroller-General must not vary a licence if, in the Comptroller-General's opinion the physical security of the warehouse would not be adequate, having regard to the nature of the place, or the procedures and methods, including kind/quantity of goods, equipment and records, that would be adopted to ensure the security of the goods in the place.

- This form is to be used as a coversheet for the application. Please attach the answers to the questions, together with attachments as required, to this form and sign as indicated.
- All questions must be answered in a comprehensive manner. (Any misleading information could jeopardise the grant of the variation).

### Submitting this Variation Application Form

When the application form and requested attachments have been completed, please submit your application to:

Department of Immigration and Border Protection  
National Depot and Warehouse Licensing  
GPO Box 9984  
SYDNEY NSW 2001  
Email: [licensing@border.gov.au](mailto:licensing@border.gov.au)

On receipt of your application you will be invoiced for the \$300 warehouse licence variation application fee. Processing of your application will only commence once the invoice is paid.

### Certification

I hereby apply for the Warehouse Licence set out in section 2 to be varied by substitution/alteration of the place described in the licence (cross out whichever is not applicable) in accordance with section 81B of the Customs Act. I certify that the information contained in this application, which consists of the following attachments, is true and correct:

- Attachment A: Answers to sections 1 to 4,
- Attachment B: Copy of a certified plan in accordance with section 3.1, and
- Other attachments as required.

Signed in accordance with the business' Partnership Agreement or company's Constitution

Date

### Section 1. About the Applicant

Please provide the following details:

- 1.1 Full name, address and ABN of the applicant.
- 1.2 The name and phone number of a person who may be contacted in relation to this application.

If the proposed variation to the warehouse licence will result in changes of personnel in positions of management or control of the warehouse, you are required to notify the Comptroller-General within 30 days. The individuals nominated will be required to establish their identity, through a 100-point check, and will be subject to police records and other background checks. The information is used to satisfy the requirement that all persons in positions of management or control are "fit and proper" for the purposes of section 81 of the Customs Act.

## Section 2. About the Proposed Variation

- 2.1 Please indicate the name of the warehouse
- The current name and licence number.
  - The proposed name.
- 2.2 Are the proposed premises owned or leased by the applicant? If the premises are owned, provide evidence of ownership. If the premises are leased, provide details of the lease.
- 2.3 Is it proposed that the postal and/or location address of the warehouse would change?
- If yes, please provide the new address; otherwise write 'no change'.
  - Will the location of the warehouse be located more than 40 kilometres from the nearest Department of Immigration and Border Protection (the Department) office?
- 2.4 What are the proposed physical changes to the warehouse?
- Describe the layout and construction of the proposed warehouse. References to buildings or locations of interest should be identified on the plan.
  - Please provide a statement indicating whether asbestos is present in the building(s) within the proposed licensed area. In accordance with Workplace Health & Safety guidelines you are required to notify the Department presence of this substance in the workplace.
- 2.5 Will there be any physical security changes? Please provide a response to (a) – (b); otherwise write 'no change':
- Please describe the physical security of the proposed warehouse. Examples: Alarm systems, security patrol service, description of perimeter fencing, and/or exterior lighting.
  - Nominate the person(s) who may be contacted by the Department to gain afterhours access.

## Section 3. Plan of the Proposed Licensed Warehouse

- 3.1 Please provide three (3) copies of a certified plan.
- Outline the proposed variation to the warehouse in red (if a change in area, not change of address). If variation is for change of address, please provide full plans (as detailed in the *Section 79 Warehouse Application Guide* detailing security, parking, fences etc.
  - Ensure the plans are certified with the following, handwritten or typed on the actual plans:  
"I hereby certify that this is a correct plan of the place proposed to be covered by a warehouse licence at (insert street address) operated by (insert name of warehouse licence holder) and referred to in the application for an amended warehouse dated (insert date of allocation). I also certify that the area bounded in red is the area of the proposed licensed warehouse.

Signature .....

Name .....

Designation / Position Title .....

Date .....

- 3.2 The plan should include the following details:
- Entrance(s) to the premises in cases where the whole of the premises is proposed to be licensed, otherwise the entrance to the area to be licensed as a warehouse.
  - Storage sheds and other buildings within the proposed licensed warehouse and their purposes.
  - The Department's examination area.
  - If the premises include an area licensed under section 77G of the Customs Act as a depot, indicate the location of this licensed area.

## Section 4. Warehouse Recording Systems

- 4.1 Will your record keeping systems and procedures change? If so, provide details of the proposed changes.

## Section 5. Quantity of Goods Stored

- 5.1 Will the quantity, type or value of the goods change? If so, provide details of the change as this may result in a requirement to increase the financial security if the duty liability increases.

**You will be advised in writing should the Comptroller-General require further details in relation to this application for variation. Should no further information be required, you will be advised within 60 days after the receipt of this application whether this application has been approved.**