



CARGO TERMINAL OPERATOR REGISTRATION

Approved Form for the purpose of Section 102C of the *Customs Act 1901*

CARGO TERMINAL DETAILS:

Full name of the cargo terminal:	
Physical address of the terminal (include the name of the airport or wharf the terminal is located in and berth number if applicable):	
Postal address (if different from physical address):	
Contact Name:	Contact Phone Number:
Contact Email:	

CARGO TERMINAL OPERATOR DETAILS:

Business Name:	ABN: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>																				
Business address:																					
Postal address (if different from cargo terminal address):																					
Name and position of each executive officer:																					
1. _____																					
2. _____																					
3. _____																					
4. _____																					
5. _____																					

PHYSICAL SECURITY OF THE CARGO TERMINAL:

Does the cargo terminal have the following minimum security requirements in place:

Perimeter fencing Yes No

Monitored alarm system Yes No

Entry or exit controls Yes No

Procedures and methods to ensure the security of goods at the terminal Yes No

A system that records details of each person that enters the terminal Yes No

OFFICE USE ONLY:

CTO Establishment Code: _____	
Officer's Name:	Date:
Comments:	

NOTES:

As defined in Section 102B of the *Customs Act 1901* (the Customs Act):

- Executive officer of a body corporate means a person, by whatever name called and whether or not a director of the body, who is concerned in, or takes part in, the management of the body.

Requirements under section 102C and 102CA of the Customs Act:

Section 102C Notifying of cargo terminal the Department of Immigration and Border Protection (the Department)

- (1) The cargo terminal operator of a cargo terminal must notify the Department of:
 - (a) the terminal managed by the operator; and
 - (b) the terminal's physical address.
- (2) A notification must:
 - (a) be in a form approved, in writing, by the Department for the purposes of this section; and
 - (b) provide all the information, and be accompanied by any documents required by the form.

Section 102CA Physical security of cargo terminal and goods

- (1) The cargo terminal operator of a cargo terminal must ensure:
 - (a) adequate physical security of the terminal; and
 - (b) adequate security of goods at the terminal.
- (2) At a minimum, the following requirements must be met in relation to a cargo terminal:
 - (a) the terminal must be protected by:
 - (i) adequate fencing; and
 - (ii) a monitored alarm system;
 - (b) entry or exit to the terminal must be controlled or limited;
 - (c) appropriate procedures and methods for ensuring the security of goods at the terminal must be in place.
- (3) The cargo terminal operator of a cargo terminal must give the Department written notice of any substantial change that would affect:
 - (a) the physical security of the terminal; or
 - (b) the security of goods at the terminal.
- (4) A notice must be given at least 30 days before the change occurs, unless the change is required in response to an emergency or disaster, in which case a notice must be given as soon as practicable.
- (5) Within 30 days of being requested to do so by an authorised officer, the cargo terminal operator must provide documentation of the procedures and methods in place for ensuring the security of goods at the terminal.

SUBMITTING YOUR FORM TO THE DEPARTMENT OF IMMIGRATION AND BORDER PROTECTION

When the notification form has been completed, please submit to: licensing@border.gov.au

Please provide an up-dated form where the information is no longer accurate or when requested by the Department.