



Customs Act 1901

Section 77G Depot Licence

Application Guide

Introduction

This guide provides information and advice on how to apply for a *Customs Act 1901* (Customs Act) section 77G depot licence with the Australian Customs and Border Protection Service (Customs and Border Protection).

Applications must contain original documents, or certified copies and address each of the requirements outlined in this guide.

Customs and Border Protection needs the business and personal information requested in this application guide to assess your application against the requirements of section 77H of the Customs Act. Any information provided will be used only for that purpose.

Submitting the Application

When the application form and requested attachments have been completed, please submit your application and \$3000 application fee to:

Australian Customs and Border Protection Service
Warehousing and Depots Licensing
Locked Bag3000
Sydney International Airport NSW 2020
Fax: 02 8339 6716
Email: licensing@customs.gov.au

Receipt of your application will be acknowledged by a Licensing officer and they will advise you of any outstanding information. Processing of your application will not begin until the \$3000 application fee has been paid.

Provided that all the required information has been submitted with the accompanying documentation, and pending the status of access to the Integrated Cargo System (see below), your application will take approximately six (6) weeks to process.

If you do not provide all information including any outstanding information advised at the time of receipt of your application, it may be refused. If an application is refused, you will be required to submit a new application.

General Information

Integrated Cargo System (ICS)

The ICS is an electronic system used to facilitate and record the movement of goods into and out of Australia. For more information on the ICS, please see enclosed fact sheet - "Communicating Electronically with Customs and Border Protection".

All applicants are required to register as a client in the ICS and purchase a digital certificate in order to communicate electronically with Customs and Border Protection. The ICS registration must be completed using the ABN under which the depot application has been made.

For information on how to register in and access the ICS and any related matters please see the Customs and Border Protection website at www.customs.gov.au then proceed to the Cargo Support page (link located on the left hand side of the screen). There are a number of useful fact sheets and step-by-step processes, however if you are still having trouble with the process please contact Cargo Support on 1300 558 099 or by email at cargosupport@customs.gov.au.

Please Note: Warehouse and Depot Licensing are unable to assist with ICS registration or digital certificates.

Licence applications are unable to be processed if client registration has not been completed.

What is a section 77G depot?

Section 77G of the Act makes provision for an application for a depot licence. A licensed depot is a place where importers can move goods to away from the wharf or airport for short term storage and unpacking / deconsolidation. Once all legislative requirements are met, the goods can be released into home consumption or moved to a Customs warehouse for storage.

All section 77G depots are required to be electronically linked to the ICS. Storage of goods subject to Customs control in a licensed depot is permitted until to the end of the month following the month the goods are first received into the depot. A holder of a depot licence can apply to Customs and Border Protection for permission to hold goods for an extended period of one month.

While goods are in a licensed depot, the licence holder is responsible for the physical security of the goods, accounting for the goods, and complying with all licence conditions including adequate facilities for Customs and Border Protection officers to undertake examinations.

What is a section 79 warehouse?

By entering goods for warehousing into a section 79 licensed warehouse, importers or owners of imported goods can defer payment of Customs duty until the goods are entered for home consumption or they are exported.

While the goods are stored in a licensed warehouse the licence holder is responsible for the physical security of the goods, accounting for the goods and satisfying all Customs and Border Protection licensing requirements. This applies even if the licence holder is not the owner or importer of the goods. There is no time limit on the duration of storage of goods within a warehouse.

What is the difference between a section 77G depot and a section 79 warehouse?

Depots are used for the short-term storage and unpacking / deconsolidation of goods prior to delivery to consignees or warehouses. Longer-term storage of goods subject to Customs control and duty deferral occurs in a warehouse. Customs and Border Protection also examines goods at both section 77G depots and section 79 warehouses.

Please see Appendix 1 for an overview of the legislative requirements of a warehouse and a depot licence.

Depot Activities

Customs and Border Protection officers may conduct cargo examinations at all section 77G depots. Depot licence holders may only use the premises for the following purposes:

- Holding of imported goods subject to the control of Customs;
- Unpacking of imported goods subject to the control of Customs;
- Holding of goods for export subject to the control of Customs; and / or
- Packing of goods for export subject to the control of Customs into containers etc.

Important Note: Goods that are not currently under Customs control may also be packed for export at places other than a licensed depot.

Licence Conditions

Under section 77N of the Customs Act every depot licence is subject to certain general conditions. In addition, other conditions may be put in place by Customs and Border Protection for the protection of revenue or to ensure compliance with the Customs Act.

It is up to you as the licence holder to be aware of your responsibilities and to be familiar with all relevant sections of the Customs Act and the *Customs Regulations 1926* (Customs Regulations).

A breach of a depot licence condition is an offence and non-compliance with the conditions of a licence could lead to the revocation of the licence.

Licence Fees

Depot licence fees are imposed by operation of the *Customs Depot Licensing Charges Act 1997*. There is an application fee of \$3000. This must be paid before processing of the application can commence. There is an annual \$4000 fee to renew the licence. The initial depot licence fee is calculated as a pro rata of the \$4000 annual fee and must be paid within 30 days of the approval of the licence.

Fees are paid annually and are based on a standard financial year (1 July to 30 June).

If a depot has handled less than 300 transactions or lines of cargo in the previous 12 months they may be eligible for a reduced fee of \$1500. To qualify for the reduced licence fee you will need to contact Warehouse and Depot Licensing in writing prior to May each year.

Please note: The reduced fee of \$1500 does not apply to the initial year of licence fees.

Australian Quarantine and Inspection Service (AQIS)

AQIS approves places where quarantine requirements can be carried out in respect to imported air and sea cargo. Depending on the type of cargo being handled at your facility, special conditions may apply.

You should contact the Quarantine Approved Premises Section at the nearest AQIS regional office for information regarding AQIS requirements.

Appeals

Refusal to grant a depot licence is a decision that is reviewable by the Administrative Appeals Tribunal (the Tribunal) under paragraph 273GA of the Act.

In order to have a decision reviewed, you must apply to the Tribunal within 28 days of the decision being made, or any such further time as allowed in accordance with section 29 of the Administrative Appeals Tribunal Act 1975.

Important Point: Section 234(1)(d) of the Customs Act states that it is an offence to intentionally make a false or misleading statement to an officer, or intentionally omit information from a statement made to an officer without which the statement is false or misleading. A false or misleading statement made in an application for a depot licence may result in a decision not to grant a depot licence and/or the person may be convicted of an offence under section 234(2)(b) of the Customs Act.

Continued on next page - How to Complete the Application Form

How to Complete the Application Form

You must complete each section of the application form unless otherwise stated.

1. Contact Details for Application

A name, designation, phone number, fax number, postal address and email address for a person who can be contacted in regards to your application.

2. Client Name

The name of the person, partnership or company applying for the depot licence.

3. Australian Business Number (ABN)

The ABN of the person, partnership or company applying for the depot licence.

A DEPOT LICENCE CANNOT BE HELD BY A TRUST however a licence may be issued to the Trustee of a Trust upon presentation of a "Deed of Trusteeship."

4. Establishment (Depot) Name

A name by which the depot is to be known. This name does not have to be the same as the client name or even a name registered with the Australian Business Register (ABR).

5. Physical Site Address

The physical address of where the proposed depot is situated.

6. Location of the Depot relative to Customs and Border Protection Offices

Will the proposed depot will be located more than 40 km from the nearest Customs and Border Protection office.

Depots located more than 40 km from a Customs and Border Protection office are liable to pay the travelling expenses of Customs and Border Protection officers performing their duties at such depots.

Please Note: Customs and Border Protection may refuse an application if the premises to be licensed is located too far from a Customs and Border Protection office.

7. After Hours Contact

Please provide the name and phone number of a person who can be contacted after hours in regards to the depot. E.g. Night manager.

8. Address of Head Office

The following addresses where applicable:

- The street and/or postal address of the registered office in the State or Territory in which the application for a licence is made; or
- The street and/or postal address of the head office of the applicant if not in the State or Territory where the application for a licence is made.

9. ICS Client Registration

You are required to be registered as a client in the ICS. The registration must be completed using the ABN under which the depot application has been made. Please indicate on the form if the registration has been completed.

10. Communicating Electronically with Customs and Border Protection

All depots must maintain electronic communication with Customs and Border Protection via the ICS.

Please indicate the method that you will use to access the ICS:

- Customs Interactive (CI); or
- Electronic Data Interchange (EDI).

If you will be accessing the ICS via EDI, you must provide details of the software that you will be using.

11. Company membership and persons who participate in the management or control of the depot

You must provide a list of the following persons related to the depot:

- The applicant (where the applicant is an individual natural person);
- All partners (where the applicant is a partnership); and
- All persons who will participate in a position of management or control of the depot including all company directors, officers, shareholders, managers, supervisors, and any staff who have control over the recording and movement of goods when they enter and leave the depot.

You should be aware that all persons nominated in response to this question will be the subject of a police records check. The information is used to satisfy the requirement that the nominees are "fit and proper" persons for the purposes of section 77K of the Customs Act.

It is a condition of a depot licence that the licence holder provides details to Customs and Border Protection within 30 days of a new staff member commencing in a position of management or control. These persons will be subject to the same "fit and proper person" requirements as staff nominated during the application process.

Please Note: If you run out of space on the form, please attach a separate piece of paper.

12. Prior Experience

Do you or any of the persons nominated as being in management or control of the depot have prior experience in the operation of a section 77G depot?

If you have ticked yes, please provide a brief outline of the experience in the space provided on the form.

13. Depot Activities

The activities that you propose to conduct in the depot. The following are the only activities that may be undertaken in a depot by the licence holder:

- Holding of imported goods subject to Customs control;
- Unpacking of imported goods subject to Customs control;
- Holding of goods for export subject to Customs control; and
- Packing of goods for export subject to Customs control into containers etc.

14. Depot Categories

The type/s of depot you are proposing to operate. All depot activities as listed in point 13 may be conducted in any of the following depot categories:

- Air Cargo – CTO functions
- Air Cargo - General
- Sea Cargo – Containerised general cargo (LCL and FAK)
- Personal effects – Sea
- Personal effects – Air
- Postal articles only

Activities that can be carried out at the following categories of depots are restricted:

- Sea Cargo – FCL container park – hold imported goods subject to Customs control only
- Sea Cargo – Non-containerised general cargo – hold imported goods subject to Customs control and hold goods for export subject to Customs control only.

<p>“FCL” means a full container load “LCL” means less than full container load “FAK” means freight all kinds “CTO” means Cargo Terminal Operator.</p>

15. Use of Premises for Purposes other than Depot Activities

Do you propose to use the premises for any activities other than those outlined in 1.13? If yes, please provide a brief explanation in the space provided.

For example, if a section of the premises will not be part of the licensed depot and will be used for other purposes.

16. Customs section 79 Warehouses

Is any part of the premises where the proposed depot is located licensed as a section 79 warehouse?

17. Quality Management System

Do you have a certified Quality Management System? If yes, please indicate what standard you are using.

18. Standard Operating Procedures (SOPs)

You are required to have documented SOPs for the operations to take place within the depot. These documents will need to be made available upon request by Customs and Border Protection.

As a part of our assessment of your application you must indicate if you have SOPs developed for your proposed operation.

Continued next page – Attachments to be included with the Application Form

Attachments to be included in your Application

Applications must include ALL of the following information and documentation.

19. Constitutional Documents

You must provide a copy of one or more of the following documents to establish the arrangements under which the company operates:

- Articles of Association
- Constitution
- Replaceable Rules
- Partnership Agreement
- Certificate of Registration of a Foreign Company

20. Company Membership, Management and Control

A Customs and Border Protection pro-forma consent form (B301) must be completed by each person nominated including the applicant (if an individual natural person), partners (if applicable) and any director, shareholder or employee who will be involved in the management and/or control of the depot. Personnel who will have control of, or are responsible for delivery of cargo should also be included in this list.

Such persons will be subject to police record checks, which are required in order to determine eligibility requirements for granting a depot licence as per section 77K of the Customs Act.

Please ensure that the full 10 years of address history are completed on the form. If information is missing, Customs and Border Protection will be unable to determine if the person is "fit and proper" and the application may be refused.

If a person chooses not to submit a consent form, Customs and Border Protection must consider this when assessing the application. The failure of an individual to give consent may result in the rejection of your application as Customs and Border Protection will be unable to determine whether that individual is a "fit and proper" person.

Additionally, those people nominated as being involved in the management and/or control of the depot will be required to establish their identity by providing **certified** copies of identification documents, which total **100 points** or more:

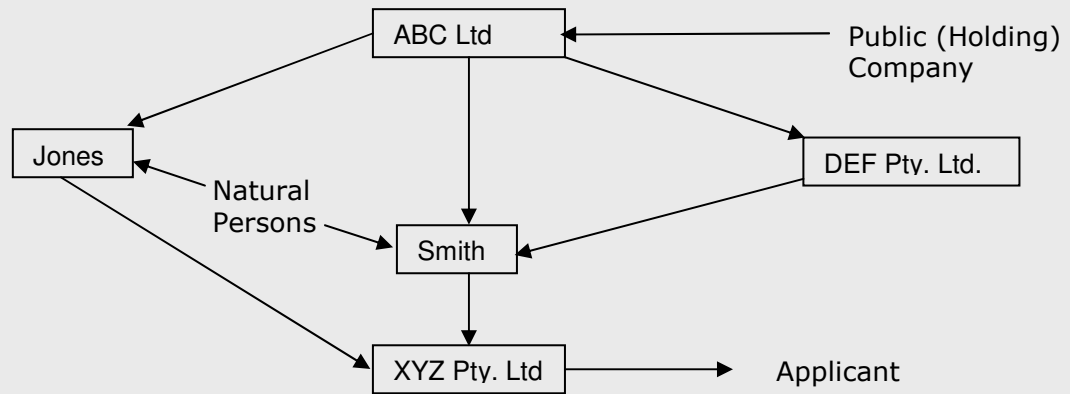
Any person taking up a position of management or control subsequent to the licensing of the depot must meet the same proof of identity requirements as those nominated in the application.

A copy of the B301 'Consent to Obtain Personal Information' form (including information on the required 100 points of ID) can be found at the end of this document and on the Customs and Border Protection website at www.customs.gov.au

Any details about individuals contained within the depot application form, associated information or information obtained as a result of police record checks is personal information and will remain confidential in accordance with the Information Privacy Principles of the *Privacy Act 1988* and the requirements of section 16 of the *Customs Administration Act 1985*.

21. Corporate Membership Structure

You must provide comprehensive share structure details including details of any other companies that hold shares in the applicant company. This information is to be extended to a public company or natural person level and should be given by means of a genealogical chart as per below:



This gives an indication of related companies, holding companies etc. This information will be used by Customs and Border Protection to risk assess the company, companies and individual associates with the applicants.

22. Company Extract

If the application relates to a registered company, a 'Company Extract' must be provided to Customs and Border Protection. This document is available for purchase from the Australian Securities and Investment Commission (ASIC) website at www.asic.gov.au/search.

ASIC may also be contacted via:

Phone: 03 5177 3988

Email: info.enquiries@asic.gov.au

Company search documents must include full details of company registration, registered addresses, share details and company administration including directors.

23. Financial Information

You must provide a copy of the last audited financial statements, i.e.

- Balance Sheet
- Trading and Profit and Loss Accounts

If an audited statement is not available, you must provide the most current profit and loss statement and balance sheet or any financial statements showing the present trading position of the company.

If the application relates to a new company and no financial records are available, you must provide a comprehensive business plan including, but not limited to:

- Sales projections
- Estimated expenses
- Assessment of strengths and weaknesses
- Assessment of opportunities and threats
- Estimated profit / loss figures
- Estimated number of transactions

24. Depot Site Plans

You must provide three certified copies of the plan (**no larger than A3**) of the proposed depot premises outlining **ALL** of the following details:

- The area to be licensed must be outlined in **RED**;
- The location of access points including doors, windows, roller shutters, vehicular access, lifts and staircases;
- The location of a secure storage area (deadhouse) for Customs and Border Protection purposes;
- The location of electronic security sensors;
- The location of where activities will occur within the depot, for example storage of cargo, unpacking of containers and export consolidation;
- The location of the area set aside for Customs and Border Protection officers to conduct cargo examinations;
- The location of facilities for Customs and Border Protection officers to conduct compliance checks including, but not limited to, office space, desk, chair, access to depot records and telephone;
- If the premises include a Customs section 79 warehouse, indicate the location of this on the plan; and
- The location of a car park specifically designated for use by Customs and Border Protection officers

Please Note: Office space and amenities must be excluded from the licensed area.

Each copy will need to have the following endorsement on the plan, and will need to be signed by an authorised official of the company:

"I hereby certify that this is a correct plan of the premises at (insert street address) operated by (insert name of business) and referred to in the application for a new/amended depot licence dated --/--/--. I also certify that the area/areas bound in red is/are the area/areas of the proposed licensed depot."

Name:

Signature:

Date:

25. Construction of Premises

Describe the construction and layout of the proposed depot premises. For example, two storey building, double brick walls, reinforced concrete floors, tile roof, two doorways secured by steel doors, a vehicular entrance.

You must also provide written evidence from the relevant state authority of compliance with OHS Regulations with regard to Asbestos, including written evidence of the risk assessment if asbestos is present in the proposed premises.

By this requirement a competent person (defined in the Regulations) must identify the presence and location of asbestos and assess the risks in accordance with the code of practice. The information must then be recorded in an asbestos register to be kept on the premises.

While Customs and Border Protection has a duty of care not to place staff at risk of injury from asbestos the primary duty of care obligation for controlling asbestos sits with the building owner. Where the licence applicant leases the premises the applicant must apply to the building owner for this information.

Please note: Where asbestos is identified in the premises and the assessor has deemed the risk low enough to allow the granting of a licence that licence will be conditioned to require ongoing assessments by the relevant authority. The risk assessment of asbestos by a competent person must be done every 12 months, but may be longer if the competent person considers that the asbestos is in good condition. In any case the maximum time period between risk assessments is 3 years.

Failure to comply with this requirement may lead to the rejection of the application or, where a licence has been granted, cancellation of the licence.

26. Physical Security of the Premises

The physical security of the depot must be at a minimum equal to commercial security standards having regard to the nature of the place and the procedures and methods that are put in place to ensure the security of goods.

See *Appendix 2* for guidelines relating to physical security requirements for depots.

Information Required

Details of existing and/or proposed security arrangements for the depot including, but not limited to, the following:

- Alarm systems
- Window and door security
- Fencing
- Dead house construction
- Security patrols
- Name and address of the security company used
- Details about access to the depot by personnel including names and positions of key holders and other staff who access the controlled area.

As previously stated, if electronic security systems have been installed, you should clearly mark the location of all the movement sensors and reed switches on the certified plans.

Please Note: A Customs and Border Protection officer can visit the proposed depot location to discuss physical security provisions during the licence application process.

27. Examination Facilities for Customs and Border Protection

It is a condition of a depot licence for you as the licence holder to provide adequate space and facilities for the examination of goods by Customs and Border Protection.

You will need to provide details of such facilities, including, but not limited to:

1. Access to the proposed premises for Customs and Border Protection vehicles including Mobile X-ray Units (MXUs) and operating space which is not exposed to the elements
2. Access to single phase flat pin 10 amp plug for MXUs (standard 240 volt plug)
3. High visibility bollard/barriers or equivalent protection from mobile plant/vehicles for Customs and Border Protection work areas.
4. Adequate lighting levels (minimum 400 lux in examination area and office accommodation as prescribed by performance standard: AS1680.2 Interior lighting - Industrial tasks and processes)
5. Customs and Border Protection work bench to be a stainless steel bench top (minimum dimensions 1m width by 2m length and must be 1m high) with power source access
6. S77G depot staff to present cargo for inspection and to remove upon completion of examination

Examination area is to be located a safe distance from areas where fumigant activity would be taking place and protected from natural elements artificially produced temperature devices and vehicle emissions. It is the responsibility of the licence holder to maintain the examination area.

Goods should be stacked in such a way as to allow reasonable access for Customs and Border Protection officers to examine the goods and, unless otherwise authorised by Customs and Border Protection, import and export cargo must be separated.

28. Physical Separation of Premises

If the place to be licensed is a section or part of a building as opposed to the whole building, please provide details as to how the area to be licensed will be physically separated from the rest of the building. For example, internal fencing or by clearly delineating the area by painted lines.

If the building is shared with another tenant or company, the proposed licensed area can only be under the control of the applicant company and must not include

any area under the control of another tenant. The area must be separated by a wall or strong metal fencing and a higher level of security may be required in this instance.

If the proposed premises is shared with another entity, you must provide details.

29. Ownership/Lease Verification

You must provide evidence of ownership of the land/property where the depot will be situated.

If the land/property is leased, you must provide a signed copy of the lease document.

30. Depot Procedures and Recording Systems

It is a requirement that all depots are registered in the ICS and that all cargo movements are communicated electronically to Customs and Border Protection via the ICS. Records must be maintained and they must provide a clear audit trail of all incoming and outgoing goods. The depot licence holder is responsible for all goods in the depot and is liable for the duty on any goods that cannot be accounted for.

It is essential that the depot licence holder maintain permanent records to allow the history of the movement of all goods into and out of the depot to be readily traced. Relevant commercial documents must be kept for a minimum period of five years.

For further information on Customs and Border Protection requirements please see attached fact sheet '*Document and Record Retention and Production*'.

The types of records to be kept include, but are not limited to:

- The date and time of receipt of goods
- The date and time of unpack of containers/cargo (if applicable)
- Details of surplus or short landed goods, pillages etc.
- Details of the release of goods including the date and time

Important Point: These records may be manual or computer based and must be made available to Customs and Border Protection officers upon request.

Manual Based Recording Systems

If your recording system is manual, you must provide Customs and Border Protection with the following detailed information:

- The location of the documents and the designation of the person/s who process them
- Copies of registers, forms or other documents used or proposed to be used in connection with the depot operations

Computer Based Recording Systems

If you will be using commercially available software, please provide the name of the software and company.

If you are using non-commercially available software, please provide specific details about the system and include screen prints of receipt and delivery screens.

Irrespective of whether you are using commercially or non-commercially available software:

- Does the software interface with the ICS?
- Are cargo receipt and release reports available?
- Is a stock list report available?
- Does the software generate a 'delivery notice' for releasing cargo? If yes, is the generation of the notice linked to the ICS consolidated status of the cargo?
- Are all computer records accessible from on-site? If no, please provide details regarding the location of computer records.

Important Point: Customs will evaluate such procedures and systems and will either accept their adequacy for Customs purposes or indicate the nature of any inadequacies.

Continued on next page - Appendix 1

Appendix 1

It is your responsibility to be aware of all your legislative responsibilities.

Please visit the ComLaw website at www.comlaw.gov.au for a copy of depot and warehouse legislation, including but not limited to:

- Sections 77G to 77ZA of the Customs Act (depots);
- Sections 79 to 102A of the Customs Act (warehouses including duty free stores);
- Regulations 48 and 48A of the Customs Regulations (depots)
- Regulations 50 to 95AB of the Customs Regulations (warehouses including duty free); and
- *The Depot Licensing Charges Act 1997*

Below is an extract from the Customs Act outlining the role of a depot and a warehouse licence.

Customs Act Section 77G - Depot licences

- 1) Subject to this Part, the CEO may, on an application made by a person or partnership in accordance with section 77H, grant the person or partnership a licence in writing, to be known as a depot licence, to use a place described in the licence for any one or more of the following purposes:
 - a) the holding of imported goods that are subject to the control of Customs under section 30;
 - b) the unpacking of goods referred to in paragraph (a) from receptacles;
 - c) the holding of goods for export that are subject to the control of Customs under section 30;
 - d) the packing of goods referred to in paragraph (c) into receptacles;
 - e) the examination of goods referred to in paragraph (a) or (c) by officers of Customs.
- 2) A depot licence may be granted:
 - a) in relation to all the purposes referred to in subsection (1) or only to a particular purpose or purposes referred to in subsection (1) as specified in the licence; and
 - b) in relation to goods generally or to goods of a specified class or classes as specified in the licence.

Customs Act Section 79 - Warehouse licences

- 1) Subject to this Part, the CEO may grant a person or partnership a licence in writing, to be known as a warehouse licence, to use a place described in the licence for warehousing goods.
- 2) A warehouse licence may be a licence to use a place for warehousing goods generally, goods included in a specified class or specified classes of goods or goods other than goods included in a specified class or specified classes of goods.
- 3) A warehouse licence may authorise blending or packaging processing, manufacture of excisable goods, trading or other activities specified in the licence to be carried on in the warehouse.

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Appendix 2

Physical Security Standards

Building/s

1. Internal Size – will be dependent on the proposed operation and should take into account fencing, office requirements and equipment and Customs and Border Protection requirements for cargo examination.
2. Door Locks – entrance doors should be fitted with deadlock type devices / keypad code locks / electronic locks except for those that are prohibited by state or local authority legislation (i.e. safety or fire exit restrictions). In those instances, there will be a type of lock approved.
3. Freight Doors – receiving/delivery freight doors should be of robust material and access via the doors is to be monitored. Doors may include a separate lockable pedestrian access, which should be used when doors are not being used by trucks.
4. Windows – should be constructed of material to prevent illegal entry or be fitted with barriers (steel mesh or bars) which will be fixed to resist removal.
5. Alarms and/or intrusion detection devices – should be fitted to cover doors, windows, walls, floor, roof and manholes. This system should be connected to a security point such as a security company or the police.
6. Internal Fencing – if applicable, areas set aside for the storage of un-entered cargo are to be fenced to a minimum height of 3 meters as a barrier from free storage, export and deconsolidation space. Mesh should be chain link in 5 cm range with minimum thickness of 3.15mm. Fences are to be topped with security wire to deter intrusion. Note: Internal fencing is not required for all depots.
7. Secure Area Requirements – All depots (excluding FCL container parks) **must** have a secure area known as a deadhouse. The deadhouse must be a fully enclosed cage and should be bolted to the floor and building walls if the walls form part of the deadhouse. The mesh used is to be of chain link type in 5cm range with **minimum** thickness of 3.15mm. The maximum allowable gap for the mesh is to be 5cm. If the building walls are tin or stud wall, the mesh is to extend to all sides.

The **MINIMUM** size of the deadhouse is:

- General – 2.4m long x 2.4m wide x 2.4m high
- HVSO (High Volume Special Operator) – 1.2m long x 1.2m wide x 2.4m high

The deadhouse must be locked and in a highly secure condition at all times. The types of goods to be secured in the deadhouse are high-risk goods e.g. firearms, prohibited imports, damaged cargo or packages that have become opened during transport or there is evidence of possible pillage.

The issuing of keys for the deadhouse must be controlled and suitable records maintained (see Access to Controlled Areas). A specific employee should be in charge of the deadhouse and be responsible for the safekeeping of the goods and relevant recordkeeping.

Perimeter Fencing

Buildings for the storage and examination of goods subject to the control of Customs are generally required to be encircled by perimeter fencing constructed of materials that discourage illegal entry.

Perimeter fencing for depots should be heavy-duty chain link in 5-10 cm range with a thickness of no less than 3.15mm, and be of sufficient height to prevent illegal entry through, over or under. The base should be secured where practicable and topped with fixed security wire. Fences must be maintained in good condition at all times.

Gates

Gates should be constructed of materials robust enough to prevent entry and be of similar height to fences. Entry and exit points should be controlled and access restricted. All gates are to be fitted with security locks and, where possible, alarms to a central control point.

Lighting

Exterior security lighting should be installed at all points including container storage areas, vehicle parking and holding areas. Lighting should be sufficient to ensure every part of the area is sufficiently illuminated to enable identification of persons at a distance of 10 metres.

Access to Controlled Areas

The issuing of keys / combinations / cards for access to buildings, doors, gates and high security areas must be controlled including the maintenance of suitable records. For example, a register that includes details such as key / pass number, date of issue, name and date returned.

Rail Access (if applicable)

Rail gates are to be manned when rail operations are in progress. Gates are to be constructed to prevent vehicle access and are to be as robust as the fencing, securely locked when not in use.

Customs and Border Protection Signs

Customs and Border signs are to be posted at all entrances and in public areas advising of conditions of entry, including that goods and vehicles may be searched. Customs and Border Protection will provide the required number of signs if / when the licence application is approved.

Security Patrols

After normal working hours, security patrols should be engaged to make random inspections to ensure the safekeeping of the cargo in the depot.

Vehicle Parking

Parking for employer/employee (non-Customs) vehicles is to be a noticeable distance from the doors leading to cargo storage/unpacking areas. If space permits, the parking area should be outside the perimeter fencing.

Operating Procedures in respect to Physical Security

Operating procedures are to be such that cargo, containers, vehicles or other equipment are not placed near fences in such a manner as to facilitate unauthorised access to freight stored inside. In addition:

- Machinery and vehicles are to be immobilised when the depot is closed
- Containers must be stacked door to door with separate areas for full and empty containers
- All containers and pallets where unpacking has started but not finished are to be stored inside the building when the depot is closed
- Lost or stolen keys, access passes or attempts to illegally enter the area are to be reported to Customs and Border Protection
- Keys and passes are to be returned to depot management prior to an employee ceasing employment with the company. Customs and Border Protection is to be informed of failures to comply

Issue of Licence

When a Depot licence is issued a hard copy of that licence is forwarded to the depot. It is a requirement that the licence, which sets out the conditions under which the depot is licensed must remain at the premises. Upon renewal a Certificate of Renewal will be forwarded however the original licence must be retained, until such time as a new licence is issued.

End of Depot Application Guide