



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

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 (the Act) the Chief Executive Officer (CEO) 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 Act, the warehouse licence holder must apply for the variation in writing. Under subsection 81B(4), the CEO must not vary a licence if, in the CEO'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 by mail to:

Australian Customs and Border Protection Service  
Warehousing and Depots Licensing  
Locked Bag 3000  
Sydney International Airport NSW 2020  
Fax: 02 8339 6716  
Email: [licensing@customs.gov.au](mailto:licensing@customs.gov.au)

Receipt of your application will be acknowledged by a Licensing Officer and they will advise you of any outstanding information.

### 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 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

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### 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 in accordance with section 81B of the Act will result in people commencing participation in the management and/or control of the warehouse, you are required to notify the CEO within 30 days of them so commencing. The individuals nominated will be required to establish their identity, through a 100-point check, and will be subject to a police records check. The information is used to satisfy the requirement that nominees are "fit and proper" persons for the purposes of section 81 of the Act.

## Section 2. About the Proposed Variation

- 2.1 Please indicate the name of the warehouse
- The current name.
  - 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 Customs and Border Protection 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 Occupational Health & Safety Code of Practice, you are required to notify Customs and Border Protection of the 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 Customs and Border Protection to gain after hours 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 Customs examination area.
  - If the premises include a licensed area under section 77G of the Act, 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.

You will be advised in writing should the CEO 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.