



Customs warehouse licence application

When to use this application

Use this application if you want to do any of the following:

- establish a warehouse to store imported alcohol (excluding wine subject to wine equalisation tax), tobacco or fuel and petroleum products – these are excise equivalent goods (EEGs)
- warehouse other customizable goods and you currently hold a customs warehouse licence or permission relating to EEGs
- warehouse other customizable goods and you are currently applying for a customs warehouse licence or permission relating to EEGs.

If you want to apply for any other type of customs licence, or are dealing in imported goods of any kind (including EEGs) and are in the duty-free, providore or flight catering bond industries, you will need to contact the Australian Border Force regarding your application. Do not complete this application.

- ! When we say ‘you’, we mean the person or entity applying to hold the licence.
- ! Information about storing EEGs is available on our website at ato.gov.au/EEGlicences

Completing your application

- You must provide the additional information described in the instructions below when you lodge this application.
- Answer all questions.
- Place **X** in all applicable boxes.

If you need help, phone us on **1300 137 290**.

- ! If you are applying for a licence for the first time, phone us on **1300 137 290** to discuss your circumstances before completing your application.

Section A: Commodities stored

1 Types of EEGs stored

Select the types of EEGs you will store in your warehouse

- | | |
|--|--|
| <input type="checkbox"/> Alcohol or alcoholic products | <input type="checkbox"/> Fuel and petroleum products |
| <input type="checkbox"/> Tobacco products | <input type="checkbox"/> Other customizable goods, including customizable wine |

Section B: Applicant details

2 Who is the applicant?

Name (legal name of the person, partnership or company applying for the warehouse licence)

Trading name (if applicable)

Australian business number (ABN)

! While it is not compulsory to provide your ABN, it will help us process your application promptly.

Establishment (warehouse) name

Physical site address of the warehouse

Suburb/town

State/territory

Postcode

Street address of your head office

Suburb/town

State/territory

Postcode

Postal address for correspondence

Suburb/town

State/territory

Postcode

Section C: Bank account details

3 Provide your bank account details

BSB code (include all six numbers)

Account number

Full account name

Section D: **Authorised contact details**

4 **Authorised contacts for this application**

Contact one

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given name

Position held

Business phone

Mobile

Business email address

Postal address for correspondence

Suburb/town

State/territory

Postcode

Contact two

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given name

Position held

Business phone

Mobile

Business email address

Postal address for correspondence

Suburb/town

State/territory

Postcode

Do you authorise us to communicate with your authorised contacts by email on confidential matters relatin to this form?

No

Yes

5 Authorised contact after the licence is granted

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given name

Position held

Business phone

Mobile

Business email address

6 After hours contact details

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given name

Phone number

Section E: People involved in the management of the customs warehouse

7 People participating in the management or control of the warehouse

 We will advise who needs to complete a *Consent to national criminal history check – customs warehouse* (NAT 73453) form.

Name	Position

 If there is insufficient space on this form, attach additional information on a separate page.

13 Storage of duty paid or duty-free goods

Do you want to store duty paid or duty-free goods in the warehouse?

No Yes

14 Type of EEG warehouse

Will you be repacking any alcohol, tobacco or fuel and petroleum products?

No Yes Provide details below

Goods description

Package size

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Will you be reducing or blending alcohol in your warehouse?

No Yes Provide details below

Description of reducing or blending activity

Description of product

Estimated quantity of goods produced in one year Proposed alcohol strength (if relevant)

How do you intend to test the alcohol strength of the product – for example, hydrometer?

Provide details of storage tanks (if relevant)

Tank number	<input type="text"/>	Capacity	<input type="text"/>
Tank number	<input type="text"/>	Capacity	<input type="text"/>
Tank number	<input type="text"/>	Capacity	<input type="text"/>

Have the tanks and equipment been professionally calibrated?

No Yes Provide a copy of the certificate for alcohol tanks.

15 Storage of excisable goods or use of EEGs in the manufacture of excisable goods

Will you be storing excisable goods?

No Yes

Will you be using EEGs in the manufacture of excisable goods?

No Yes Provide details below

Description of product

Estimated quantity of goods produced in one year Proposed alcohol strength (if relevant)

Is the establishment licensed to manufacture excisable goods?

No Yes Excise establishment number

Will the warehouse be used solely for the manufacture of excisable goods using EEGs?

No Yes

! You must have the required licences from us to store excisable goods or to use EEGs in the manufacture of excisable goods. If you do not have the required licences, you should contact us to obtain these licences.

16 Quality management system


Do you have a certified quality management system?

No Yes Provide details of the standard you are using

17 Warehouse procedures

Do you have warehouse procedures for your warehouse operations?

No Yes

 We may ask you to provide your warehouse procedures to us.

Section G: Customs duty payment details

18 Will you be responsible for paying the customs duty or lodging *Nature 30 Import Declarations*?

No Yes Select one of the following options:

Consider me for periodic payments

Payments before clearance

19 Do you have commercial insurance, including an amount to cover any customs duty payable in the event of theft or loss?

No Yes

Section H: Underbond product transfers

20 Do you intend to move EEGs or other customizable goods to other licensed premises before customs duty is paid?

No Yes You, or the owner of the goods, need to complete an application for a movement permission.

Section I: Attachments

The following information and documents must be included as attachments with your application.

Attachment A – Corporate membership structure
(if required)

Attachment G – Security arrangements

Attachment B – Related companies
(private warehouse applications only)

Attachment H – Warehouse ownership/lease verification

Attachment C – Business plan and financial information

Attachment I – Examination equipment provided

Attachment D – Warehouse site plans

Attachment J – Insurance

Attachment E – Physical separation and
construction of premises

Attachment K – Warehouse procedures and
record keeping

Attachment F – Asbestos statement

 We may ask you to provide additional information once we have received your application.

Section J: Declaration

Privacy

Tax law authorises us to collect information and disclose it to other government agencies. This includes personal information of the person authorised to sign the declaration. For information about your privacy go to ato.gov.au/privacy

I declare that the information provided in this form is true and correct.

Name

Position held

Business email address

Sign and date below if you are sending by mail

Date

Day Month Year
 / /

Lodging your application

Keep a copy of your completed application form for your records and lodge the original including all attachments via:

■ [Online services for business](#) or [Online services for agents](#)

■ mail to

Australian Taxation Office
PO Box 3514
ALBURY NSW 2640