



Australian Government

Australian Quarantine  
and Inspection Service

# **National Seaports Program**

## **Guide to Completing Sections 20AA and 33 Applications for Permission to Enter Non- proclaimed Ports**

Version 1.0



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## Section 1: Quarantine Requirements

Under section 20 of the [Quarantine Act 1908](#) masters of vessels entering Australian ports must enter at a proclaimed first port of entry as listed in the [Quarantine Proclamation 1998](#), unless the master or agent has been granted permission by AQIS to enter a non-proclaimed first port under section 20AA of the *Quarantine Act 1908*.

Ports which are not listed as proclaimed first ports of entry are classed as non-proclaimed ports for quarantine purposes. Agents or masters of vessels intending to visit non-proclaimed ports as a first port of entry must apply to AQIS for section 20AA permission to enter that port.

Vessels intending to visit non-proclaimed ports as subsequent ports of call (not first ports of entry) must apply to AQIS for permission to enter a non-proclaimed port under section 33 of the *Quarantine Act 1908*.

Applications must be submitted no less than 10 working days prior to arrival in Australia.

Applications must be submitted to the Maritime National Co-ordination Centre (MNCC) by email [MaritimeNCC@aqis.gov.au](mailto:MaritimeNCC@aqis.gov.au) or fax 1300 005 882 or +61 8 8201 6176 (outside of Australia).

This Guide to Applicants includes instructions for completing both the static version and the electronic version of the 20AA/s33 application forms. However applicants are encouraged to use the electronic version whenever possible, this will assist the MNCC to assess the information more efficiently.

The forms are identical in layout and information required. The electronic form is a 'smart form' which contains drop down lists to assist applicants. All fields must be completed on both applications.

Vessels granted permission to enter a non-proclaimed port must also submit a QPAR or (e-QPAR) to the MNCC 96-12 hours prior to arrival at the first port of call. Failure to comply with this requirement is a breach of the *Quarantine Act 1908*.

## Section 2: Vessel Particulars

Vessel Name:	enter the current name of the vessel
Master's Full Name:	enter the Master's first name (s) and last name
Vessel ID (IMO) and Call sign:	enter the vessel's IMO/Lloyd's number and call sign
Vessel Type:	describe the type of vessel (e.g. bulk carrier, container, passenger, livestock, etc)



Country of Registry: enter the name of the country where the vessel is registered

No. of Crew and No. of Passengers: enter the number of crew and passengers on board the vessel

### Section 3: Vessel Arrival Information

Last port of call country: enter the name of the country for the vessel's last port of call

Last port of call name: enter the name of last port of call

#### **First port of call (Australia)**

First port of call State/Territory: enter the name of the state or territory where the vessel will arrive in Australia

First port of call name: enter the name of the first port where the vessel will arrive in Australia

Estimated arrival (DD-MM-YYYY) and (HH:MM) enter the estimated date of arrival (in this format 12-06-2011 and 13:30)

#### **Local Shipping Agency Contact Details**

Agency Name: enter the Shipping Agency company name

Contact Person: enter the name of the contact person

Port/Location: enter the location of the Shipping Agent e.g. Brisbane

Email/Telephone/Fax: enter the contact details for the Shipping Agent

#### **Intended itinerary after first port**

Intended itinerary after first port: if the vessel is visiting other Australian ports during this voyage, enter the names of the ports and the dates they will be visited



**NOTE:** Changes to the vessel's itinerary or arrival/departure times must be reported to the MNCC immediately.

**Type of port entry permission applied for:**

- 1. Section 20AA permission to enter a non-proclaimed first port of entry      select Yes or No
  
- 2. Section 33 permission to enter a non-proclaimed subsequent port of entry      select Yes or No

**Note:** Applicants may use the same application form to apply for permission to enter first and subsequent non-proclaimed ports of call for the same vessel and voyage.

Australian Customs and Border Protection Service also have requirements for vessels and people entering places other than proclaimed ports. Further information is available on their website at [www.customs.gov.au](http://www.customs.gov.au)

**Activities to be undertaken at the non-proclaimed ports**

- From the list of activities provided:      select the activity or activities being undertaken at the ports
  
- If activity is 'Other'      enter the activity being undertaken

**Declaration**

Applicants must read and accept the declaration verifying that the information provided in the application is true and correct, and all Australian ports to be visited have been listed.

**NOTE:** Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* [Cwth]

All 20AA/s33 Permissions must be kept on board the vessel for a minimum of 2 years and must be presented for inspection by a Quarantine Officer, on request.

The granting of permission for a vessel to enter a non-proclaimed port does not release its cargo from being subject to quarantine. Cargo must not be landed at a non-proclaimed port without prior approval from AQIS under Section 20D of the *Quarantine Act 1908*. Applications for 20D approvals are available on the AQIS website at <http://www.daff.gov.au/aqis/avm/vessels/landing-at-non-declared-port>



## Section 4: Options for submitting the 20AA/s33 Application

### Option 1: Electronically (by email) – preferred option

The electronic 20AA/s33 application, refer to Attachment 1, is a fillable pdf, 'smart form' designed to be completed by the vessel master or shipping agent. The e-application is a responsive form that provides drop down lists (e.g. for port visits) and can expand sections to provide additional information relating to quarantine risks (e.g. ill people on-board).

The eApplication saves entered information and is able to transmit an .xml file (of 3-4kb) through to AQIS for processing. Where possible, the shipping agent can cc a copy through to the vessel, eliminating the need to fax copies.

The eApplication is the preferred option for submission of applications to AQIS. There are many benefits to using the electronic forms – moving away from paper based communications, minimising data entry issues and improved response time to your vessel by AQIS.

Follow these steps to save and submit your electronic application:

#### Step one: Save the eApplication form

1. Click on 'File' (from the Menu above the form, refer to Attachment 1)
2. Select 'Save as'
3. Select a suitable file name and location on your local drive
4. Hit 'Save'

#### Step two: Complete the eApplication

#### Step three: Submitting by E-mail

1. Submit the form to AQIS once you have answered all questions on the form
2. Click on the 'Submit by Email' button
3. The eApplication will then run a check over information in the form
4. Errors detected – such as incorrect dates – will be highlighted
5. The form cannot be sent until errors have been corrected
6. Select your e-mail program
7. The form data (.xml) will be sent to AQIS
8. DO NOT change the To: address, e-mail subject or attachment name
9. DO NOT add any additional attachments to the eApplication e-mail
10. You can add other email addresses such as vessel owners or operators to the 'cc' field as you would for any other emails.

#### Step four: Saving form data (recommended)

1. You can save all the form data for later use once you have successfully submitted the form
2. Clicking on the 'Save Form Data' button will allow you save an .xml file of information from the form
3. You can also save all the data within the form by repeating Step one



**Step five:** Print form (optional)

1. Click the 'Print Form' button to print off a version of the completed form for your file

**Step six:** Importing form data (recommended)

1. When your vessel next returns to Australia, you can re-use previous form data and update with current details
2. Click the 'Import Data' button
3. Select the previously saved .xml file from your last voyage
4. The form will be automatically populated with the previous responses. This data can be changed for the current visit.

**\*\* Option 2: By facsimile – to be used if the eQPAR is unavailable**

The completed static Application, refer to Attachment 2, can be faxed to the MNCC on 1300 005 882 or +6 18 8201 6176 (outside of Australia).



## Section 5: Additional Information

For further information regarding the s20AA/33 application, please contact the Maritime National Coordination Centre (MNCC).

### Internet

Home page: [www.aqis.gov.au/shipping](http://www.aqis.gov.au/shipping)

### Email

Maritime National Co-ordination Centre (MNCC): [maritimencc@aqis.gov.au](mailto:maritimencc@aqis.gov.au)

### Phone

1300 004 605 or +61 8 8201 6185 (outside of Australia).

### Fax

1300 005 882 or +6 18 8201 6176 (outside Australia).

### Disclaimer

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## Attachment 1: e20AA/s33 Application

**Australian Government**  
 Australian Quarantine and Inspection Service

ABN 241 13085695

Application for s20AA Permission to Enter an Australian Non-proclaimed First Port of Entry and/or Application for s33 Permission to Enter Subsequent Non-proclaimed Ports of Call

**Must be submitted no less than 10 working days prior to arrival in Australia**

Application No (AQIS use only)

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**Vessel Particulars**

Vessel Name

Master's First Name(s)  Last Name

Vessel ID (IMO)  Call Sign

Vessel Type

Country of Registry

No. of Crew  No. of Passengers

**Local Shipping Agency Contact Details**

Agency Name

Contact Person

Port/Location

Email

Phone

Fax

**Vessel Arrival Information**

Last Port of Call Country

Last Port of Call Name

**First Port of Call (Australia)**

First Port of Call State/Territory

First Port of Call Name

[DD-MM-YYYY]      [HH:MM]

Estimated Arrival

**Intended Itinerary After First Port**

Port	Date	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Add
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Delete

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**Please indicate the type of port entry permission(s) you are applying for**

- Quarantine permission (s20AA) to enter at an Australian non-proclaimed first port of entry  Yes  No
- Quarantine permission (s33) to enter a subsequent port of call which is a non-proclaimed port of entry  Yes  No

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**Australian Customs and Border Protection Service - Permission to enter non-proclaimed Australian Ports:**

Please be aware that the Australian Customs and Border Protection Service also have requirements for entering places other than proclaimed ports.

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**Please select the particular type of activity the vessel will be undertaking at the non-proclaimed ports of entry (You can select multiple activities)**

Joint Military Exercises  
  Tourism  
  Taking on Cargo  
  Discharging Cargo  
  Refuelling/Resupplying  
 Other

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NOTE: You must apply to AQIS for permission to land goods at a non-proclaimed port no less than 10 working days prior to arrival. Refer to the instructions to applicants on [how to apply for Section 20D approval](#)

I acknowledge that the above information is true and correct and all Australian ports to be visited have been listed

**Giving false or misleading information is a serious offence under the Criminal Code Act 1995[Cwth]**



## Attachment 2: Static 20AA/s33 Application

 <b>Australian Government</b> <b>Australian Quarantine and Inspection Service</b> ABN 24113085695		<b>Application for s20AA Permission to Enter an Australian Non-proclaimed First Port of Entry and/or Application for s33 Permission to Enter Subsequent Non-proclaimed Ports of Call</b> <b>Must be submitted no less than 10 working days prior to arrival in Australia</b>	
		Application No (AQIS use only) <input type="text"/>	
<b>Vessel Particulars</b>		<b>Vessel Arrival Information</b>	
Vessel Name <input type="text"/>		Last Port of Call Country <input type="text"/>	
Master's First Name(s) <input type="text"/>	Last Name <input type="text"/>	Last Port of Call Name <input type="text"/>	
Vessel ID (IMO) <input type="text"/>	Call Sign <input type="text"/>	<b>First Port of Call (Australia)</b>	
Vessel Type <input type="text"/>		First Port of Call State/Territory <input type="text"/>	
Country of Registry <input type="text"/>		First Port of Call Name <input type="text"/>	
No. of Crew <input type="text"/>	No. of Passengers <input type="text"/>	Estimated Arrival <input type="text"/>	<input type="text"/>
<b>Local Shipping Agency Contact Details</b>		<b>Intended Itinerary After First Port</b>	
Agency Name <input type="text"/>		Port	Date
Contact Person <input type="text"/>			
Port/Location <input type="text"/>			
Email <input type="text"/>			
Phone <input type="text"/>			
Fax <input type="text"/>			
<b>Please indicate the type of port entry permission(s) you are applying for</b>			
1. Quarantine permission (s20AA) to enter at an Australian non-proclaimed first port of entry		<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Quarantine permission (s33) to enter a subsequent port of call which is a non-proclaimed port of entry		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Australian Customs and Border Protection Service - Permission to enter non-proclaimed Australian Ports:</b>			
Please be aware that the Australian Customs and Border Protection Service also have requirements for entering places other than proclaimed ports.			
<b>Please select the particular type of activity the vessel will be undertaking at the non-proclaimed ports of entry (You can select multiple activities)</b>			
<input type="checkbox"/> Joint Military Exercises <input type="checkbox"/> Tourism <input type="checkbox"/> Taking on Cargo <input type="checkbox"/> Discharging Cargo <input type="checkbox"/> Refuelling/Resupplying			
<input type="checkbox"/> Other (Please Specify) <input type="text"/>			
NOTE: You must apply to AQIS for permission to land goods at a non-proclaimed port no less than 10 working days prior to arrival. Refer to the instructions to applicants on <a href="#">how to apply for Section 20D approval</a>			
<input type="checkbox"/> I acknowledge that the above information is true and correct and all Australian ports to be visited have been listed <b>Giving false or misleading information is a serious offence under the Criminal Code Act 1995(Cwth)</b>			
Please fax the form to the MNCC on 1300 005 882 or +61 8 8201 6176 (outside of Australia)			



## Detailed Version History:

The version information shown on the cover of this document relates to this version only. Previous document versions are outlined below:

VERSION	DATE	REASON FOR ISSUE	AUTHOR
1.0	1 July 2011	Development of new document	Seaports Program