



Request for Plant Exports Inspection Appointment

All requests for inspections are to be emailed to: _____ (Refer to guidelines for a list of regional office email addresses)

Name of Requester:			
Telephone No:		Email:	
Exporter:		Telephone No or Email:	
Address:			
Establishment Name:		Establishment Number:	
Establishment address:			
Appointment Type – check applicable appointment type/s	<input type="checkbox"/> Inspection of Fruit and/or Vegetables <input type="checkbox"/> Inspection of Bulbs, Corms & Tubers <input type="checkbox"/> Inspection of Cut Flowers & Foliage <input type="checkbox"/> Inspection of Tissue Cultures & Cuttings <input type="checkbox"/> Inspection of Plants & Nursery Stock <input type="checkbox"/> Inspection of prescribed grain & plant products: packaged <input type="checkbox"/> Inspection of prescribed grain & plant products: bulk into containers <input type="checkbox"/> Inspection of prescribed grain & plant products: bulk into bulk vessels <input type="checkbox"/> Inspection of hay and straw <input type="checkbox"/> Inspection of raw baled cotton <input type="checkbox"/> Inspection of woodchip: packaged <input type="checkbox"/> Inspection of woodchip: bulk into containers <input type="checkbox"/> Inspection of woodchip: bulk into bulk vessels <input type="checkbox"/> Inspection of logs: bulk into containers <input type="checkbox"/> Inspection of logs: bulk into bulk vessels <input type="checkbox"/> Inspection of processed forest products: packaged <input type="checkbox"/> Inspection of processed forest products: bulk into containers <input type="checkbox"/> Inspection of processed forest products: bulk into bulk vessels <input type="checkbox"/> Inspection of empty containers <input type="checkbox"/> Inspection of empty bulk vessel holds <input type="checkbox"/> Multiple inspections as per attached document	If under Sampling Arrangement, check box <input type="checkbox"/>	Number of samples:
Requested Date(s):	Goods available from _____ to _____	OR →	AM <input type="checkbox"/> PM <input type="checkbox"/>
Destination country			
Confirmed conditions in MICoR Plants? Yes <input type="checkbox"/> /No <input type="checkbox"/> (check applicable box)			
Confirmed Import Permit or Instrument in writing from importing NPPO? Yes <input type="checkbox"/> /No <input type="checkbox"/> (check applicable box)			
Notice of Intention to Export (RFP / EX28):		Customer Invoice reference (if required):	
Commodity (attach an additional sheet if insufficient space). If imported product, include the country of origin	Quantity – number and package type/weight:	AHECC No/s:	



Documents attached Yes/No (delete as applicable) Please ensure that all relevant documentation is completed correctly and accompanies the request form	List supporting documents attached here (e.g. Area freedom, treatment declarations etc.)
	List other export certifications required here (e.g. Ships Hold Inspection Certificate, Declaration and Certificate as to Condition, etc.)
Please complete the following fields if submitting an EX28	Endorsement No:
End Use: <input type="checkbox"/> Bark <input type="checkbox"/> Bulbs/Tubers <input type="checkbox"/> Grains/Seeds – Consumption <input type="checkbox"/> Cut Flowers – Fresh <input type="checkbox"/> Cut Flowers/Foliage – Dried <input type="checkbox"/> Cut Foliage – Fresh <input type="checkbox"/> Cuttings <input type="checkbox"/> Fruit/Vegetables – Dried <input type="checkbox"/> Fruit/Vegetables – Fresh <input type="checkbox"/> Growing Media	<input type="checkbox"/> Logs <input type="checkbox"/> Plants <input type="checkbox"/> Processed Timber <input type="checkbox"/> Grains/Seeds – Processing <input type="checkbox"/> Grains/Seeds – Research <input type="checkbox"/> Grains/Seeds – Sowing <input type="checkbox"/> Stockfeed <input type="checkbox"/> Timber <input type="checkbox"/> Tissue Culture <input type="checkbox"/> Woodchips

Please note: This form **does not** guarantee that Plant Exports will be able to provide inspection staff at the requested date and / or time. Failure to provide adequate notification or required documentation may result in delays. Requests for Export Appointments are made in accordance with the [Plant Export Operations Service Charter](#).

PLANT EXPORTS OFFICE USE ONLY	Appointment – Reference Number:		
Confirmed Date & Time		Not Confirmed (see comments below)	<input type="checkbox"/>
Plant Exports comments:			



Privacy Notice

The collection of personal information by the Department of Agriculture in relation to this appointment form is for the purposes of conducting inspections for the export of plants and plant products and related purposes. If the relevant personal information requested in this appointment form is not provided by you, the department will be unable to proceed with making an appointment to inspect plants and plant products for export.

Personal information means any information or opinion about an identified, or reasonably identifiable, individual.

The department's [Privacy Policy](http://www.agriculture.gov.au/about/accessing-information/foi/ips/operational-information/privacy-policy), including information about access to and correction of your personal information is available on the departmental website at [privacy policy \(http://www.agriculture.gov.au/about/accessing-information/foi/ips/operational-information/privacy-policy\)](http://www.agriculture.gov.au/about/accessing-information/foi/ips/operational-information/privacy-policy)

To contact the department about your personal information or to make a complaint:

Telephone: Switchboard +61 2 6272 3933

Email: privacy@agriculture.gov.au

Post: Privacy Contact Officer,
Department of Agriculture
GPO Box 858, Canberra ACT 2601.