

Application for a Place of First Arrival (PoFA) approval under section 37, or for varying an existing PoFA approval

Biosecurity New Zealand

Tiakitanga Pūtaiao Aotearoa

This form is to be submitted by a Port Operator for either seeking a PoFA approval, or by approved PoFA operators seeking to vary an existing PoFA approval. Please note, approval must be given before any variations to PoFAs are made. If you are unsure if changes to your PoFA require approval, contact standards@mpi.govt.nz (APHD).

Please note that approvals may take up to 6 weeks to review and issue, including 4 weeks to consult on our intention to approve or alter a PoFA approval.

Nature of this application (please tick one):

- ☐ Application for an approval of a new PoFA – complete Sections 1.0 & 2.0. Use the [Operating a PoFA webpage](#) as a guide to what is required for approval with the [PoFA Standard](#) and the [Biosecurity Act](#).
- ☐ Application to seek a variation to an existing PoFA approval e.g., change to craft or cargo types, altered or moved BCA(s), change of service provider details, moving location, changed to an approved arrangement etc. – complete Sections 1.0 & 3.0

1.0 PoFA Details

PoFA and PoFA Operator Name and Address PoFA is the place, airport or seaport. E.g., “Port of XYZ” (Region name) PoFA operator entity or person to be named on the approval certificate). E.g., XYZ Port Co.	Name of Place of First Arrival:
	Name or Entity of PoFA Operator:
	Address of PoFA:
	Registered address of operator person or entity:
PoFA Operator Delegate To book a PoFA operator course, please contact learning.development@mpi.govt.nz Operator delegate changes to be notified to standards@mpi.govt.nz and your local MPI office.	Full Name:
	Training Cert No.:
	<u>Contact details</u>
	Phone: Email:
Additional Delegate(s)	Full Name:
	Training Cert No.:
	<u>Contact details</u>
	Phone: Email:
Additional Delegates(s)	Full Name:
	Training Cert No.:
	<u>Contact details</u>
	Phone: Email:



2.0 Application for a new PoFA

Submit the following documentation and information for the approval. Note, we may request updates or amendments to your Operating manual or site plans for clarity. We recommend using a Biosecurity Consultant to assist you in establishing your Operating manual. Aspects of the Operating Manual will be reviewed by your local MPI office and the APHD.

Documents and Information Required	
2.1	Operating manual for seaport/airport place of first arrival (including all applicable details listed in Sec. 3.2 of POFA-ALL). The Operating Manual is to cover all processes, arrangements, facilities, and systems relating to biosecurity.
2.2	<p>Site plan(s) for all ports or areas within the PoFA including all the below which apply:</p> <ul style="list-style-type: none"> • Biosecurity Control Area(s) (BCA) • PoFA boundaries • Transitional facilities (TFs) including labs • Inspection areas • Passenger concourse • Container/aircan and cargo holding/inspection/cleaning areas • Live animal areas <p><u>Sea Ports only</u></p> <ul style="list-style-type: none"> • Any designated yacht or specific vessel arrival and clearance areas • Break bulk cargo discharge/holding/cleaning areas • Cruise ship arrival berth and passenger processing areas • Wharfs, berths, pontoons, anchorages • Haul-out and drydock facilities <p><u>Airports only</u></p> <ul style="list-style-type: none"> • Fixed Base Operators (FBO) clearance areas • Baggage handling facilities • Runways/tarmac showing international and domestic areas
2.3	<p>Tick craft types that will be received at the PoFA (will be listed on the Approval Certificate)</p> <p><u>Seaports:</u></p> <p><input type="checkbox"/> Defence Force Craft</p> <p><input type="checkbox"/> Commercial Vessels</p> <p><input type="checkbox"/> Private Recreational Vessels (i.e., yachts, superyachts)</p> <p><input type="checkbox"/> Commercial Passenger Vessels (Cruise)</p> <p><u>Airports:</u></p> <p><input type="checkbox"/> Defence Force Craft</p> <p><input type="checkbox"/> Commercial, Chartered or Private Aircraft (≤ 25 Seats)</p> <p><input type="checkbox"/> Commercial, Chartered or Private Aircraft (> 25 Seats)</p> <p><input type="checkbox"/> Freight Aircraft</p> <p><input type="checkbox"/> Special Aircraft</p> <p>Other or specific restrictions. e.g., <i>Private Recreation Vessels (up to 25m only)</i>:</p>
2.4	<p>Tick cargo types, including <i>Passengers, crew and personal effects</i> to be received at the PoFA (to be listed on the Approval Certificate)</p> <p><input type="checkbox"/> Bulk Cargo (Approved Systems) (i.e., Grain Import Systems)</p> <p><input type="checkbox"/> Bulk Cargo (Non-approved Systems) (fuel, gypsum, fertilizer, stockfeed)</p> <p><input type="checkbox"/> Containers and General Cargo (includes aircans)</p> <p><input type="checkbox"/> Fresh Produce (Bulk)</p> <p><input type="checkbox"/> Live Animals</p> <p><input type="checkbox"/> Passengers, crew and their Personal effects</p> <p><input type="checkbox"/> Vehicles, machinery, and equipment</p> <p>Other or specific restrictions. e.g., <i>LIVE ANIMALS (Cats and dogs only)</i>:</p>

2.0 Application for a new PoFA

2.5	If applicable, provide documented arrangements with service providers to manage biosecurity risk, e.g., scope of works and responsibilities with waste or treatment providers, pest and weed control provider, stevedores, TFs.
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3.0 Variation to an already existing PoFA approval

This section is to be completed (along with Sec 1.0) by an already approved PoFA requesting a variation to the current approval (includes change of operator details, moving locations or facilities, new arrangements with service providers, changes to the BCA). You will need the following documents and information to be readily available for the approval process.

Documents and Information Required			
3.1	Current Operating manual for seaport/airport place of first arrival, including tracked changes related to the proposed variation and updates.		
3.2	<p>Proposed Site plans for the port including any changes to:</p> <ul style="list-style-type: none"> Biosecurity Control Area(s) (BCA) PoFA boundaries Transitional facilities (TFs) including labs Inspection areas Passenger concourse Container/aircan and cargo holding/inspection/cleaning areas Live animal areas <p><u>Sea Ports only</u></p> <ul style="list-style-type: none"> Any designated yacht or specific vessel arrival and clearance areas Break bulk cargo discharge/holding/cleaning areas Cruise ship arrival berth and passenger processing areas Wharfs, berths, pontoons, anchorages Haul-out and drydock facilities <p><u>Airports only</u></p> <ul style="list-style-type: none"> Fixed Base Operators (FBO) clearance areas Baggage handling facilities Runways/tarmac showing international and domestic areas <p><u>Anything else:</u></p>		
3.3	Attach copy of the current BCA Agreement.		
3.4	<table border="1"> <tr> <td>Date the variation is required to be operational (if the variation is temporary, provide start and end dates with a summary of the project plan)</td> <td> Start date: End date: </td> </tr> </table>	Date the variation is required to be operational (if the variation is temporary, provide start and end dates with a summary of the project plan)	Start date: End date:
Date the variation is required to be operational (if the variation is temporary, provide start and end dates with a summary of the project plan)	Start date: End date:		
3.5	Detail the reason for the variation (moved or altered BCA, change of operations, arrangements, facilities or systems addition or removal of craft or risk good type etc.):		

4.0 Privacy statement and disclosure of personal information

Privacy Statement

The information requested in this form is required to enable MPI to assess and process a Place of First Arrival application under section 37 of the Biosecurity Act 1993. Failure to provide any of the requested information may delay or prevent granting of an approval.

MPI may provide information contained in this application to the Ministry of Health or District Health Boards to inform health risk assessments at ports/airports and to verify compliance with the International Health Regulations 2005. Information provided to MPI will not otherwise be disclosed to any third parties other than as required or permitted under law, including under section 142(2) of the Biosecurity Act 1993 and the Privacy Act 1993.

You have the right to ask for access to, or correction of, any personal information held by MPI. For further information, or for details of how you can contact MPI with any questions or complaints, refer to MPI's Privacy Notice at <https://www.mpi.govt.nz/about-this-site/privacy-and-security/>

Declaration

I, _____ (full legal name)

To the best of my knowledge, the information I have supplied is true, correct, and complete. I understand that failure to provide any of the required information or the provision of false, incorrect or incomplete information may result in rejection of this application or suspension or revocation of the approval.

Signed:

Date:

Send filled and signed form and relevant documentation to standards@mpi.govt.nz.

MPI Use Only

Border Clearance Services	Name:				
	Title:				
	<u>Contact details</u>				
	Phone				
			Email		
Signed by CQO				Date	

BCS Charges to be issued out of QuanCargo

Item	Date of Action	Time taken (Hourly)	Charged	Date Charged
Prep Time				
Onsite				
Follow Up				
Travel				
Accommodation				
Total BCS Assessment Cost				

