



# Guidance Document for the standard for Places of First Arrival (Airports and Seaports)

POFA-ALL-GD

**MAF Biosecurity New Zealand  
Ministry of Agriculture and Forestry  
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Wellington  
New Zealand**

**First Issued July 2011**

This document is intended as a guidance document accompanying the Standard for 'Places of First Arrival'. This document outlines the minimum arrangements, facilities and systems to meet the biosecurity risk posed by trade. Operators of places of first arrival may either follow examples in this guidance document, or develop systems tailored for their operations that are equivalent to the measure prescribed, or meet the same level of biosecurity outcome. Equivalent measures must be approved by MAFBNZ prior to use.



**Ministry of Agriculture and Forestry**  
Te manatū Ahuwhenua, Ngāherehere



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## Review and Amendment

This guidance document is subject to review and amendment at any time, to ensure that it continues to meet biosecurity objectives.

Operators should ensure that the most recent version of this guidance document is used.

Amendment No.	Date	Reference
1	July 2011	Original

This document is accessible on line at <http://www.biosecurity.govt.nz/border/places> of the MAFBNZ website.

## Important Disclaimer

MAFBNZ has taken every effort to ensure this publication is accurate. However, MAFBNZ does not accept responsibility or liability for any error of fact or omission or for any loss suffered by any person as a result of reliance on this document.

It is expected that operators will also meet the requirements of local governing bodies and any other relevant legislation, such as the Resource Management Act 1991, Health and Safety in Employment Act 1982, Customs and Excise Act 1996 and any requirements of a relevant Import Health Standard.

## Contact Persons

For all matters relating to the operation of this guidance document contact a MAF Inspector in the Operational Standards and Facilities Group from the details below:

Auckland Biosecurity Centre  
Phone 09 909 8531  
Fax: 09 909 8558  
Email: [facilityapprovals@maf.govt.nz](mailto:facilityapprovals@maf.govt.nz)

For a list of other office contact details go to <http://www.biosecurity.govt.nz/regs/>

For all matters relating to the review and amendment of this guidance document contact a Senior Advisor within the Operational Standards and Facilities Group on the details below:

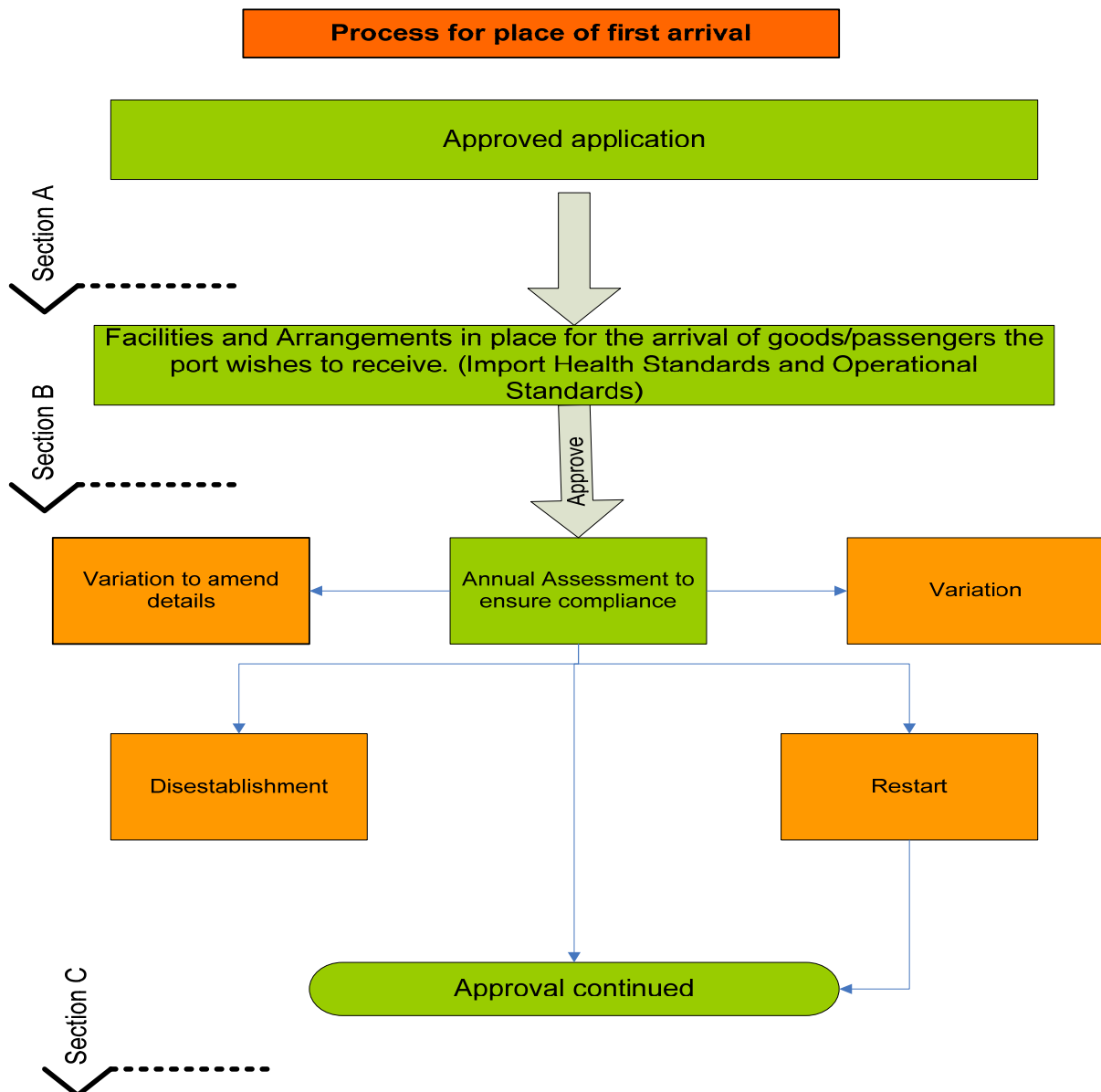
MAFBNZ Wellington  
Phone: 04 894 0100  
Fax: 04 894 0733  
Email: [standards@maf.govt.nz](mailto:standards@maf.govt.nz)

## Introduction

This document has been developed as a practical guide to implementing the requirements set out in the standard **“Places of First Arrival”** prepared by MAFBNZ Operational Standards and Facilities Group. This document provides examples of how your place of first arrival can meet the requirements of the standard and therefore you should become familiar with the standard in the first instance. Equivalent procedures may be used where appropriate; however these must meet or exceed the levels of compliance that the practices in this document meet and be approved by MAFBNZ prior to use.

This document is in 3 sections, namely:

- Section A Approval process
- Section B Requirements for approval as a place of first arrival
- Section C Maintenance of approval



## Scope

Every craft should arrive in NZ at a designated port (under section 17(1) and 17(3) of the Biosecurity Act 1993). Under section 37(1) of the Act, the Director-General of MAF may approve a port as a permanent place of first arrival. This guidance document lists the minimum requirements to satisfy the Director-General that an operator of an air or sea port may be approved (Section 1 of the Standard, Places of First Arrival) and maintained (Section 2 of the Approved Standard of Places of First Arrival) under the Act. Air or sea ports with existing approvals as a place of first arrival must also meet the standard. This is in addition to the provisions of any other legislation affecting the approval as a port e.g. Customs and Excise Act 1996 and Health Act 1956.



Definition: Places of first arrival may encompass multiple areas of a harbour or airport and includes any building, conveyance, craft, land or structure, and the bed and waters of the sea and any canal, lake, pond, river or stream. **(Definition within the Biosecurity Act 1993)**

### SUMMARY

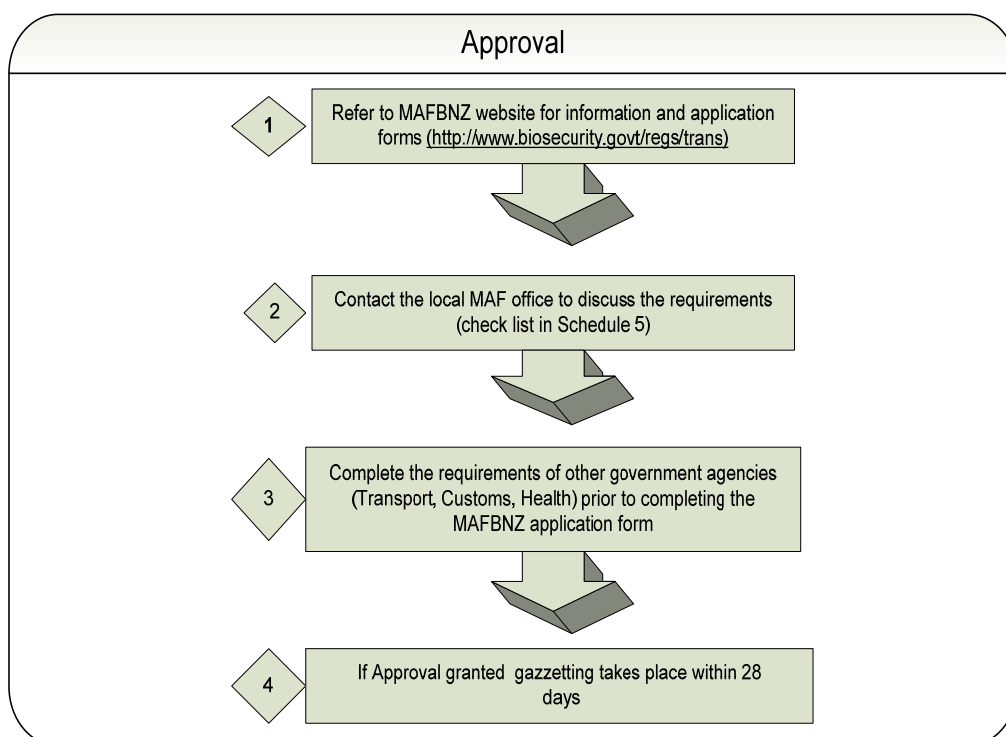
To operate as a place of first arrival an operator has an **approval** that is specific to the craft and risk good approved. Should the risk profile change within an approval then the operator is advised to apply for a **variation** rather than a **new approval**. Any change to the facilities or management systems (including change to third-party arrangements) within the original approval can also be recorded as a **variation**. If approval is gained and the place of first arrival is not operational within 1 year of gazeting of the approval, then the original approval is deemed to have lapsed and a process of **re-establishment** (checking against an audit checklist) is required to maintain approval as a place of first arrival. Further, to **maintain an approval** the operator is required to be assessed against the approval certificate on an annual basis (Section 3 of the standard) and any **non-compliances** remedied within a specified time. Should the place of first arrival be continually non-operational over a period of 3 years (distinct from 12 months after gazeting) then the approval is revoked until such time as the place of first arrival becomes operational.

A place of first arrival approval may encompass part or all the security fenced area of an air or sea port and approvals are limited to the purpose, scope and activities applied for by the operator of the sea or air port. It is intended that where entities are the same, that applicants seek approval over a total area, rather than multiple approvals over separate wharves or air aprons.

The entities that should apply for approval are those that have the ownership of the defined place of first arrival (site map required), either directly or through third party arrangements.

An approval as a place of first arrival is for the period that the air or seaport receives imports or exports goods. Therefore any lapse in operation would necessitate a process of re-establishment to occur (checking that all the arrangements, facilities and systems required are in place), rather than re-gazetting of the approval.

Any entity wishing to have a place of first arrival approved should follow the procedure below:



## 1 PROCESS

- 1.1 The approval process requires consultation with other relevant government departments (customs, transport, health, police and any other department deemed appropriate) prior to making an application for approval to MAFBNZ as a place of first arrival.
- 1.2 To determine that the required craft, arrangements, facilities and systems are in place an assessment (Schedule 5) is advised to be completed by the intended operator and in collaboration with the local MAF inspector.
- 1.3 If approved, within 28 days of the approval a notice will be published in the *Gazette*. The notice will specify the name of the place of first arrival, the day on which it was approved, any limitation on the kind or description of craft for which the port was approved, any limitation



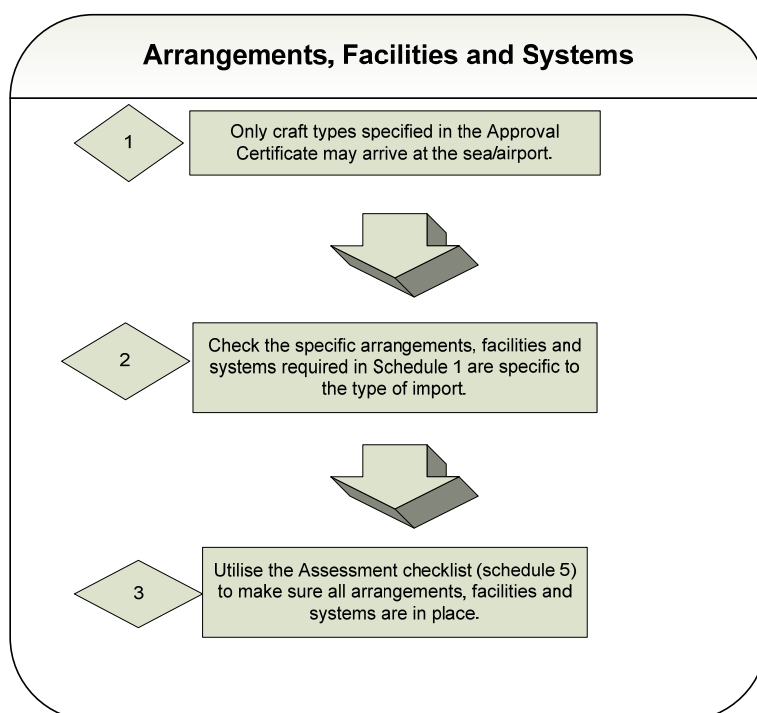
on arrivals for specified purposes, and a place where the notice of approval may be inspected. (Schedule 2 of the standard).

- 1.4 For consistency, the approval certificate should be displayed, at all reasonable times, for inspection at the place specified in the *Gazette* notice.
- 1.5 Operators may consider attending a training course (MAFBNZ website <http://www.biosecurity.govt.nz/faq/tf-gen-accredited-persons-training-requirements>) to work through generic arrangements, facilities and systems within a place of first arrival.

## SECTION B ARRANGEMENTS, FACILITIES AND SYSTEMS

**Guidance Note: Operators should ensure that there are arrangements, facilities, and systems in place that effectively manage risks associated with the importation of risk goods and are subject to MAFBNZ approval.**

The minimum arrangements, facilities and systems depend on the type of cargo, passengers/crew expected, as detailed in Schedule 1 (Seaports) and Schedule 2 (Airports) of this document.



- 2.1 Arrangements are defined as those contractual arrangements for the provision of a service, system or facility and can form part of the obligations required to provide a secure and compliant place of first arrival for receipt of biosecurity risk goods.
  - 2.1.2 The operator should consider the minimum arrival arrangements (schedule 4) based on the type of craft and imported risk good to arrive (schedule 1) at the approved place of first arrival, namely:
    - Notification of the arrival of craft to MAFBNZ Inspection staff via the customs system as aligned with craft;
    - Segregation between overseas arrival and export;

- Transfer of imported risk goods from craft to Transitional Facilities or Biosecurity Control Areas;
- Processing of Passengers/crew through inspection, interview and facilitation of detection dog activity;
- Disposal/transfer of biosecurity rubbish to a biosecurity refuse control and contingencies;
- Communication to all operators of craft/passengers/crew to follow systems;
- Security for places of first arrival; and
- Notification to MAFBNZ if systems breakdown and appropriate contingencies.

2.2 All places of first arrival, with regard to the type of cargo, will require access to/third party arrangements to but not inclusive to:

- Transitional facility/ies for general holding of uncleared goods (at least one of);
- Biosecurity Refuse Facility;
- Decontamination facility for containers;
- Treatment facility.

Each type of facility is detailed in the Transitional Facilities standard for general uncleared biosecurity risk goods (<http://www.biosecurity.govt.nz/files/regs/stds/bnz-std-tfgen.pdf>)

2.2.1 Additional facilities depend on the type of imported risk cargo received by the place of first arrival and are listed in schedule 1, namely:

- Arrival of yachts and other pleasure craft;
- Arrival of passengers;
- Handling of imported containers;
- Handling of imported vehicles;
- Handling of imported bulk grain etc.; and
- Handling of Livestock arriving.

2.3 Systems are those functions that are interconnected with the arrival of craft, transfer of biosecurity risk cargo, passengers and crew.

Ideally the operator will have such systems documented for employees to follow and be approved in consultation with MAFBNZ, within a place of first arrival, such as, but not inclusive:

- System of arrival notification (covered in 2.1.2);
- Security system (covered in 4.1);
- System of excluding export from imported product.(covered in 5.3)

2.4 The minimum requirements for receiving passengers and crew at places of first arrival necessitates that the operator should consider the following facilities and documented system appropriate for the **volume of passenger/crew numbers expected and ability of MAFBNZ to resource**, namely:

- Biosecurity control area/s (at least one of) (Standard for General Transitional Facilities for Uncleared goods –Annex N);
- Quarantine area/s as required;
- Accommodation for biosecurity dogs, where required (described in Standard for General Transitional Facilities for Uncleared goods –Annex N)

Guidance as to the documented system, in preparation to receive passengers and goods, is listed in **schedule 4**.

### 3 SIGNAGE

The port should consider displaying MAFBNZ signage close to amnesty bins (for passengers to place risk goods in) and other information signs or warnings for biosecurity purposes.

3.1 Signage should be clearly visible and not obscured by advertising, plants etc.

#### **4 SECURITY**

4.1 The operator security system should prevent access of the public or other un-authorised persons to un-cleared craft or cargo. The security system would need to allow 24hour access for Biosecurity Inspectors performing their duties under the Act.

4.2 The security system would need to ensure that only risk goods that have been given biosecurity clearance or risk goods directed by an inspector to an approved transitional facility leave the port. The operator must prevent vehicles and people leaving the port with uncleared goods.

#### **5 BIOSECURITY RISK MANAGMENT**

##### **5.1 Pest Habitat**

The area designated as a place of first arrival must be kept free of vegetation and materials (e.g. rubble, unused machinery, tyres, equipment and used dunnage) that are capable of harboring unwanted organisms. Receptacles or other things that may collect water must be removed or modified to prevent water collecting.

5.2 If required, a system of on-going pest management of biosecurity risk pests (i.e. mosquitoes, ants, mice, rats etc) may be required.

5.3 Systems to prevent cross-contamination between imported and exported goods must be in place at all times.

5.4 All biosecurity risk refuse must be disposed of through a MAFBNZ approved Biosecurity Refuse Facility (refer to schedule 1).

5.5 An employee or contractor of the port operator who suspects the existence of live organisms within a Transitional Facility and /or Biosecurity Control Area must bring this to the immediate attention of an inspector.

#### **6 SPILLAGE OF BIOSECURITY RISK GOODS**

6.1 The operator must have suitable equipment available to immediately contain and remove any spillage of risk goods originating from the craft and the Transitional Facility/Biosecurity Control Area within the place of first arrival area. Any risk spillage not returned as cargo must be placed in an approved receptacle, and taken to an approved transitional facility for the destruction of biosecurity refuse. This accountability applies irrespective of the ownership, or carrier, of the risk goods and is the direct responsibility of the operator.

6.2 A system of biosecurity contingencies is required to avoid interruption to the receipt of craft and associated cargo.

6.3 MAFBNZ will hold the operator accountable for any non-compliance.

## 7 VARIATION TO AN APPROVAL

- 7.1 A variation to an approval is required should the risk profile change in terms of:
- volume;
  - type or category of imported risk good;
  - facility, arrangements or systems management ; and
  - alteration of the details of the approval such as, but not inclusive, third party management of requirements for a place of first arrival.

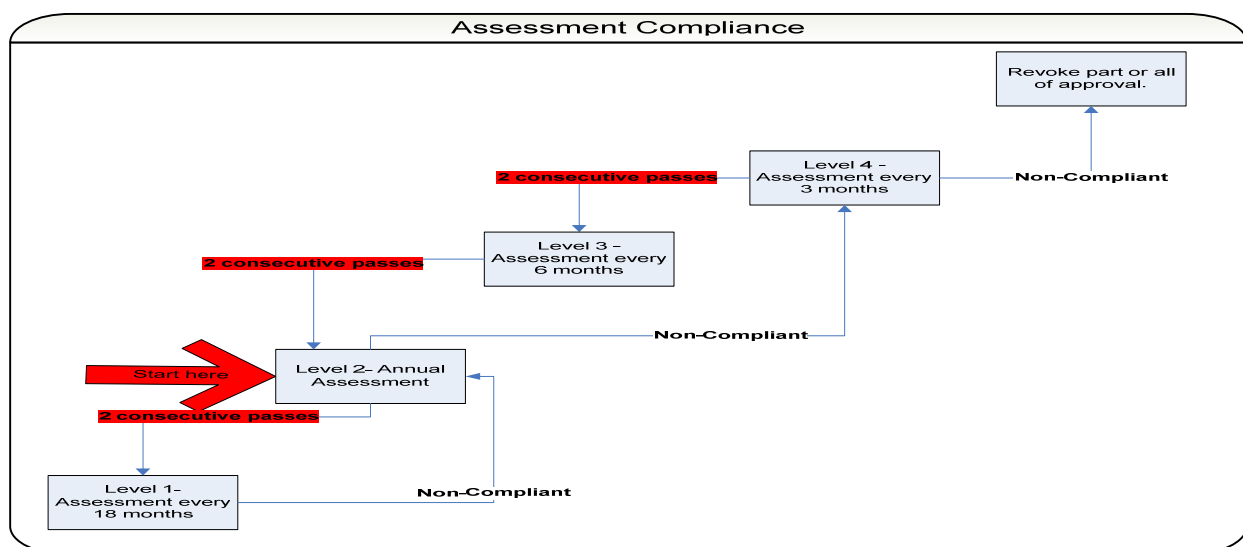
**Guidance Note: Check with your local MAFBNZ inspector and complete the variation form in schedule 3 if required**

- 7.2 Application for a variation is subject to an assessment (detailed in section 10) or a desktop approval process that determines if the arrangements, facilities and systems are in place to amend the approval (as per schedule 1).
- 7.3 Further, consultation may be carried out with other government departments that the Director General deems relevant to approve a variation.

## 8 RE-ESTABLISHMENT OF A PLACE OF FIRST ARRIVAL

- 8.1 If a place of first arrival is not operational over a 12 month period the original approval is deemed to have lapsed.
- 8.2 The process to re-establish an operational approval is through the assessment process (Schedule 5).

## 9 ASSESSMENT



- 9.1 To ensure that the appropriate arrangements, facilities and systems are in place to manage places of first arrival that receive high risk goods, MAFBNZ will assist the operator through an assessment process (checklist of arrangements, facilities and systems). The assessment will be done:
- annually to determine the level of compliance with this standard. The assessment frequency may vary depending on the level of compliance with this standard,
  - or**
  - may be used to re-establish a place of first arrival that has not been operational for a period greater than 12 months.
- 9.2 Operators are advised to utilise the check list in schedule 5, prior to an assessment, to verify that all the arrangements, facilities and systems required are in place.
- 9.3 Any direction by an inspector for rectification of a non-compliance with this standard will include a timeframe within which remedial action must be taken.
- 9.4 A Non-compliance is deemed when the place of first arrival operator is:
- receiving high risk goods for which the operator is not approved to receive; and /or
  - systems/facilities are not in place to receive the goods for which the operator **is** approved to receive; and/or
  - systems or procedures are not followed to the standard required; and /or
  - a place of first arrival is no longer operational for a period greater than 12 months.
- 9.5 Where the operator of a place of first arrival is compliant for 2 consecutive assessments then the period between assessments is 18 months. Conversely if there are continual non-compliances the assessment period is shorter to encourage compliance.

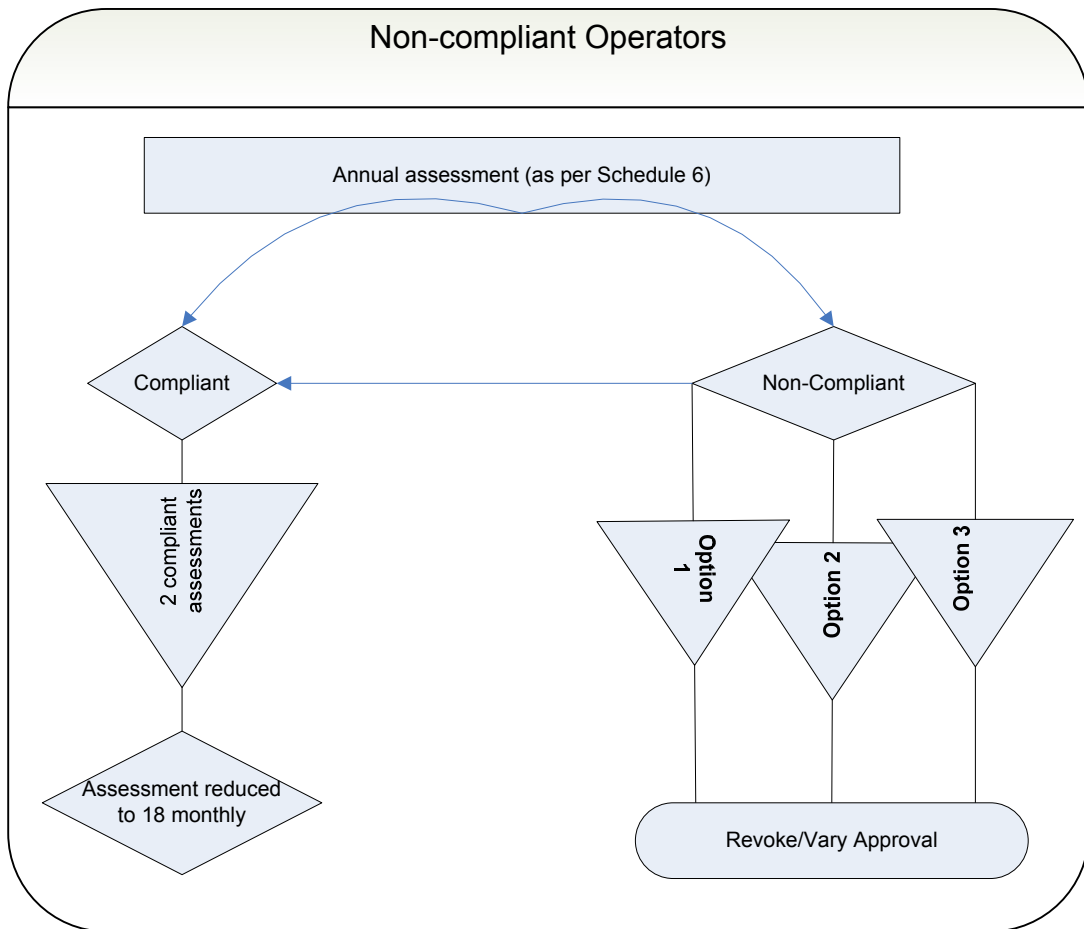
## **10 SUSPENSION/REVOKE/VARIATION OF APPROVAL**

- 10.1 If the Director General (or delegate) is not satisfied that the facilities, arrangements or systems in place are meeting biosecurity requirements then there are 3 options:

**Option 1** The Director General may notify the port authority of a change of requirement such as need for facilities to deal with a new perceived risk associated with a good. In this case if the port is not able or does not provide the required facility or arrangement the DG may amend the approval to remove permission in relation to the risk good by the process under section 9 above.

**Option 2** The Director General may suspend approval by written notice to the operator under section 37(1) of the act for a specified period or until a specified action is taken; or

**Option 3** The Director General may revoke the approval in it's entirety through written notice in the Gazette and may fully revoke or partially revoke the ports approval by varying the kind or description of craft for which the operator is approved or purposes of arrival.



## 11 COST RECOVERY

The costs of **approving** the systems, facilities and arrangements and **assessing** places of first arrival will be recovered as per the Biosecurity Act 1993 and cost regulations made under the Acts and MAF policy.

- 11.1 **Arrangements**, facilities and systems for use by the Crown must be provided at no expense to the crown (S37 (4)).

Summary				
	Ports of First Arrival Certification	Import risk goods	Arrangements/ Facilities/Systems	Information within Standard
Scheduled	Approved Operator	Craft (Airplane/ Vessel)	BCA-size depends on passenger/ crew volume	Communication of arrival and placement
		Cargo	Transitional facility for uncleared craft/ product	Security
		Accompanied Baggage	Waste Disposal	Signage
		Live animals	Facilities - dependent on type of import *Live Animal containment	Live Animal containment Standard
		Passenger/Crew		*Decontamination * Vehicles * Fresh produce * Wood products * Other
		Bulk		Container standard
		Vehicles		

### SCHEDULE 1A-Airports

Import craft type		Imported product	Facilities/Arrangements	Arrangements	Systems	Reference
Aircraft < 14 seater		Passengers	BCA for processing passengers, crew and baggage	Biosecurity Waste disposal-Treatment		Passenger Arrivals Standard TF GEN Annex I TF-GEN Annex C
Aircraft >14 seater			BCA for processing passengers, crew and baggage	Biosecurity Waste disposal-		Passenger Arrivals Standard TF GEN Annex I
Aircraft-General freight			Holding and inspection	Biosecurity Waste disposal- I		TF GEN Annex I TF GEN Annex K
	General cargo	Fresh Produce and Nursery stock	Fresh Produce Facility Fumigation & Other treatments	Biosecurity Waste Disposal		TF-Gen Annex C TF-Gen Annex E TF GEN-Annex I
		Animal Products	Holding and processing	Biosecurity Waste Disposal		TF-Gen Annex F TF GEN-Annex I
		Containers		Container Hygiene Container Decontamination		TF-GEN Annex A TF –GEN Annex B
NZ Defence force aircraft		Second hand parts	Holding and inspection TF GEN Annex K	Biosecurity Waste disposal-		TF GEN Annex I
Antarctic Aircraft		Passengers	BCA for processing passengers, crew and baggage	Biosecurity Waste Disposal		PAX standard TF GEN-Annex I TF GEN-Annex N (draft)



**SCHEDULE 1B-Seaports**

**APPENDIX A List of Arrangements, Facilities and systems**

Import craft type		Imported product	Facilities/Arrangements	Arrangements	Systems	Reference
Bulk Carriers		Grain	Holding and Inspection BNZ-GCFP-PHR	Biosecurity Waste disposal- TF GEN Annex I Treatment TF-GEN Annex C	Transfer and processing PIT-GFP-ISR	Grain standards BNZ-GCFP-PHR and PIT-GFP-ISR
		Fertiliser	Holding and Inspection for Fertiliser (standard 152-08-04i)	Biosecurity Waste disposal- TF GEN Annex I	Transfer and Processing (Fertiliser standard 152-08-04i)	Fertiliser standard 152-08-04i
		Scrap metal	Holding and Inspection for scrap metal (BNZ-STD-Scrap metal)	Biosecurity Waste disposal Treatment	Transfer and processing (BNZ-STD-Scrap metal)	Scrap metal Standard (BNZ-STD-Scrap metal) TF-GEN Annex C TF GEN Annex I
		Seed	Holding and inspection TF-GEN Annex L	Biosecurity Waste disposal		TF GEN Annex I
Car ships		Cars	Holding and inspection TF GEN Annex K	Biosecurity Waste disposal Treatment	Transfer and processing (TF GEN Annex K)	Standard for Vehicles (bmg-std-vehil) TF GEN Annex I TF-GEN Annex C

		Farm machinery and parts	Holding and inspection TF GEN Annex K	Biosecurity Waste disposal Treatment Facility	Transfer and processing )TF GEN Annex K)	Standard for Vehicles (bmg-std-vehil) TF GEN Annex I TF-GEN Annex C
		Second hand parts	Holding and inspection TF GEN Annex K	Biosecurity Waste disposal		TF GEN Annex I
Cruise ships		Passengers	TF-Gen Annex N for BCA for processing passengers and baggage	Biosecurity Waste Disposal Biosecurity Control Area (BCA)		PAX standard TF GEN-Annex I TF-Gen annex N (draft)
		Cruise Vessel	Requirements for Vessels arriving in New Zealand)			Requirements for Vessels arriving in New Zealand
General Cargo/General Freighters	General cargo	Fresh Produce and Nursery stock	Fresh Produce Facility Fumigation & Other treatments	Biosecurity Waste Disposal Treatment		TF-Gen Annex C TF-Gen Annex E TF GEN-Annex I
		Animal Products	Holding and processing	Biosecurity Waste Disposal		TF-Gen Annex F
		Containers	Sea Container	Container Hygiene  Container Decontamination Treatment		Sea Container Standard TF-GEN Annex A TF-GEN Annex B TF-GEN Annex C
		Personnel Effects	Holding and Inspection TF-GEN ANNEX D	Biosecurity Waste Disposal Treatment		TF GEN-Annex I  TF-GEN Annex C

		Biological products	Holding Biologicals TG-GEN Annex G	Biosecurity Waste Disposal TF GEN-Annex I		
		International Mail & Courier Facilities	Holding and processing TF Gen- Annex J	Biosecurity Waste Disposal TF GEN-Annex I		
		Cats and Dogs	Holding and Inspection Standard 154.02.09 154.02.03			
		General Cargo Vessel	Requirements for Vessels arriving in New Zealand)		Prior to arrival (requirements for Vessels)	Requirements for Vessels arriving in New Zealand
Livestock Carriers		Livestock	Holding and Inspection (Transitional Facility standard for inspection of Livestock 154.02.20)	Biosecurity Waste Disposal TF GEN-Annex I		Transitional Facility standard for inspection of Livestock 154.02.20)
		Livestock Carriers	)	Biosecurity Waste Disposal TF GEN-Annex I		Requirements for Vessels arriving in New Zealand
Projects Vessels (rigs dredges etc)		Craft and Equipment	Contact MAFBNZ for specific programme of disinsection	Biosecurity Waste Disposal TF GEN-Annex I		
Recreational Craft (Yachts etc)		Yachts	Disinsection required (Hull Fouling Facility) as per Requirements for Vessels standard.	Biosecurity Waste Disposal TF GEN-Annex I Bio Fouling Facility TF-Gen Annex B (Draft)		Requirements for Vessels arriving in New Zealand
Others		Fishing		Biosecurity Waste Disposal TF GEN-Annex I		Requirements for Vessels arriving in New Zealand

		Research		Biosecurity Waste Disposal TF GEN-Annex I		Requirements for Vessels arriving in New Zealand
		Defence force		Biosecurity Waste Disposal TF GEN-Annex I		Requirements for Vessels arriving in New Zealand Standard



***SCHEDULE 2 Approval Form***

(copy to be attached here with approval by Customs)\_



## Application for variation of a Place of First Arrival Approval by an operator VARIATION APPLICATION FORM

This application form is intended to be used by operators, who already possess a Place of First Arrival approval and are seeking a variation to the said approval.

<b>SECTION A : NATURE OF THIS APPLICATION (PLEASE TICK ONE)</b>
<input type="checkbox"/> This is a variation for place of first arrival approval designated for : <i>Note Sea or Airport (quote gazette number on approval certificate)</i>
<input type="checkbox"/> This is a repeat variation application
<input type="checkbox"/> This is an application to vary details (operator and/or third party details) → go to Section B
<input type="checkbox"/> This is an application to vary a facility (includes current facility moving locations, location map) → go to Section C
<input type="checkbox"/> This is an application to vary an arrangement (includes new arrangements with third parties, details of third party), → go to Section C

<b>SECTION B : OPERATOR DETAILS</b>			
1.0 Current Operator Name:	Required input	2.0 Company:	Required input
1.1 Designation:	Required input	Parent company	Required input
Postal Address:		Post Code:	
Phone Number:	)	Mobile:	Fax:
Address of approved Place of First Arrival :Required input			
Suburb:	City:	Post Code:	
Email address for MAF Biosecurity New Zealand communications: Required input			
Dates the variation is required to be operational: Required input <i>(note 30 days should be allowed for approval to be processed)</i>		Start date: Required input	

Is this a multi-approval variation?	Yes / No
-------------------------------------	----------

*(NOTE<sup>1</sup>: for multi applications the overall approval may be for more than 30 days)*

**SECTION C DETAIL OF VARIATION**

List the reasons for Variation as an approved Place of First Arrival (e.g. why the craft cannot go to a regular approved Place of First Arrival)

*Note: All applications must include a copy of the Operators manual with a site plan, and a description of biosecurity risk goods to be held.*

Send this form to  
General Enquiries Ph: 04 894 0100

MAFBNZ Pastoral House, PO Box 2526, Wellington  
Fax: 09 909 8585

Email: [standards@maf.govt.nz](mailto:standards@maf.govt.nz)

**SECTION D CUSTOMS TO INPUT**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**SECTION E- (IF APPLICABLE) DETAILS OF GOODS TO BE IMPORTED AND FACILITY CHANGES**

_____ Estimated number of containers	_____ Types of cargo being transported and countries of origin of cargo (full description of all goods):
---	--



Is the area the container will be unloaded on a TF approved site?	Yes / No
If yes –how will you prove this (tick one)	MAF visit <input type="checkbox"/> Photograph <input type="checkbox"/> Approval number provided <input type="checkbox"/>
Is there a change to third party arrangements? If yes provide details – letters, contract etc)	Yes / No
Will a trained Accredited Person be present at unloading?	Yes / No If no then a MAFBNZ Quarantine Inspector will be present.

SECTION F (IF APPLICABLE) LIST THE NOMINATED MAFBNZ ACCREDITED PERSONS CONTRACTED TO UNLOAD CONTAINERS/PROVIDE FACILITIES FOR CONTAINERS ETC		
Name	MAF AP Number (if registered)	

SECTION G FINAL CHECKLIST
<input type="checkbox"/> I have read the document titled "Guidance for Places of First Arrival "
<input type="checkbox"/> I have attached an operational manual of the variation sought (if applicable)
<input type="checkbox"/> I agree to pay for all costs associated with this application and any ongoing monitoring of the approval, if any.

**DECLARATION**

I, \_\_\_\_\_, being the applicant for approval of a variation of approval as Place of First Arrival in accordance with Section 37 of the Biosecurity Act 1993 declare that to the best of my knowledge the above information is true and correct. I understand that failure to complete any of the above information may result in rejection of my application by government agencies (Customs, Police, Immigration, Health and MAF Biosecurity New Zealand). I have read and understand MAF procedures and include extra documents where required. I agree to pay all costs associated with this application.

Government Interagency Authorisation (where applicable)			
<b>Customs If Applicable</b>			
Signature:		Date:	
Designation		Department	
<b>Transport If Applicable</b>			
Signature:		Date:	
Designation		Department	
<b>Health If Applicable</b>			
Signature:		Date:	
Designation		Department	
<b>Police If Applicable</b>			
Signature:		Date:	
Designation		Department	

MAF use only		
<u>Risk Screening</u>	<u>BSI</u>	<u>OFG Manager</u>
Meets criteria / Does not meet criteria	Meets criteria / Does not meet criteria	APPROVED / DECLINED
Name:	Name:	Name:
Approval Code:		Signed:

## **SCHEDULE 4 CRAFT ARRIVAL REQUIREMENTS**

### **1.0 Vessel Arrivals**

- 1.1 Only vessel types specified on the Port Approval Certificate (refer to example, Schedule 2) may arrive at the port. Approval for other types of vessels to arrive at that port may be considered on completion of a Variation form. (Schedule 4)
- 1.2 Vessels are required to meet the conditions of MAF Biosecurity Standard BMG-STD-VESCL Requirements of Vessels Entering New Zealand.
- 1.3 For a vessel to arrive at a port not approved as a place of first arrival permission must be obtained through application to Temporary Places of first arrival <http://www.biosecurity.govt.nz/regs/ships>, except in an emergency situation.

### **2.0 Aircraft Arrivals**

- 2.1 Operators should be aware that only aircraft of the kind or description specified on the Airport Approval Certificate (refer to example, Schedule 2) may land at the airport unless the prior approval (Variation as per Schedule 4) or Temporary approval for other types of aircraft to land at that airport.
- 2.2 An inspector must be notified as soon as practicable of any unscheduled or diverted flights.
- 2.3 All landing passengers' baggage must be moved from the aircraft to the baggage collection area via a clear and direct path.
- 2.4 All cargo must be moved from the aircraft to an approved transitional facility via a clear and direct path.

### **3.0 Arrivals Area**

- 3.1 There must be clear and direct access for passengers and crew from the aircraft to the international passenger arrival hall.
- 3.2 There must be clear and direct access from the baggage collection areas to the declaration exits and through to the biosecurity control area.
- 3.3 All waste (rubbish bins, vacuumed debris) from passenger arrival areas must go to an approved transitional facility for the destruction of refuse (refer to [Schedule 1](#)).
- 3.4 All shops, outlets, airlines, caterers, etc serving food to arriving or transiting passengers in airside areas must dispose of all waste through a MAF approved facility for the destruction of refuse (refer to [Schedule 1](#)).
- 3.5 All plants or biosecurity related materials in airside areas, including display materials, must be disposed of through a MAF approved facility for the destruction of refuse (refer [Schedule 1](#)).

**SCHEDULE 5 Assessment Form**

[Assessment form for Airports](#)

[Assessment form for Seaports](#)

## Terms & Definitions

The following terms and definitions apply to this guidance document. Other terms used are as per the Biosecurity Act 1993.

Any term defined in the Biosecurity Act 1993 or Regulations made under that Act and used in this standard has the same meaning as in that Act or Regulations.

**Approval Certificate** - means a certificate issued by the Director-General certifying the approval of a port to operate as a place of first arrival. The certificate may limit the arrival of craft to arrivals for purposes specified in the approval (e.g. it may limit the passenger numbers and what types of risk goods may be imported through that port).

**Biosecurity Control Area** – is an area within a place of first arrival for the processing of passengers and goods.

**Biosecurity Refuse** - organic waste material from vessels, aircraft, biosecurity control areas, transitional facilities and decontamination facilities that require treatment, or sterilisation.

**Scheduled** – a series of flights or voyages performed by a craft for the transport of passengers, cargo between New Zealand and 1 or more points in any other country or territory, if the flight or voyage is one of a regular or frequent series of flights or voyages that constitute a systematic service, whether or not in accordance with a published timetable, and that are operated in a manner where each flight or voyage is open to use by members of the public. (Immigration Act 1987 & Civil Aviation Act 1990).

**Unscheduled** – any flight or voyage that is not a ‘scheduled’ voyage.

