



## Cook Island border agencies application for marine craft to arrive at or depart from a place outside of a designated Customs port

### PRIOR APPROVAL REQUIRED

Except in emergency situations or approved under this process, all overseas craft arriving and departing the Cook Islands must arrive at or depart from a designated Customs place/Customs port – refer to the list of Customs ports shown in Part J, Note 13.

#### Ad hoc craft arrivals and departures outside of a Customs port

Where exceptional circumstances exist, special consideration will be given on a case-by-case basis to requests for craft to arrive at or depart from other places. Please read the guidelines provided in Part J before submitting a completed application form to:

Cook Islands Customs Service

Email: [customs.applications@cookislands.gov.ck](mailto:customs.applications@cookislands.gov.ck)

Phone: (+682 29365)

Fax: (+682) 29465

Postal address: PO Box 120, Avarua, Rarotonga

### PART A : APPLICANT AND CRAFT DETAILS

1. Applicant's name and company if applicable:

2. Applicants contact details:

Email:

Phone:

Fax:

Postal address:

3. Provide the purpose and reason for your visit and explain why it's necessary to arrive at or depart from a place other than a designated Customs port (see guidelines – Part J):

4. Craft name

5. Craft type (yacht, motor launch, cargo, cruise etc)

6. Craft details and gross tonnage

7. IMO number

8. Craft registration number

9. Country and port of registration

10. Name of craft owner

11. Name of person in charge of craft and contact details

12. Is the craft being permanently:

(a) Imported into the Cook Islands? Yes  No

(b) Exported from the Cook Islands? Yes  No

13. Declaration, information contained in Parts A to H certified true and correct by..

(name)

**PART B : PROPOSED VOYAGE DETAILS**

14. (a) Last overseas port prior to arrival in the Cook Islands Port Country: \_\_\_\_\_  
 (b) Is this port an ISPS facility? Yes  No  \_\_\_\_\_  
*(Insert day, month, year and time)*

15. Cook Island port or place arriving at: \_\_\_\_\_

16. Cook Island port or place departing from: \_\_\_\_\_

17. Estimated date and time of departure from first port in the Cook Islands \_\_\_\_\_

18. Other Cook Island ports or places visited (show port or place, date, ETA and ETD below)

(1) Port: ..	Day:	Month:	ETA:	ETD:
(2) Port: ..	Day:	Month:	ETA:	ETD:
(3) Port: ..	Day:	Month:	ETA:	ETD:
(4) Port: ..	Day:	Month:	ETA:	ETD:

19. Next overseas port and country for which the craft is destined: \_\_\_\_\_

**PART C : CREW AND PASSENGERS**

20. Number of crew: _____	21. Crew disembarking permanently from craft in this country (a) Number: _____ (b) At ports: _____
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22. Number of passengers: _____	23. Passengers disembarking permanently from craft in this country: (a) Number: _____ (b) At ports: _____
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24. Is there any recreational /sporting equipment on board intended for use ashore? (eg golf shoes/clubs, sporting boots, fishing gear, bicycles etc) Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Note: No goods may be landed without prior approval from a Biosecurity officer)</i>	25. Goods for landing (including per favour goods and goods for other persons). Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, attach list
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26. Complete below or attach Crew List (CICS Form) and Passenger List (CICS Form).  
*Note: Column 7\* - re passport – show "H" for passport holder or "E" for endorsement*  
*Note: Column 8\* - re traveller status – show "D" for disembarking, or "E" for embarking, or "T" for transit.*

(1) Passport number	(2) Citizenship of passport	(3) Surname	(4) Given names	(5) DOB dd/mm/yyyy	(6) Gender M/F	(7)* H/E	(8) D/E/T
<b>CREW</b>							

(1) Passport number	(2) Citizenship of passport	(3) Surname	(4) Given names	(5) DOB dd/mm/yyyy	(6) Gender M/F	(7)* H/E	(8) D/E/T
<b>PASSENGERS</b>							

**PART D : CARGO**

All craft carrying cargo must lodge inward cargo report/s relating to cargo for discharge in the Cook Islands (whether commercial or non-commercial) and commercial cargo not intended for discharge in the Cook Islands. Where the owner or operator or their agent is unable to provide complete details, they are to provide the Cook Islands Customs Service with the names of those persons who will be providing an inward cargo report for the cargo that they cannot provide detail for.

27. Is the craft carrying cargo?      Yes       No

If YES, complete below:

A. General description of cargo.

B. Name of each person who will be giving inward cargo reports and when approved, export ECI reports for transshipments, intended to be given for the craft (attach list of names if spaces below are insufficient).

C. Number of inward cargo reports and when approved, export ECI reports for transshipments, intended to be given by each person.

A	B	C
(1)		
(2)		
(3)		
(4)		

**PART E : MINISTRY OF AGRICULTURE (BIO-SECURITY) QUARANTINE REPORT**

28. Are there any animals (including birds and fish etc) on board?      Yes       No

If YES provide details of the animal/s:

29. In the past year(or since the last visit to this country) has your craft been to any ports on the east/Pacific coast of Russia (excluding the Kamchatka Peninsula) during July, August or September?      Yes       No

If YES, has your craft been inspected and cleared free of Asian Gypsy moth by agricultural authorities in Australia, Canada, New Zealand, USA or Russia? (If YES, please supply certificate).      Yes       No

30. Have you carried livestock or grain in the last three months?      Yes       No

If YES, describe the type of cargoes, the loading/discharge port/s, and cleaning performed since the livestock or grain was discharged.

31. Have there been any stowaway animals, bees, pests, reptiles, insects, nests or signs of infestations onboard?      Yes       No

32. Have you any dunnage (wood used in packaging/bracing of cargo etc) on board?      Yes       No

If YES, do you have a treatment certificate?      Yes       No

33. Do you intend to discharge ballast water in the Cook Islands territorial waters?      Yes       No

If YES, provide details:

*Note: You must not discharge ballast in Cook Islands territorial waters until you receive permission from a Biosecurity officer*

**PART F : HEALTH PROTECTION QUARANTINE REPORT**

34. Have there been any deaths (other than by accident) or any symptoms of illness or infectious diseases amongst the crew or passengers during the current voyage? Yes  No

*Note: "Illness" – where a person has a temperature or rash or glandular swelling or jaundice persisting for more than 24 hours; any diarrhoea or vomiting (apart from sea sickness); presence of symptoms suggestive of any infectious disease as listed in the Health Act .*

If YES, state number and cause:

Deaths: Cause:

Illnesses: Cause:

35. Ship sanitation/ship sanitation exemption certificate:

Issue date: Day: Month: Year: Port of issue:

**PART G : MARITIME SECURITY REPORT**

36. Provide ISSC number:

Issuing authority:

37. Security level at which the craft is currently operating?

38. Name and rank of the craft's security officer:

39. Does the craft have a continuous synopsis record? Yes  No

If YES, the issuing authority is:

40. Did the craft operate at Security Level Two or above in any of its previous ten ports of call? Yes  No

If YES, attach details

41. Were any special security measures taken at any of the previous ten ports of call? If YES, attach details. Yes  No

**PART H : COOK ISLANDS AGENT'S DETAILS**

42. Agents name:

Company:

43. Agents contact details:

Email:

Phone:

Fax:

Postal address:

**PART I : RESPONSE TO APPLICANT**

44. Decision to applicant:

45. Conditions and restrictions imposed:

46. Other agencies consulted and advised:..

47. Estimated costs (incl VAT):	Customs \$	MA \$	Other \$	Total \$
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48. Officers name:  
(for Comptroller of the Cook Islands Customs Service)

Officers c ontact details:

Date:

## PART J : GUIDELINES AND ADVICE FOR APPLICANTS

### Application process for ad hoc marine craft arrivals and departures:

1. This application form is to be used to apply for approval under sections 28(1)(b) (arrivals) and 43(2)(b) (departures) of the Customs Revenue and Border Protection Act for a marine craft to arrive at or depart from a place outside of a Customs port designated by the Comptroller of the Cook Islands Customs Service under section 9 of the Act. (Note: this process does not apply to craft arrivals and departures at Customs ports shown at the bottom of Part J, note 13).
2. For the purposes of this process, the term „ad-hoc“ means:  
Requests are for a specific purpose and will be considered on a case-by-case basis; and  
Any approvals will be granted on a one-off basis and may be subject to appropriate conditions and restrictions.
3. Main purposes of this policy:  
To facilitate, where special circumstances exist, the ad-hoc arrival and departure of marine craft outside of a Customs port.  
To provide a collaborative process enabling border agencies sufficient time to properly consider and respond to such requests.
4. General advice and guidelines for applicants:  
As the form covers all types of marine craft, some of the information requested may not apply to your situation.  
It should be noted that a fundamental requirement of the Act is that all overseas craft must arrive at or depart from a designated Customs port; and that is also where border processing facilities and resources are available. Therefore, any requests made under this process will be an exception to that principle and requires the applicant to demonstrate that special circumstances exist before approval will be granted.  
All applications will be considered on a case-by-case basis and on their individual merits.  
Requests must be location specific ie there should be a specific reason to arrive at or depart directly from that place; and applicants should also demonstrate why arriving at or departing from an existing Customs port is not suitable.  
Applications should be submitted at least 5 working days prior to the intended arrival or departure of the craft. If not all of the requested information is available at the time of application, the final approval may be withheld or be subject to other conditions being met.  
Any approvals may be restricted to craft carrying not more than 12 passengers and crew. Where the processing of larger vessels is approved, suitable onboard facilities must be made available to the Cook Islands Customs Service and the Ministry of Agriculture (Bio Security) for processing passengers and crew if required.  
Unless special reasons exist, the only goods permitted to be landed or loaded in the Cook Islands are the accompanied personal baggage of the passengers and crew. If you require to load or unload any other goods, you must provide further details in Part A – section 3.  
If your application is approved, any conditions, restrictions, and costs incurred for the attendance of officers outside Customs airports will be advised to you as part of the response.
5. Any subsequent changes to the craft’s itinerary must be reported to the Comptroller and unless approved, the Comptroller may revoke the permission for the craft to arrive at or depart outside of a Customs port.
6. As part of this process, the Cook Islands Customs Service will consult with other border agencies (Ministry of Agriculture, Cook Island Police , Ministry of Health and Maritime Cook Islands as appropriate) before responding, but otherwise, applicants must comply with the appropriate border legislation. Any specific concerns involving other border agencies should be addressed directly with that agency.
7. It should be noted that any approvals made under this process provide the Cook Islands Customs Service with the same powers and authorities in relation to craft, persons, and goods as those exercised in a Customs place and Customs Controlled Area. Similarly, obligations also apply to any craft approved under this process, including all persons and goods; and also relates to offences committed under the Act.
8. If your application is approved, a copy of this application and decision must be presented to the Cook Islands Customs Service and other border agencies when requested.
9. Subsequent to this process, on arrival or departure in the Cook Islands, all craft must also comply with the appropriate border legislation.
10. If your application is declined or you do not have formal approval through this application process, the craft must arrive at or depart from a designated Customs port shown in note 13 below.
11. Send your completed application form to the Cook Islands Customs Service:  
Email: [customs.applications@cookislands.gov.ck](mailto:customs.applications@cookislands.gov.ck) Fax +682 29465  
Postal address: PO Box 120, Avarua, Rarotonga Telephone: +682 29365
12. Websites for further information:  
Cook Islands Customs Service [www.mfem.gov.ck](http://www.mfem.gov.ck) Maritime Cook Islands: [www.maritimecookislands.com](http://www.maritimecookislands.com)  
Ministry of Agriculture [www.agriculture.gov.ck](http://www.agriculture.gov.ck)  
**Privacy:** The information in this form is used for border security, data matching, immigration, statistical, and certain other purposes authorised by law. The Privacy Act 1993 provides rights of access to, and correction of, personal information held in readily retrievable form. Should you wish to exercise these rights please contact the Cook Islands Customs Service, PO Box 120, Avarua *Cook Islands Biosecurity Act 2008 Customs Revenue and Border Protection Act 2012, Ministry of Health Act 1995 - 1996, Maritime Transport Act 2008*

### Designated Customs Ports:

13. The following places are designated as Customs ports for the arrival and departure of marine craft from or to overseas:  
**Rarotonga:** Avatiu, Avarua **Aitutaki:** Arutanga, Akaiami **Atiu:** Taunganui **Penrhyn:** Omoka **Pukapuka:** Yato **Manihiki:** Tukao, Tauhunu
14. Note: The Island of Suvarrow is not a Customs Port of entry and approval must be sort from the Comptroller of the Cook Islands Customs Service for a craft to sail to the Island of Suvarrow.