Te Mana Arai O Te Kuki Airani

CICS 028

Cook Island border agencies application for aircraft to arrive at or depart from a place outside of a designated Customs airport

PRIOR APPROVAL REQUIRED

Except in emergency situations or approved under this process, all overseas aircraft arriving and departing the Cook Islands must land at or depart from a designated Customs place/Customs airport - refer to the list of Customs airports shown at the end of Part G.

Ad hoc aircraft arrivals and departures outside of a Customs airport.

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

The Cook Islands Customs Service: Email: customs.applications@cookislands.gov.ck Fax:+682 29465

Telephone: +682 29365 Postal address: PO Box 120, Avarua, Rarotonga

PART A : APPLICANT & AIRCRAFT DETAILS

1. Applicant's name & company:	2. Applicant's contact details: Email: Telephone: Fax: Postal address:

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

4. Owner of aircraft (name):	5. Operator of aircraft (name):	6. Aircraft registration number:
7. Aircraft operation (commercial, cargo, corporate, charter, private, medical):	8. Aircraft type:	9. Name of person in charge of aircraft and contact details:

10. Is the aircraft being permanently:
(a) Imported into the Cook Islands? YES ☐ NO ☐
(b) Exported from the Cook Islands YES ☐ NO ☐

11. Declaration, information contained in Parts A to E certified true and correct by (name):

PART B : PROPOSED FLIGHT DETAILS

12. Last overseas airport:	day:	month:	year:	: hours
13. Cook Island airport arriving at:	day:	month:	year:	: hours
14. Cook Islands airport departing from:	day:	month:	year:	: hours

15. Other Cook Island airports being visited. (Show airport, date, ETA and ETD below).

(1) Airport:	ETA: :	ETD: :	(2) Airport:	ETA: :	ETD: :
(3) Airport:	ETA: :	ETD: :	(4) Airport:	ETA: :	ETD: :
(5) Airport:	ETA: :	ETD: :	(6) Final Airport:	ETA: :	ETD: :

16. Next overseas airport and country the aircraft is destined for:

PART C : CREW, PASSENGERS, GOODS & CARGO

17. Number of crew:	18. Complete Part E or attach list showing details of crew. List attached YES ☐ NO ☐	19. Aircrew leaving aircraft permanently in this country: (a) Number: (b) At (place):
20. Number of passengers:	21. Complete Part E or attach list showing details of passengers. List attached YES ☐ NO ☐	22. Passengers leaving aircraft permanently in this country: (a) Number: (b) At (place):

23. (a) Is there any recreational/sporting equipment on board for use in the Cook Islands? e.g. golf shoes/clubs, sporting boots, fishing gear, bicycles, etc? YES ☐ NO ☐
(b) Are there any firearms onboard? YES ☐ NO ☐

24. Other goods carried or being removed from aircraft (including per favour goods and goods for other persons) and cargo: YES ☐ NO ☐
If YES, attach list.

PART D : BIO SECURITY QUARANTINE REPORT

25. Are there any animals (including birds and fish, etc) on board? YES ☐ NO ☐
If YES provide details of the animal/s:

26. Does the aircraft have a current Residual Spray Certificate? YES ☐ NO ☐

PART E : CREW & PASSENGER DETAILS

27. Complete below or attach crew list
*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
CREW							
PASSENGERS							

PART F : RESPONSE TO APPLICANT

28. Decision to applicant:

29. Conditions and restrictions imposed:

30. Other agencies consulted and advised:

31. Estimated costs (incl. VAT): Customs: $ MA : $ Other: $ Total: $

32. Officer's name: Contact details:

(For Comptroller of the Cook Islands Customs Service) Date:

PART G : GUIDELINES AND ADVICE FOR APPLICANTS

Application process for ad-hoc aircraft arrivals and departures:

1. This application form is used to apply for approval under sections 28(1)(b) and 43(2)(b) of the Customs Revenue and Border Protection Act (the Act) for an aircraft to arrive at or depart from a place outside of a Customs airport 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 airports shown at the bottom of Part G).
2. For the purposes of this process, the term "ad-hoc" means considered on a case-by-case basis; and

   Requests are for a specific purpose and will be

   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 aircraft outside of a Customs airport.

   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:

   It should be noted that a fundamental requirement of the Act is that all overseas aircraft must arrive at or depart from a designated Customs airport; and that is also where border processing facilities and resources are available. Therefore, any request 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, i.e. there should be a specific reason to land or depart directly at that place; and applicants should also demonstrate why arriving at or departing from an existing Customs airport is not suitable.

   Applications should be submitted at least 3 working days prior to the intended arrival or departure of the aircraft. 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.

   Requests for aircraft carrying more than 12 passengers and crew are unlikely to be approved.

   The only goods permitted to be landed or loaded in the Cook Islands are the accompanied personal baggage of the passengers and crew

   Applicants should also ensure that the airport company is aware of the proposal, supports the request to arrive or depart at that place, and confirms there are adequate facilities for the processing of aircraft, passengers and crew.

   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 aircraft's itinerary must be reported to the Comptroller and unless approved, the Comptroller may revoke the permission for the aircraft to arrive at or depart outside of a Customs Airport.
6. As part of this process, Customs will consult with other border agencies (Biosecurity Cook Islands, Ministry 0f foreign affairs and immigration, Cook Island Police, Ministry of Health and Ministry of Transport 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.
7. It should be noted that any approvals made under this process provide Customs with the same powers and authorities in relation to aircraft, persons and goods as those exercised in a Customs place and Customs Controlled Area. Similarly, obligations also apply to any aircraft approved under this process, including all persons and goods; and also relates to offences committed under the Customs Revenue and Border Protection Act 2012
8. If your application is declined or you do not have formal approval through this application process, aircraft must arrive at or depart from a designated Customs Airport shown in note 13 below.
9. Subsequent to this process, on arrival or departure in the Cook Islands, all aircraft must also comply with the appropriate border legislation.
10. If your application is approved, a copy of this application and decision must be presented to Customs and other border agencies when requested.
11. Send application form to the Cook Islands Customs Service:

    Email: 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 Ministry of Agriculture (Biosecurity Cook Islands) www.agriculture.gov.ck

Designated Customs airports:

13. Below is a list of airports designated as Customs airports for the arrival and departure of overseas aircraft. In some instances special conditions also apply, particularly to non-scheduled aircraft.
14. Note: This application process does not apply to ad hoc aircraft arriving/departing at a Customs airport.
15. All non-scheduled aircraft arriving/departing at a Customs airport are required to contact the Cook Islands Customs Service as follows:

    Email: customs.applications@cookislands.gov.ck Fax: +682 29465 Tel: +682 29365 or 29366

Customs airport	Non-scheduled aircraft arrivals and departures
Rarotonga	Border staff are only present at specified times to meet scheduled commercial aircraft. Non-scheduled aircraft operators should provide Customs with 48 hours prior notice.