

TRADER NOTICE No. 1 OF 2015

To: All registered importers of plant and plant produce

Subject: Revised procedures for the declaration of arrival of consignments of plant and plant produce from Third Countries (non EU countries), into Dublin Port.

With effect from **Monday, 2nd February 2015**, the Department of Agriculture, Food and the Marine (DAFM) will implement a revised system under which Registered Importers of plant and plant produce will be required to confirm the arrival of consignments into Dublin Port.

Confirmation of Arrival – New Arrangements

From 2nd February the system of contacting a DAFM official by telephone to confirm the arrival details of a consignment into Dublin Port a minimum of 48 hours prior to arrival will no longer be accepted.

To improve efficiencies and minimise delays in the clearance of consignments, Registered Importers (and/or nominated handling agents) will be required to submit an email to DAFM **confirming that their consignment has arrived at Dublin Port**. To have a consignment cleared within 48 hours of arrival, the email must be received at the address below before 11am (Monday to Friday). Emails received after 11am will be processed the following working day.

Dublin Port: pbbipport@agriculture.gov.ie

The email sent by the registered importer shall contain the following information:

- The Subject line must contain the Colorado Beetle (CB) Licence number, together with the PHR number of the Importer as it appears on the CB Licence e.g. CB\1234\15, PHR No:4321
- The email must include a scanned copy of the completed Confirmation of Arrival of Consignment (CAC) Form (copy attached).
- The email must include a scanned copy of the Phytosanitary Certificate (where required), and the Bill of Lading.

Please note that under no circumstances will phone confirmation of arrival be accepted after this date.

Please note that the process for applying for Colorado Beetle (CB) Licences will remain unchanged. Registered Importers should continue to submit Plant Importation Request (PIR) Forms to the dedicated email address plantimports@agriculture.gov.ie a minimum of 72 hours prior to arrival.

In the event that you have any queries in relation to this matter, please contact this office either by emailing plantandpests@agriculture.gov.ie or alternatively by telephone (01)5058885.

These revised procedures for the declaration of arrival of consignments as outlined above apply only to Dublin Port.
The existing arrangements for consignments into Dublin Airport remain unchanged.

Liam Brennan
Horticulture and Plant Health Division,
Department of Agriculture, Food and the Marine.

16th January, 2015

Confirmation of Arrival of Consignment (CAC) Form

All registered importers of plant and plant produce subject to the requirements of Commission Directive 2000/29/EC and/or the Colorado Beetle Orders 1945 and 1962 are required to confirm the arrival of consignments into Dublin Port.

Please complete this form and email it together with a scanned copy of the Phytosanitary Certificate and the Bill of Lading to phbipport@agriculture.gov.ie.

The Colorado Beetle (CB) Licence number and the PHR number must be cited in the subject line of the email.

Completed forms should only be submitted once the vessel on which the consignment has travelled has docked at Dublin Port.

ALL INFORMATION PROVIDED MUST BE EITHER TYPED OR IN BLOCK CAPITAL LETTERS.

Plant Health Registration No. (PHR No.): _____

Colorado Beetle Licence No. (e.g. CB/1234/15) : _____

Date Vessel arrived: _____ / _____ / _____

S.A.D. Number: _____

Location of container(s) on arrival: _____

Destination(s) of Container(s): _____

On behalf of the Consignee: (block letters) _____

Contact email address: _____

Contact Telephone Number: _____

Signed: _____

This completed form together with scanned copies of the Bill of Lading and Phytosanitary Certificate (if required – check CB Licence for confirmation) for the consignment must be submitted by email to phbipport@agriculture.gov.ie. No other email address should be used.

The CB Licence Number and PHR Number must be cited in the subject line of your email.

Please note - failure to submit in full may result in forms being returned and/or delays in the clearance of consignments.