TSW ONLINE GUIDE
PREMISES REGISTRATION

TRANSITIONAL/CONTAINMENT FACILITIES (TF/CF) OR CUSTOMS-CONTROLLED AREAS (CCA)

CONTENTS

INTRODUCTION

This guide is designed to help you submit Premises registration applications for Transitional/Containment facility (TF/CF) or Customs-controlled area (CCA) client codes in TSW.

PREMISES CLIENT TYPES AVAILABLE

The following client types can be applied for under a Premises registration in TSW:

Customs-controlled Area (CCA)	Section 56 of the Customs and Excise Act 2018 requires that areas used for certain specified purposes must be licensed as Customs-controlled Areas. For more information see Fact sheet 18 Customs-controlled areas.
Transitional / Containment Facility (TF/CF)	Goods, sea containers and air containers arriving in New Zealand must first go to a facility approved by MPI. For more information see: https://www.mpi.govt.nz/importing/border-clearance/transitional-and-containment-facilities/

You can apply for both a TF/CF and CCA client type in one application.

PREREQUISITES

Before you can register a premises you need the following:

Register as a TSW user	To register a premises in TSW, you need to be approved as a TSW User. For help on how to do this, see TSW Fact Sheet – Registering to Use TSW Online
Premises operator TSW #	If registering a TF/CF you require the premises operator Client Code. If they are not already registered you can apply to register them via TSW Online.

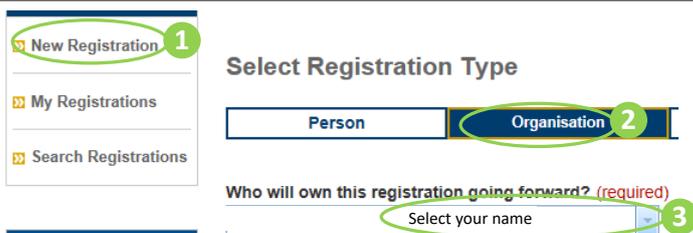|	
CCA supporting documents	If registering a CCA you'll need to provide: • a letter supporting your application, outlining your operation • a site plan is required. This should be a diagrammatic layout of the area to be licensed. Architects' or other professional plans can be submitted if readily available; if not, plans used for local body or resource management applications should provide the necessary detail. • the applicant **and** the person who is responsible for the day to day operation of the CCA must also provide a completed *Declaration in support of a Customs-controlled area Licence* form (available on the [Customs website](#)). If the applicant is a corporate entity the person authorised to make the application can complete this declaration on the entity's behalf; this will cover the corporate entity (as the applicant), and its senior managers, directors. • copy of Certificate of Incorporation In addition, the person responsible for the day to day operation must provide: • photo identification • a Ministry of Justice criminal record.
TF/CF supporting documents	If registering a TF/CF you will need to prepare the following supporting documents: • site plan • operating manual • facility application form.
MPI account number	If registering a TF/CF you must have an MPI account number for the premises approval. If you don't already have one, the application form is [here](#)

STEPS REQUIRED TO REGISTER A PREMISES

Where to start:
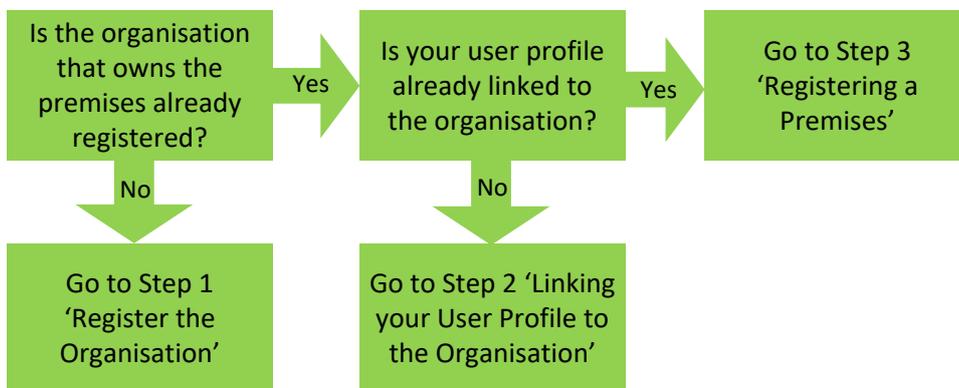
1 – REGISTER THE ORGANISATION

1.0   Login to www.tsw.govt.nz using your RealMe username and password

1.1

Select Registration Type

Person	**Organisation** ②

Who will own this registration going forward? (required)

Select your name ▼	③

① New Registration

1.2 Complete the organisation details, referring to the information below.

ⓘ **Is this Registration for a Premises only?**

Yes	No

Select Yes-except if you are registering a CCA <u>and</u> don't have a client code. In this case:

click **No** then on the client type page select either:

- for manufacturing or offsite storage: **Excise Client**
- for duty free shop or export warehouse: **Importer/Exporter**

ⓘ Attachment(s) for the organisation are required on this page, refer to the table below for guidance on what to provide.

Organisation type	Attachment(s) required
New Zealand registered companies and Limited liability partnerships	- A copy of the Certificate of Incorporation must be attached.
Partnerships (not limited) and sole traders	- Photo ID is required for all sole traders/partners. - For partnerships in the client type page for the required file attachment, you can reuse one of the photo ID's already attached for the partners or attach a copy of the paper application if available.
New Zealand registered trusts, societies, charities and unregistered companies	- A copy of your certificate must be supplied. - Photo ID is required for all trustees, or other relevant person(s) of responsibility.
Schools, sports clubs and similar	- A letterhead of the organisation must be supplied - Photo ID is required for the principal, or other relevant person(s) of responsibility.

ⓘ Once your registration has been processed you will receive notification via email and can complete step 4 below.

2 – LINK YOUR USER PROFILE TO THE ORGANISATION

To link to the organisation that owns the premises, follow the steps below.

2.1 Note/copy the TSW registration number of the organisation you registered (that will own the Premises). If you did not register the organisation; to get the TSW registration # contact the organisation or 0800 Border.

2.2 On your TSW homepage scroll down and click:

Add Organisation Link

2.3 Complete the process, referring to the permission information below

Your request will be checked by an officer (or the organisation administrator if available) and you will be notified via email once it is processed.

ⓘ **Lodgement Permissions**

You do not need to edit anything in this section.

Registration Permissions

You don't need to edit these.

Do you wish to be an administrator of an organisation?

An Administrator for the organisation is responsible for managing all TSW user links to the organisation, managing the organisation's information and client types.

If you have just registered the organisation then it will not have an administrator.

3 – REGISTERING A PREMISES

3.1

Note: Do <u>not</u> select your own name unless you legally own the TF/CF or CCA.

3.2 Pre-fill Premises details from associated Person/Organisation record?

If the organisation and the premises has mostly the same details e.g. address, click **Yes** as you can edit any details that are different.

Premises Details

3.3 Complete the premises details

Customs-controlled Area (CCA)

3.4 Do you wish to apply for Client Type - Customs Controlled Area?

Select YES to apply for a CCA and provide as much information as can in the fields to assist in processing your application.

3.5 **Attachment(s)**

You must attach:

- a site plan (see explanation above)
- *Declaration in support of Customs-controlled Area Licence Application* form(s)

- Ministry of Justice criminal record
- Letter outlining your operation
- Copy of Certificate of Incoporation
- photo identification of the person responsible for the day to day operation of the CCA.

Transitional / Containment Facility (TF/CF)

3.6

Do you wish to apply for Client Type - Transitional / Containment Facility?

Yes	No

Click YES to apply for a TF or CF.

3.7

Premises Operator Client Code (required)   **Premises Operator Name**

| Enter p/o client code | | Get Details |

Enter the Premises Operator client code.

3.8

Select the Standard(s) / Annex(es) your TF / CF is to be approved for: (required)

Standard(s)	TFGEN Annex		
Select from dropdown	Select from dropdown	+	🗑
Biological Products (154.02.17)	1289358935	✏	🗑

Select the appropriate Standard and (if required) TFGEN Annex from the dropdown lists.

For further information on the standards/annexes or risk goods go [here](#)

3.9

Types of Risk Goods (required)

Available Types of Risk Goods   **Selected**

| Ag Compound
Animal Products
Animals
Biologicals
Car Parts
Containers
Equipment
Fertiliser | Add »

« Remove

Clear All | |

Select the Risk Goods that this TF/CF will be receiving (E.g. Containers, animal products, plant products, timber, etc)

3.10 **Additional Information**

Enter any additional information you have that will assist in processing your application.

3.11 **Attachments**

You must attach the following:

- site plan
- operating manual
- facility application form.

3.12

MPI Account Number

| Enter MPI account number |

Enter the MPI account number of your TF/CF. This account number will be invoiced for the cost of the premises registration and any future billing related to the premises.

Lodgement Notifications

3.13   You can specify lodgement types and statuses to be emailed to yourself or third parties when the premises client code has been used on a lodgement.

For example: if you enter your name and email address, and select lodgement Import Declaration and Lodgement Statuses Cleared and Directions Given, then when an importer has named on their clearance paperwork your TF/CF or CCA client code as the place the risk goods will be held and the goods are cleared through TSW, you will be emailed when the goods are cleared or directions given for the risk goods. Use the info tiles on the right of the page to assist.

Summary

3.14   Review all the data you have entered and uploaded for your application to ensure you are confident you have provided complete and correct information.

3.15   If you have applied for both a CCA and a TF/CF, these applications are processed by different agencies under different legislation, so the processing time will vary. You will be notified by email once your application has been processed all agencies.

IF MORE INFORMATION IS REQUIRED

If you submit a new application with insufficient information you will be notified of the details required via email. Once you have the required information:

1   Go to your **TSW Homepage**

2   In the **Draft Registrations** table find the application and click Edit 🖉

3   Make the required changes

4   On the **Summary** page in the **Reason for Update** box type what you've added/changed, then click **Submit**.

Your application will be checked by an officer and you will be notified via email once it is processed.

PREMISES OPERATOR CLIENT CODE HAS EXPIRED

Premises operators under certain facility standards are required to complete specific training. Your premises operator client code expires if your training certificate is out of date. **The expiration of the premises operator client code will inactivate the TF. You must update the training certificate and training date in TSW prior to the expiry of your client code.**

To update your client code you need to have completed your retraining and received your certificate. Follow the steps below to update your client code in TSW.

1   Scroll down to **My Client Types** and locate the premises operator client type.

2   Click 🖉 to edit your registration.

3   **Date of Operator Training**

dd/mm/yyyy 📅

Enter the date you attended training and attach a copy of your current training certificate from your training provider.

4	Check if any other fields need updating, review your changes and submit.
	Your request will be checked by an officer and you will be notified via email once it is processed.

MANAGE PREMISES PERMISSION

To make changes to a premises registration, you will need the manage premises permission for the premises.

Note: If you are not already linked to the organisation, refer to section 2 - Link your User Profile to The Organisation

Follow the steps below to request the permission.

1	Scroll down to **Organisation Links** and locate the link to the organisation the premises is owned by.
2	Click to edit the link.
3	
	Ensure the Manage Premises Registration Information is set to **Yes** and **tick the checkbox** next to the premises whose registration you want to be able to manage.
4	Submit your request.
	If you are the organisation administrator for the organisation, the request will be processed immediately. Otherwise your request will be checked by an officer or the organisation administrator and you will be notified via email once it is processed.

EDITING AN EXISTING PREMISES

Follow the steps below in TSW to edit an existing premises registration including adding client types (CCA or TF/CF).

Note: you must have the Manage Premises permission for the premises registration you wish to modify. Refer to Manage Premises Permission to request the permission.

1	Scroll down to **Organisation Links** and locate the link to the organisation the premises is owned by.
2	Click on the hyperlink to the organisation registration to view the organisation dashboard.
3	Scroll down to **Premises**, locate the premises you wish to modify and click edit .
4	Apply your changes and submit.
	Note: refer to 3 – REGISTERING A PREMISES for steps to register premises client types.
	Your request will be checked by an officer and you will be notified via email once it is processed.