Australian Government

Department of Agriculture, Fisheries and Forestry



How do I delete a permit application?

This task card demonstrates how to delete permit applications from your manage permits list.

Search applications

Log into your BICON account.

Select Permits from the top menu bar.

Under the Manage Permits tab, search on Application.

Select Search.

Home Import Conditions Permits Alerts & Changes News Conta	t Us 😗 Help	Welcome, Test Test	My Account	Logout
Permits				
Here you can track and manage current applications, review archived for the commodity you are looking to import.	permit applications, respond to correspondence or view your invoices. To create a new permit application please select Import Co	nditions from the menu	above and sea	irch
Manage Permits Correspondence Invoices				
Are you looking for a Permit, Application or Variation Request?				
Identification number	Status			
	All			
Permit type	Importer			
All 🗸	All 🗸			
Commodity	Importer contact			
All 🗸	All 🗸			
Application type	Applicant			
All 🗸	Test, Test 🗸			
Program	Created / Submitted			
All 🗸	From To			
Action required only Owing fees only				
	Reset All Search			

NOTE: You will only be able to delete applications in draft status.

Delete selected applications

Select the checkbox of the application that you want to delete.

Select Please select an action dropdown.

Select **Delete selected application(s)**.

Refresh your screen and the application(s) will be deleted.

							Arrange columns
Application	Created	Importer	Importer Contact	Applicant	Application Type	<u>Status</u>	<u>Permit Type(s)</u>
0008023317	19/04/2023				New	Draft - Incomplete	Dairy
Please select an action	on 🔨						
Please select an acti	on						Results per page 30 V
Copy selected applic	ation						Event route
Delete selected appl	lication(s)						Exportresuits
Submit selected app	blication(s)						