



How do I view an Application status and track it's progress?

This task card demonstrates how to view and track your application(s) status/progress as well as how to copy, delete or submit an application.

NOTE: When you have a registered account in BICON you can view your applications via BICON web. You will need to be logged into BICON to view and manage applications.

Login to BICON

Login to your BICON account and select the **Permits** tab.



View Permits overview

Search Application

In the **Manage Permits** tab, change the dropdown option to **Application**.

Populate the Status, Importer, Importer Contact fields as desired and then select Search.

Permits

Here you can track and manage current applications, review archived permit applications, respond to correspondence or view your invoices. To create a new permit application please select Import Conditions from the menu above and search for the commodity you are looking to import.

Manage Permits | Correspondence | Invoices 1

Are you looking for a Permit, Application or Variation Request?
Application ▼

Identification number:

Status: All ▼

Permit type: All ▼

Importer: All ▼

Commodity: All ▼

Importer contact: All ▼

Application type: All ▼

Applicant ▼
Doe, Jo ▼

Program: All ▼

Created / Submitted

From: To:

Action required only Owing fees only

[Reset All](#) **Search**

NOTE: The Applicant field will default to your account.



View Application Status

Once you perform the search you will be presented with a table of all the applications that you have in the system. The results will show each application and their status.

<input type="checkbox"/>	Application ID	Created	Importer	Importer Contact	Applicant	Application Type	Status	Permit Type(s)
<input type="checkbox"/>	0008017043	20/12/2022	Doe, Jo, Dr	Doe, Jo	Doe, Jo	New Permit	Submitted	Dairy
<input type="checkbox"/>	0008017014	20/12/2022	Doe, Jo, Dr	Doe, Jo	Doe, Jo	New Permit	Withdrawn	Dairy
<input type="checkbox"/>	0008017011	20/12/2022	Doe, Jo, Dr	Doe, Jo	Doe, Jo	New Permit	Draft - Incomplete	Dairy
<input type="checkbox"/>	0008016987	20/12/2022	Doe, Jo, Dr	Doe, Jo	Doe, Jo	Variation Permit	Accepted	Dairy
<input type="checkbox"/>	0008016938	19/12/2022	Doe, Jo, Dr	Doe, Jo	Doe, Jo	New Permit	Draft - Complete	Dairy
<input type="checkbox"/>	0008016935	19/12/2022	Doe, Jo, Dr	Doe, Jo	Doe, Jo	New Permit	Finalised	Dairy

Status / Progress

- Accepted** Application has been accepted and is ready for assessment.
- Draft – Complete** Application has been completed but not yet submitted.
- Draft – Incomplete** Application has been started but needs further information.
- Finalised** Application has been assessed and an outcome has been sent e.g. import permit granted.
- Submitted** Application has been submitted and is awaiting payment.
- Withdrawn** Application has been withdrawn and cannot be actioned any further.

You will be able to view your Applications by selecting the Application ID hyperlink.

Copy Delete or Submit an application

<input type="checkbox"/>	Application ID	Created	Importer	Importer Contact	Applicant	Application Type
<input type="checkbox"/>	0008023107	12/04/2023	SIMPSON, BART	Simpson, BART	Peters, Olivia	New
<input type="checkbox"/>	0008023087	12/04/2023	SIMPSON, BART	Simpson, BART	Peters, Olivia	New
<input type="checkbox"/>	0007662475	07/12/2022	SIMPSON, BART	Simpson, BART	Peters, Olivia	New
<input type="checkbox"/>	0007662430	07/12/2022	SIMPSON, BART	Simpson, BART	Peters, Olivia	New

Please select an action ^

Please select an action

Copy selected application

Delete selected application(s)

Submit selected application(s)

You can copy, delete or submit your application(s).

NOTE: Only Applications in draft status may be Deleted.

Select the tick box(es) and then the action you wish to perform.