



How do I copy a Permit Application?

This task card demonstrates how to copy an existing import permit application and allow you to use it as a template.

1. Copy Existing Application

There may be times when you would like to import the same or similar goods you have previously held permits for. BICON allows you to copy existing Applications to use for this situation.

1.1 Search Applications

To copy an application, go to **Permits** in the top menu on the home page and search by **Application**.

1.2 Select Existing Application

Select the checkbox of the application that you wish to copy, and select the **Please select an action** dropdown. Select **Copy Selected Application**.

<input type="checkbox"/>	Application ID	Created	Importer	Applicant	Application Type	Status	Permit Type(s)
<input type="checkbox"/>	0000148106	26/02/2015	Brown, Zac	Gates, Bill	New Permit	Accepted	Live animals
<input type="checkbox"/>	0000148121	26/02/2015	Brown, Zac	Gates, Bill	New Permit	Accepted	Machinery and Military (Standard goods)
<input type="checkbox"/>	0000148136	26/02/2015	Brown, Zac	Gates, Bill	New Permit	Finalised	Bulk Commodities (Non-standard goods)
<input type="checkbox"/>	0000148504	27/02/2015	Brown, Zac	Gates, Bill	New Permit	Accepted	Plant and Plant Products (Non-standard goods)
<input checked="" type="checkbox"/>	0000149016	02/03/2015	Brown, Zac	Gates, Bill	New Permit	Submitted	Plant and Plant Products (Non-standard goods)

Please select an action
 Please select an action
 Copy Selected Application
 Delete Selected Applications
 Submit Selected Applications

Transfer To:
 Results per page:
[Export Results](#)



2. Review Previous Contacts

The **Apply for New Permit** screen will display. The contact details will be pre-populated, however you are required to review the information before submitting the application. Review the contacts and select [Next](#) .

Apply for New Permit

Plant Import Operations Permit Application

Application ID:	0000150358	Applicant:	
Application Type:	Plant Import Operations - New Permit	Importer:	
Status:	Draft	Importer Contact:	
Created:	06/03/2015	Submitted:	

Select Contacts Manage Permit Types Review Fees Submit

Select contacts for this application and ensure the address information displayed is correct. The **Applicant** address information will be used for automated messages when the application status changes. The **Importer Contact** address information will be used for specific queries on details of the Permit Types and Commodities on this application. The **Importer** details will appear on the Permit.

If the contact you are looking for doesn't appear as an available selection, you can add it directly from this page. If the address details are not correct, please go to [My Account](#) to maintain your contacts.

Applicant Preferred method of contact is **Email**

Gates, Bill
[Edit Applicant](#)

Email:	richguy@gmail.com	Address:	1 Gold Ave
Work phone:		Suburb / Locality:	Canberra
Home phone:		State / Territory:	ACT
Mobile:		Post Code / Zip Code:	2600
Fax:		Country:	Australia

Importer

Brown, Zac
[Change](#)

Title:	Mr	Address:	67 Dream St
Given Name(s):	Zac	Suburb / Locality:	Canberra
Surname:	Brown	State / Territory:	ACT
		Post Code / Zip Code:	2600
		Country:	Australia

Importer Contact Preferred method of contact is **Email**

Young, Eli
[Change](#)

Email:	crazygirl@gmail.com	Address:	24 Nashville Way
Work phone:		Suburb / Locality:	Canberra
Home phone:		State / Territory:	ACT
Mobile:		Post Code / Zip Code:	2600
Fax:		Country:	Australia

[Next](#)



3. Review Previous Application

The permit types and commodities will be pre-populated from the previous application. The **Incomplete** icon will appear against each permit type and commodity. Details provided in the copied application will be populated but you are required to review these details before submitting the application.

3.1 Permit Types and Commodities

Review the permit types and commodities listed on the application to ensure they are required. Add or remove as appropriate.

Apply for New Permit

Machinery and Military MCC Permit Application View Permit History Preview Application

Application ID:	0000150084	Applicant:	Spottydog.
Application Type:	Machinery and Military NCC - New Permit	Importer:	Importer, Spot
Status:	Draft	Importer Contact:	Contact, Spot
Created:	02/04/2015	Submitted:	

Selected Contacts **Manage Permit Types** Review Fees Submit

Manage your application by adding, duplicating or deleting relevant permit types and commodities that you are importing which require a permit. Clicking on the name of each of the commodities listed below takes you to a form that must be filled out for each commodity before the application can be submitted. Some of the required information will only need to be filled out once for each permit type listed, regardless of the number of commodities listed.

Manage Permit Types

[Add New Permit Type](#)

Permit Type	Commodity	Status	Actions
Machinery and Military (Standard goods)	Tyres and retreads	Incomplete	Duplicate Delete
	Tyres and retreads	Incomplete	Duplicate Delete
Machinery and Military (Standard goods)	Tyres and retreads	Incomplete	Duplicate Delete Add another commodity
	Tyres and retreads	Incomplete	Duplicate Delete Add another commodity

Issuing Preferences

If you want to wait until a decision has been made on all the permit types on this application before you receive any of the permits, then choose 'Issue Permits Together' option.

Issue Permits Immediately when Approved

Issue Permits Together

[Save](#)

[Previous](#) [Next](#)

3.2 Application Details

Select each commodity to view the details copied from the previous application. Expand each section to verify that the details provided are correct for this new application. Once reviewed, select **Save and Return**.

Commodity Details - Tyres and retreads

Application ID:	0000150084	Applicant:	Spottydog.
Application Type:	Machinery and Military NCC - New Permit	Importer:	Importer, Spot
Status:	Draft	Importer Contact:	Contact, Spot
Created:	02/04/2015	Submitted:	

All mandatory fields must be entered before you can submit the application. **Save and Return** to select another Commodity to edit.

Permit Type: Machinery and Military (Standard goods)

Commodity: Tyres and retreads **(Incomplete)**

Commodity Description [+](#)

Export details [+](#)

Product/commodity details [+](#)

Quarantine Approved Premises (QAP) [+](#)

Manufacturing details [+](#)

[Cancel](#) [Save](#) [Save and Return](#)

Changes will not be saved Save and continue editing Return to manage Permit Types



4. Submit Application

Once you have completed the application form(s) each permit type should be marked as ✔ Ready to submit.

Select Next to continue the payment and submit process.

Plant Import Operations Permit Application

Application ID: 0000148504

Application Type: Plant Import Operations - New Permit

Status: Draft

Created: 27/02/2015

Applicant: Gates, Bill

Importer: Brown, Zac

Importer Contact: Young, Eli

Submitted:

[View Permit History](#)

[Preview Application](#)

Select Contacts
Manage Permit Types
Review Fees
Submit

Manage your application by adding, duplicating or deleting relevant permit types and commodities that you are importing which require a permit. Clicking on the name of each of the commodities listed below takes you to a form that must be filled out for each commodity before the application can be submitted. Some of the required information will only need to be filled out once for each permit type listed, regardless of the number of commodities listed.

Manage Permit Types

[+ Add New Permit Type](#)

✔ Plant and Plant Products (Non-standard goods)	Delete
✔ Food items for human consumption (Dried Prunus spp. fruit with seeds)	✔ Ready to submit Delete

[+ Add another commodity](#)

Issuing Preferences

If you want to wait until a decision has been made on all the permit types on this application before you receive any of the permits, then choose 'Issue Permits Together' option.

Issue Permits immediately when Approved

Issue Permits Together

[Save](#)

[← Previous](#)

[Next →](#)