



How do I delete a Permit Application?

This task card demonstrates how to delete Permit Applications from your Manage Permits list.

1. Search Applications

BICON allows you to delete saved applications if required. To delete an application, go to **Permits** in the top menu on the home page. Select the **Manage Permits** tab, and search by application.

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

2. Delete Selected Applications

Select the checkbox of the application that you wish to delete. Select the **Please select an action** dropdown, and select **Delete Selected Applications**. The application(s) will be deleted.

<input type="checkbox"/>	Application ID	Created	Importer	Applicant	Application Type	Status	Permit Type(s)
<input type="checkbox"/>	0000149050	02/03/2015			New Permit	Draft - Incomplete	Plant and Plant Products (Non-standard goods)
<input type="checkbox"/>	0000149119	02/03/2015	Brown, Zac	Gates, Bill	New Permit	Submitted	Plant and Plant Products (Non-standard goods)
<input type="checkbox"/>	0000149131	02/03/2015	Brown, Zac	Gates, Bill	New Permit	Submitted	Plant and Plant Products (Non-standard goods)
<input checked="" type="checkbox"/>	0000149669	04/03/2015			New Permit	Draft - Incomplete	Biological products (Standard goods)
<input type="checkbox"/>	0000149717	04/03/2015	Brown, Zac	Gates, Bill	New Permit	Accepted	Biological products (Standard goods)

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

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