


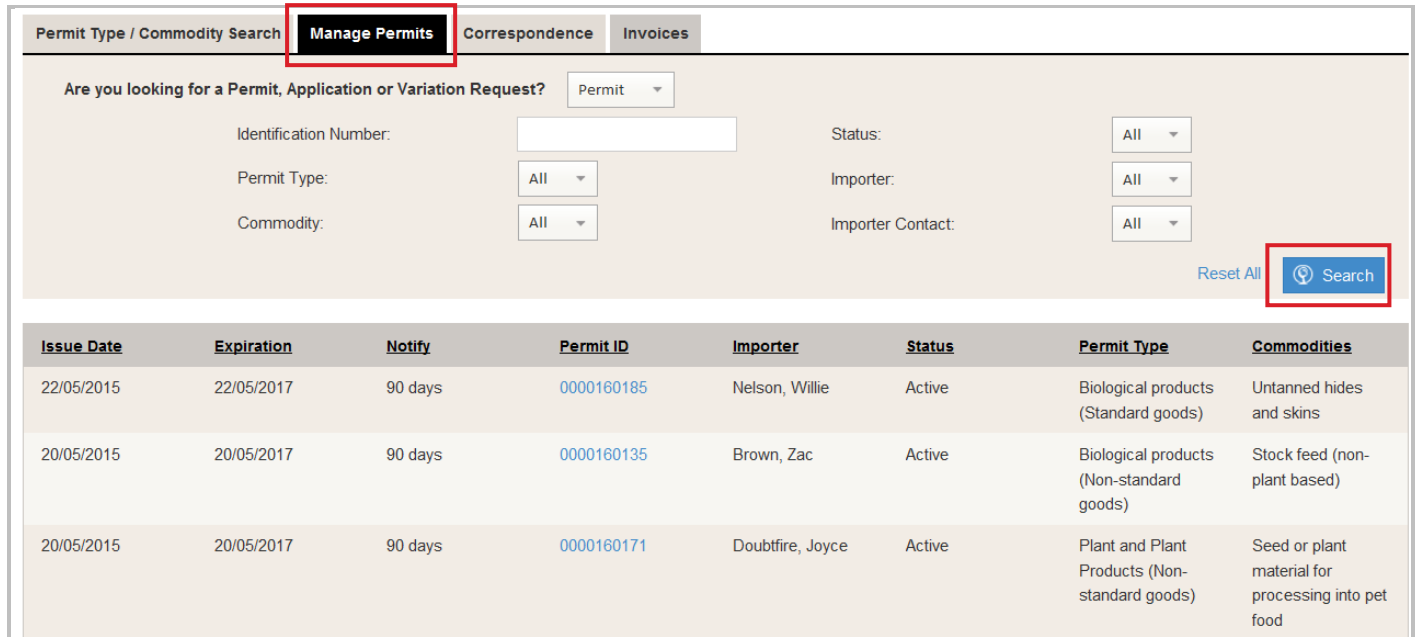


How do I vary My Permit?

This task card demonstrates how to vary Import Permits.

1. Log in to BICON

Log in to BICON. Select **Permits** from the top menu on the home page. Under **Manage Permit** tab select  Search and then find your permit that you wish to vary.



Permit Type / Commodity Search **Manage Permits** Correspondence Invoices

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

Identification Number:


Permit Type:

Commodity:

Status:

Importer:


Importer Contact:

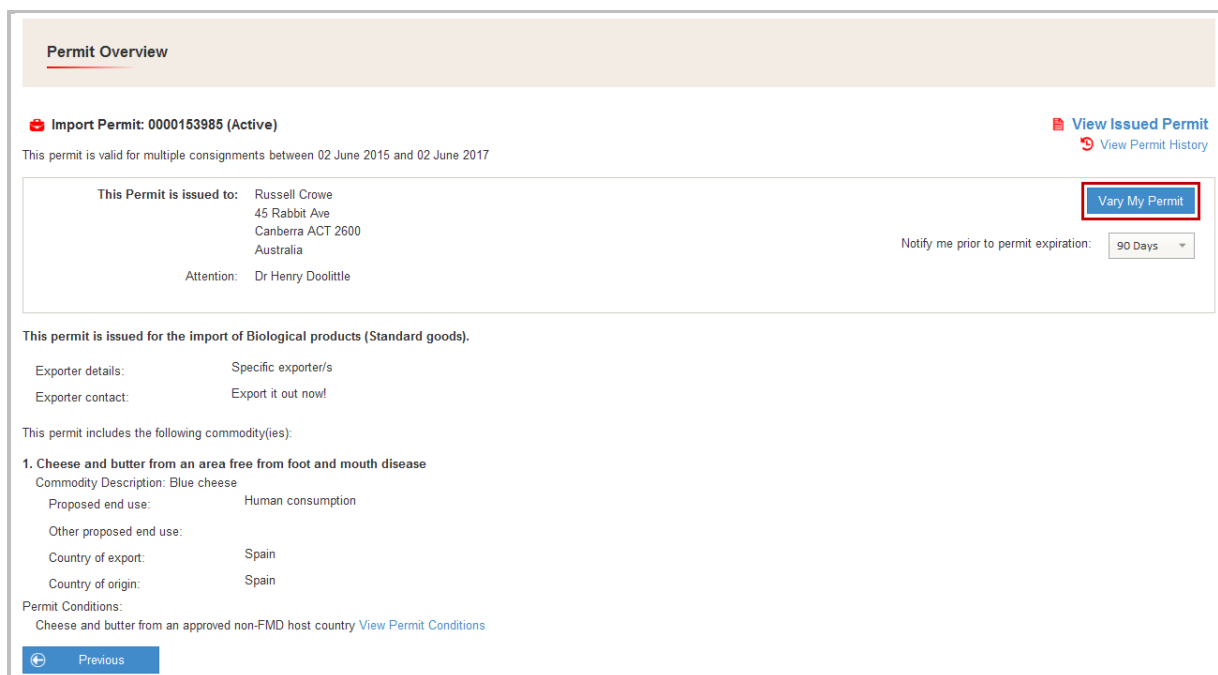
[Reset All](#)  Search

| Issue Date | Expiration | Notify | Permit ID | Importer | Status | Permit Type | Commodities |
|------------|------------|---------|------------|------------------|--------|---|---|
| 22/05/2015 | 22/05/2017 | 90 days | 0000160185 | Nelson, Willie | Active | Biological products (Standard goods) | Untanned hides and skins |
| 20/05/2015 | 20/05/2017 | 90 days | 0000160135 | Brown, Zac | Active | Biological products (Non-standard goods) | Stock feed (non-plant based) |
| 20/05/2015 | 20/05/2017 | 90 days | 0000160171 | Doublfire, Joyce | Active | Plant and Plant Products (Non-standard goods) | Seed or plant material for processing into pet food |


2. Vary Permit

2.1 Initiate Request

You can request to vary your permit through the **Permit Overview** screen by selecting  .




Permit Overview

 **Import Permit: 0000153985 (Active)** [View Issued Permit](#)
[View Permit History](#)

This permit is valid for multiple consignments between 02 June 2015 and 02 June 2017

This Permit is issued to: Russell Crowe
45 Rabbit Ave
Canberra ACT 2600
Australia
Attention: Dr Henry Doolittle



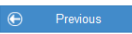
This permit is issued for the import of Biological products (Standard goods).

Exporter details: Specific exporter/s
Exporter contact: Export it out now!

This permit includes the following commodity(ies):

1. Cheese and butter from an area free from foot and mouth disease
Commodity Description: Blue cheese
Proposed end use: Human consumption
Other proposed end use:
Country of export: Spain
Country of origin: Spain

Permit Conditions:
Cheese and butter from an approved non-FMD host country [View Permit Conditions](#)





A **Permit Variation Request** form will be displayed.

Permit Variation Request

You are required to submit a permit variation request whenever details related to a permit are changed. This includes any change to information provided on the application form as well as updates to the contact details of the manufacturer, exporter, importer etc.

Variation for Import Permit: 0000153985

Variation Request ID: 0000154896 * Importer:

Applicant: Ryan, Meg, 54 Market Street, Balranald * Importer Contact:

* Contact records must first be updated through [My Contacts](#), they can then be selected here.

*** Variation Description**

Please provide a reason for lodging this permit variation request, this will assist the Department to determine how the import permit needs to be updated.

Commodity Changes

The following table lists all of the Commodities which exist on the issued permit, clicking on the title of each will allow you to edit the details originally provided. Selecting the 'Remove' option will request for that commodity to be removed from the re-issued import permit.

| Commodity | Status | Action |
|---|---|------------------------|
| Biological products (Standard goods) | | |
| <input checked="" type="checkbox"/> Cheese and butter from an area free from foot and mouth disease (Blue cheese) | <input checked="" type="checkbox"/> Ready to submit | Remove |

[+ Add Selected Commodity to Variation](#)

[Delete Request](#)
Variation Request will be discarded
[Save](#)
Save and continue editing
[Submit Request](#)
Submit Variation Request

2.2 Complete Request

When lodging a variation request there are a number of details that can be provided:

- Import or Importer Contact details
- General request
- Add additional commodity

a) Confirm or change the importer and importer contact.

*If updating details of existing contacts on the permit you must first update the relevant contact through **My Contacts**.*

b) Detail the reason for lodging the variation request in the **Variation Description**.

c) Add new commodities to the permit by choosing from the dropdown and selecting **Add Selected Commodity to Variation**. (optional)

Select [Save](#) to continue editing or [Submit Request](#) to save and submit.

2.3 Submit Request

Once submitted you will be presented with a view of your submission.

Permit Variation Request

You are required to submit a permit variation request whenever details related to a permit are changed. This includes any change to information provided on the application form as well as updates to the contact details of the manufacturer, exporter, importer etc.

Variation request 0000154896 has been submitted.

Variation for Import Permit: 0000153985 [View Variation Request \(PDF\)](#)

| | |
|----------------------------------|--|
| Variation Request ID: 0000154896 | Applicant: Ryan, Meg, 54 Market Street, Balranald, NSW, 2715 |
| Created: 10/06/2015 13:41 | Importer: Crowe, Russell, 45 Rabbit Ave, Canberra, ACT, 2600 |
| Submitted: 10/06/2015 13:51 | Importer Contact: Doolittle, Henry, 78 Duck Drive, Canberra, ACT, 2600 |
| Status: Submitting | Associated Application ID: |

Variation Description

Please provide a reason for lodging this permit variation request, this will assist the Department to determine how the import permit needs to be updated

We would like to vary this import permit because we are trying to update task cards.

Commodities History

| Application Permit Type & Commodities | Commodity Description | Action |
|---|-----------------------|------------------------------|
| Biological products (Standard goods) | | |
| <input checked="" type="checkbox"/> Cheese and butter from an area free from foot and mouth disease | Blue cheese | View Details |

[Return to Permits](#)