



# How do I access and display Permit Conditions?

This task card describes how to access and display the Permit Conditions on your BICON import permit. The import permit can be located and viewed via your registered BICON Account. Permit Conditions can be displayed in conjunction with, or in isolation of, other commodities. BICON import permits are optimised for viewing online.

## 1. Features of BICON permits


A BICON import permit consolidates the following features into a single document:

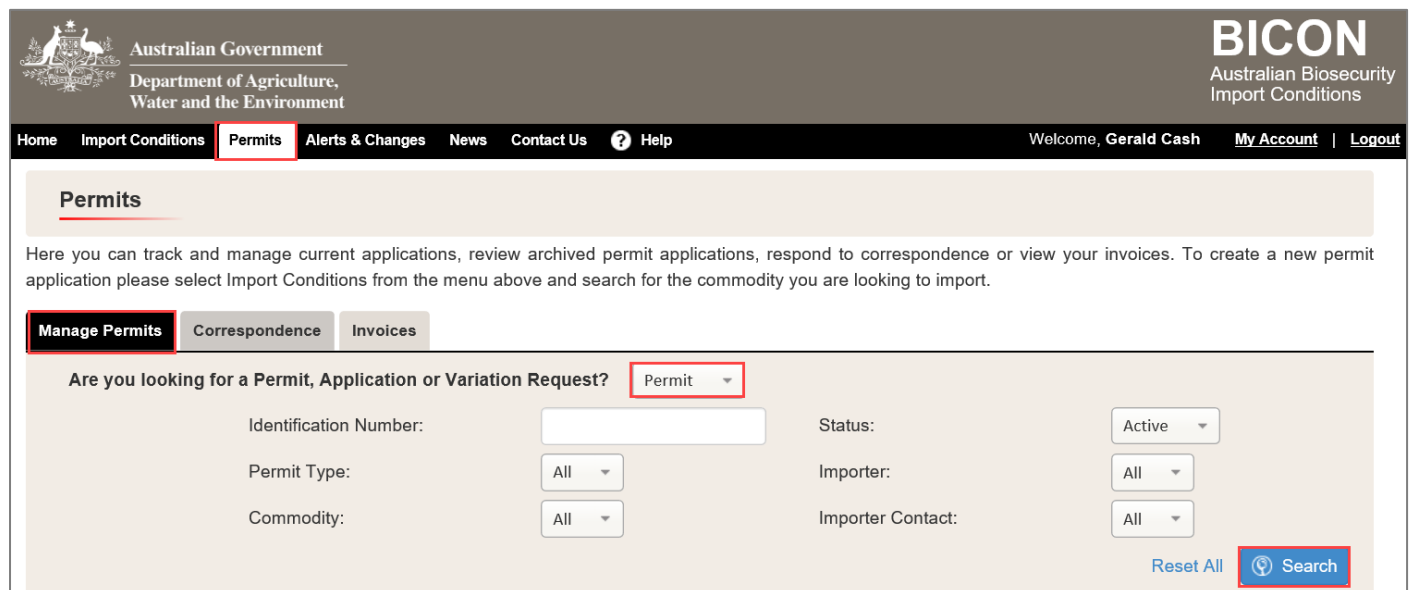
- Departmental header and permit issuing details
- Permit Number
- Importer details
- Type of permit
- Exporter details
- Commodities (products) list including description, end use, conditions and page numbers
- Permit Conditions

## 2. Accessing the import permit(s) in BICON

### 2.1 Locate the import permit in BICON

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


Select **Manage Permits**, and then select **Permit** from the dropdown box. Use the search filters to refine your search (e.g. enter Identification Number) or leave the search filters blank to search for all permits associated with your BICON account. Select .



The screenshot shows the BICON web interface. At the top, there is a navigation bar with 'Permits' highlighted. Below the navigation bar, there is a 'Permits' section with a description. Underneath, there are three tabs: 'Manage Permits', 'Correspondence', and 'Invoices'. The 'Manage Permits' tab is active. Below the tabs, there is a search form with the question 'Are you looking for a Permit, Application or Variation Request?' and a dropdown menu set to 'Permit'. The search filters include: Identification Number (text input), Permit Type (dropdown set to 'All'), Commodity (dropdown set to 'All'), Status (dropdown set to 'Active'), Importer (dropdown set to 'All'), and Importer Contact (dropdown set to 'All'). There are 'Reset All' and 'Search' buttons at the bottom right of the search form.

### 2.2 View the import permit in BICON

The search results display permits matching your search criteria. Select a **Permit ID** hyperlink to view a specific import permit.

Issue Date	Expiration	Notify	Permit ID	Importer	Importer Contact	Status	Permit Type	Commodities	Permit Conditions
11/02/2021	11/02/2023	90 days	<a href="#">0092208814</a>	Dean, Sandra	Jade, Mackenzie	Active	Plant and Plant Products (Non-standard goods)	Dried herbs	Humulus lupulus for processing
10/02/2021	10/02/2023	90 days	<a href="#">0092208728</a>	Bird, Katherine	Miles, Karen	Active	Plant and Plant Products (Non-	Low risk genetic	Low risk genetic material for in vitro and/or in... <a href="#">read more</a> 



### 3. Permit Overview

The **Permit Overview** displays permit issuance details and provides two options for viewing your Permit Conditions:

- **View Issued Permit** (See 3.1 below) – provides a comprehensive set of Permit Conditions associated with the issued import permit, grouped by commodity(ies) and where relevant, associated import scenario(s).
- **Permit Conditions (hyperlink)** (See 3.2 on Page 3) – provides a copy of Permit Conditions specific to a particular commodity and the ability to further define the specific import scenario. Allows the user to select which sections of the Permit Conditions will be displayed in the generated copy.

**Permit Overview**

Import Permit: 0092208814 Permit Status: Active [View Issued Permit](#)  
[View Permit Lifecycle](#)

This permit is valid for multiple consignments between 11 February 2021 and 11 February 2023

**This Permit is issued to:** Sandra Dean  
17 Boxwood Drive  
South West Rocks NSW 2431  
Australia  
**Attention:** Mrs Mackenzie Jade [Vary My Permit](#)

Notify me prior to permit expiration: 90 Days

**This permit is issued for the import of Plant and Plant Products (Non-standard goods).**

Exporter details: Specific exporter/s  
Exporter contact: Expo Express  
4 Shepford Place  
Glasgow Coatbridge ML5 1RS  
United Kingdom of Great Britain and Northern Ireland

Country of export: United Kingdom of Great Britain and Northern Ireland

This permit includes the following commodity(ies):

**1. Dried herbs**

Commodity Description: Hops - Humulus lupulus - dried  
Proposed end use: Human consumption  
Country of origin: United States of America

Permit Conditions: [Humulus lupulus for processing](#) (Click to view Permit Conditions)

#### 3.1 View Issued Permit

Select **View Issued Permit** to generate a PDF version of the issued permit. View Issued Permit includes comprehensive sets of Permit Conditions for all commodities associated with your import permit and may also include all possible pathway options. Refer to the indicated page to view the Permit Conditions for specific commodities.

**Australian Government**  
Department of Agriculture,  
Water and the Environment

**Permit to import conditionally non-prohibited goods**  
This permit is issued under *Biosecurity Act 2015* Section 179 (1)

**Permit: 0092208814**

**Valid for: multiple consignments**  
**between 11 February 2021 and 11 February 2023**

This permit is issued to: Mrs Sandra Dean  
17 Boxwood Drive  
South West Rocks NSW 2431  
Australia  
Attention: Mrs Mackenzie Jade

**This permit is issued for the import of Plant and Plant Products (Non-standard goods).**

Exporter details:	Specific exporter/s
Exporter contact:	Expo Express 4 Shepford Place Glasgow Coatbridge ML5 1RS United Kingdom of Great Britain and Northern Ireland
Country of export:	United Kingdom of Great Britain and Northern Ireland

This permit includes the following good(s). Refer to the indicated page for details of the permit conditions:

<b>1. Dried herbs</b>	
Description:	Hops - Humulus lupulus - dried
Proposed end use:	Human consumption
Country of origin:	United States of America
Permit Conditions:	Humulus lupulus for processing

**Page 3**



### 3.2 Permit Conditions hyperlink(s)

The **Permit Conditions hyperlink** allows you to generate a copy of Permit Conditions associated with a single commodity and in isolation of Permit Conditions associated with other commodities. After selecting a Permit Conditions hyperlink, you may be asked a series of Permit Questions to define your import scenario. When your import scenario is sufficiently defined, BICON will display Permit Conditions that have been tailored specifically to your import scenario.

The **Save/Print** option allows you to select the sections you would like to display in an MS Word or PDF copy of the Permit Conditions.

**Permit Conditions**

Select Permit → Permit Questions → **Permit Conditions** → Onshore Outcomes

📄 Import Permit: 0092208814

📄 Permit Case: Humulus lupulus for processing

**Permit Case Options**

🖨 Save / Print

📄 Permit Case details

Permit Overview

Appendices

**Permit Conditions**

The following Permit Conditions are applicable to this Import scenario. The Department will assess the suitability of your import against the permit conditions.

- The goods must be clean and free of contaminant seed, soil, animal and plant debris and other **biosecurity risk material** prior to arrival in Australian territory.
- All material in the consignment must be labelled with full botanical names (i.e. genus and species). Each package must be labelled. Alternatively if the goods are easily identifiable, then there is no requirement for the product to be labelled with the botanical name.
- Any packaging used with the consignment must be clean and new.
- Consignments are subject to inspection on arrival to verify that the goods are dried and free from live insects, soil and other debris.
- If **biosecurity risk material** such as live insects, soil, seeds, animal material or faecal matter is found on inspection, the consignment must be held and the contaminants must be treated using an approved method by the department.

### Save/Print Permit Conditions

Experiment with the **What Gets Printed** checkbox options to identify the sections of the Permit Conditions that you would like to display in a generated document. De-selecting all options will result in a copy of just the permit issuance details and tailored Permit Conditions for the associated commodity and import scenario. It is recommended that you select the 'Appendix – Annexes' option to ensure that important information is retained. Select the **Document Format** (Word or PDF) and then **Next** to generate your document.

**Save / Print: Humulus lupulus for processing**

📄 Permit Case: Humulus lupulus for processing

You can select from the following sections to include in the document.  
Note: inclusion of these sections will increase the size of your final document.

**What Gets Printed**

<input type="checkbox"/> What's Changed	<input type="checkbox"/> Appendix - Questions and Answers
<input type="checkbox"/> Onshore Outcomes	<input type="checkbox"/> Appendix - Rationale
<input type="checkbox"/> Procedures	<input type="checkbox"/> Appendix - References (Files and URLs)
<input checked="" type="checkbox"/> Appendix - Annexes	<input type="checkbox"/> Appendix - Scientific Names
<input type="checkbox"/> Appendix - Documentation Requirements	
<input type="checkbox"/> Appendix - Glossary Terms	

**Output Document Format**

Document Format:

**Next**



When your document has been generated, select the 'here' hyperlink to view the copy of Permit Conditions, tailored to the associated commodity and import scenario.

## Save / Print: Humulus lupulus for processing

### Permit Case: Humulus lupulus for processing

Your document has been generated. You may download it [here](#).

If required, your generated copy of Permit Conditions (specific to this commodity and import scenario), can be saved or printed for sharing with contacts associated with your importation.



**Permit: 0092208814**

**Valid For: multiple consignments**

**between 11 February 2021 and 11 February 2023**

This permit is issued to: Mrs Sandra Dean  
17 Boxwood Drive  
South West Rocks NSW 2431  
Australia

Attention: Mrs Mackenzie Jade

**This permit is issued for the import of Plant and Plant Products (Non-standard goods).**

Exporter details:	Specific exporter/s
Exporter contact:	Expo Express 4 Shepford Place Glasgow Coatbridge ML5 1RS United Kingdom of Great Britain and Northern Ireland
Country of export:	United Kingdom of Great Britain and Northern Ireland

This document contains permit conditions for the following commodity

## 1. Dried herbs

Product Description:	Hops - Humulus lupulus - dried
Proposed end use:	Human consumption
Country of origin:	United States of America

### 1.1. Humulus lupulus for processing

### 1.2. Biosecurity Pathway

- a. The goods must be clean and free of contaminant seed, soil, animal and plant debris and other [biosecurity risk material](#) prior to arrival in Australian territory.
- b. All material in the consignment must be labelled with full botanical names (i.e. genus and species). Each package must be labelled. Alternatively, if the goods are easily identifiable...