



How do I apply for an import permit? (advanced)

This task card demonstrates how to add a commodity or new permit type to a draft application. You can add multiple commodities and permit types to a single application.

Locate draft application

Log into your BICON account.

Select **Permits** from the top menu bar.



Under **Manage Permits**, Select **Application** from the question dropdown.

Select **All** from the status drop down.

Select **Search**.

Select the **Application ID** to access and view your **Draft** application.

<input type="checkbox"/>	Application ID	Created	Importer	Importer Contact	Applicant	Application Type	Status	Permit Type(s)
<input type="checkbox"/>	0008023288	14/04/2023	SIMPSON, BART	Simpson, BART	Peters, Olivia	New	Draft - Complete	Dairy, Dairy



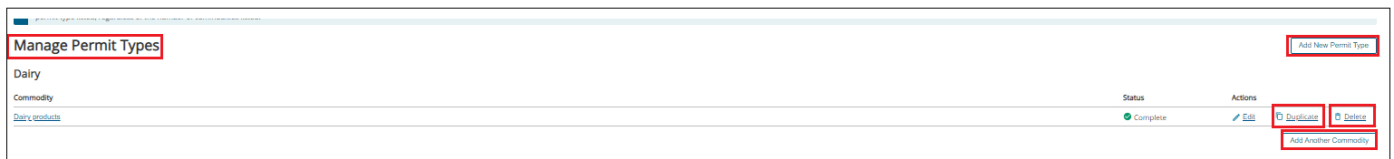
Manage permit types

Manage Permit Types displays on the **Apply for New Permit** page.

It provides access to your draft permit application as well as the option to:

- Add New Permit Types
- Duplicate an existing permit type or commodity
- Delete an existing permit type or commodity
- Add another commodity

NOTE: If you want to add to an existing application, the commodity must be related to the permit type. For example: if you have an existing application for food, and the new application is for fruit containing seeds, then the permit type will not be the same and you cannot add the new commodity to that permit.



Permit types and commodities will be marked as **Incomplete** until the application form is complete.

Select the **Commodity** name or **Edit** to complete the application form.



Complete application form for each commodity

Select each section heading to access the application form questions.

All questions are mandatory unless marked as optional.

Complete each question and select **Save and Return** to return to the **Manage Permit Types** Page.

Commodity Details - Dairy products

Application ID	0008023187
Application type	Biological Imports Program - New Permit
Status	Draft
Created	13/04/2023
Permit type	Dairy
Commodity	Dairy products ● Incomplete

Applicant	Peters, Olivia
Importer	SIMPSON, BART
Importer contact	Simpson, BART

Current permit details	▼
Export details	▼
Product/commodity details	▼
Manufacturing details	▼

Cancel
Save
Save and Return

Save and continue editing Save and return to Manage Permit Types



Review permit type and commodity

Once you have completed the application form(s), each permit type should be marked as **Complete**.
 If you are applying for multiple permit types in a single application, select your issuing preference:

- **Issue Permits Immediately when Approved** or **Issue Permits Together**.

Select **Save**.

Select **Next**.

Manage Permit Types Add New Permit Type

Dairy

Commodity	Status	Actions
Dairy products	Complete	Edit Duplicate Delete

Add Another Commodity

Dairy

Commodity	Status	Actions
Dairy products	Complete	Edit Duplicate Delete

Add Another Commodity

Issuing Preference

Each of the permit types listed above will result in its own permit. 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

Previous
Save
Next

Review fees

Review the fees and select **Next**.

Biological Imports Program Permit Application

Application ID: 0009023187	Applicant: Peters, Olivia
Application type: Biological Imports Program - New Permit	Importer: SIMPSON, BART
Status: Draft	Importer contact: Simpson, BART
Created: 13/04/2023	

Fees are calculated using the Permit Types and Commodities you are applying for and are based on the minimum time taken to assess the application. Additional fees may be charged after you submit the application if it takes longer than normal to assess.

Application GST total	\$0.00
Application fee total (GST Incl)	\$240.00

Fees Invoice Description	Qty	Unit Price	Unit GST	Line Value Incl GST
Online Permit Application - New	1	\$120.00	\$0.00	\$120.00
Dairy Minimum Assessment Fee	1	\$120.00	\$0.00	\$120.00

Previous
Next



Check importer declaration, pay and submit

Complete the **Import Declaration** checkbox and select **Submit & Pay Online**.

*Note: If you choose to select **Submit Without Payment**, your application will be submitted but not accepted for assessment until full payment is made*

Biological Imports Program Permit Application

Application ID 008023187	Applicant Peters, Olivia
Application type Biological Imports Program - New Permit	Importer SIMPSON, BART
Status Draft	Importer contact Simpson, BART
Created 13/04/2023	

Fees are calculated using the permit types and commodities you are applying for and are based on the minimum time taken to assess the application for these permit types and commodities. You may be invoiced additional fees during the assessment process if the application takes longer than normal to assess.
 On successful submission you will be taken to the BICON Permits tab where you can monitor the progress of individual applications through their assessment.

Application GST total \$0.00	
Application fee total (GST Inc) \$240.00	

Declaration

I declare that:

- I am the proposed importer for the goods specified in this import permit application, or am authorised to act on behalf of the proposed importer as an agent.
- I am applying for a permit to import the goods specified in this application.
- I have made reasonable enquiries in respect of the matters in this application.

The information I have provided in this application is true and accurate to the best of my knowledge.

In deciding whether to grant a permit or impose conditions on a permit, the Director of Biosecurity may have regard to, among other things, whether the applicant is a fit and proper person <https://www.gov.au/biosecurity/trade/import/online-services/biosec-permits/fit-and-proper-person-test/>

Giving false or misleading information is a serious offence. You may be liable to a civil penalty for giving false and misleading information.

Privacy Notice

"Personal information" means information or an opinion about an identified individual, or an individual who is reasonably identifiable. "Personal information" that is collected under or in accordance with the Biosecurity Act 2015 is also "protected information" under the Biosecurity Act. "Sensitive information" is a type of personal information and includes any information or opinion about an individual's racial or ethnic origin; political opinions; religious beliefs or affiliations; philosophical beliefs; sexual orientation or practices; membership of a political association, professional or trade association or union; or criminal record. It also includes health or genetic information about an individual and biometric information or templates.

The collection of protected information (including personal and sensitive information) by the Departments of Agriculture, Fisheries and Forestry (the department) in relation to this application is being collected under the Biosecurity Act 2015 for the purposes of assessing your application for an import permit and related purposes. If the relevant personal information requested in this form is not provided by you, the department may be unable to issue you an import permit. Information collected by the Departments will only be used or disclosed as authorised under the Biosecurity Act 2015.

The personal information requested on this form may be disclosed to the Department of Immigration and Border Protection and/or other Commonwealth and State/Territory government agencies. It will not usually be disclosed overseas.

See the department's [Privacy Policy](#) web page (<https://www.gov.au/about/communities/privacy/>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

Applicant Peters, Olivia Importer Simpson, BART Date 14/04/2023

When you submit and pay online your application will be processed upon confirmation of payment. A Tax Invoice/Receipt will be sent via your preferred delivery method and will be available online via the Permits tab in BICON.

[Submit and pay online](#)

You may submit without payment by clicking the link below. If the application has fees payable, processing will be delayed until any outstanding fees have been paid and funds have cleared. For applications which have not attracted fees, processing will commence upon submission. An invoice will be sent via your preferred delivery method and will be available online via the Permits tab in BICON. This invoice will detail any additional payment methods which are available.

[Submit without payment](#)

Pay online

After you complete your application and select **Submit & Pay Online**, you will be presented with the **BPoint** payment screen to pay online via credit card.

Payment options are displayed.

You are paying
 Department of Agriculture and Water Resources

Billier Code
 1581065 - BICON

Invoice Number/s
 BIC0080230870

Amount
 AUD 240.00

Accepted Cards

Card number

Expiry date

MM
 YY

CVN

[NEXT >](#)



Complete your credit card details and select **Next**.

Review details screen will be displayed.

Select **PAY**.

The screenshot shows a 'Review Details' window with the following information:

You are Paying	Department of Agriculture and Water Resources
Biller Code	1581065 - BICON
Invoice Number/s	BIC0080231870
Amount	AUD 240.00
Card Number	5123 4567 8901 2345
Expiry Date	05/23

At the bottom, there are two buttons: a grey '< BACK' button and an orange 'PAY >' button, which is highlighted with a red border in the image.

Your payment will be processed and you will return to the **Permits** tab in your account.

Your application is now with the department for processing.

Submitted

Your import permit application is complete.

- Your payment will be processed.
- An invoice will be generated.
- Your application will be submitted.
- Your application will be accepted for assessment.

Tip: Please refer to the [How do I manage payments for Permits](#) task card found in BICON Help for details on other payment methods.

Track import permit application

You will be able to view the submitted permit application in your **Manage Permits** tab of your **My Permit Workspace**.

You will be able to view the invoice in your **Invoices** tab.



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 | Permit Validity Check | Correspondence | **Invoices**

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

Permit

Identification number Status

Permit type Importer

Commodity Importer contact

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

[Arrange columns](#)

Permit ID	Status	Expiry Date	Importer	Importer Contact	Commodities
0007662438	Active	08/12/2023	SIMPSON, BART	Simpson, BART	Dog (other than the first cat or dog in a consignment)
0007662437	Active	08/12/2023	SIMPSON, BART	Simpson, BART	Cat (the first cat or dog in a consignment)
0007662436	Active	08/12/2023	SIMPSON, BART	Simpson, BART	Cat (the first cat or dog in a consignment)