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.

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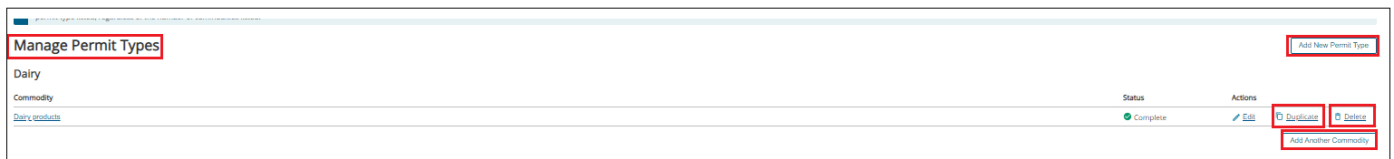
Permit types and commodities will be marked as **Incomplete** until the application form is complete.

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.

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.**

Review fees

Review the fees and select **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*

Pay online

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

Payment options are displayed.

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

Review details screen will be displayed.

Select **PAY.**

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
[ ]	[Active ▾]

Permit type	Importer
[All ▾]	[All ▾]

Commodity	Importer contact
[All ▾]	[All ▾]

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)