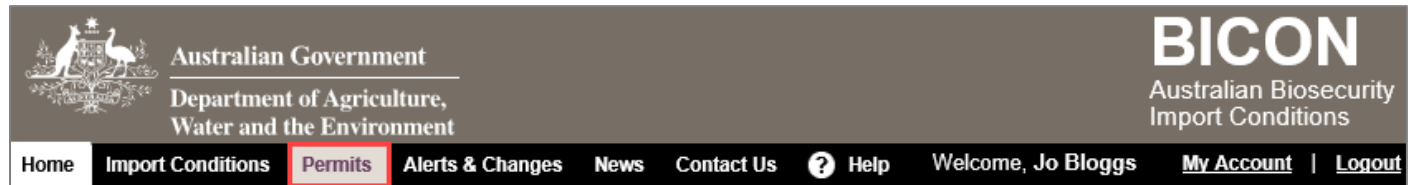# How do I apply for a Permit? (Advanced)

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.

1. Locate Draft Application

1.1 Search for Draft Application

Login to BICON and select **Permits** from the main menu.

In the **Manage Permits** tab, search for your existing draft application, by selecting **Application** from the question

dropdown and **All** from the **Status** dropdown. Select [Search].

1.2 View Draft Application

Select the relevant *Application ID* in the search results to access and view your **Draft** application.

NOTE: There is a security feature in BICON that will cause a time out after 30 minutes of inactivity.

2. 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 Type
- Duplicate an existing permit type or commodity
- Delete an existing permit type or commodity
- Add another commodity

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How do I apply for a Permit? (Advanced)

Page 1 of 5

July 21

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Import Conditions

NOTE: If you wish to add this 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.

Manage Permit Types

⊕ **Add New Permit Type**

✔ **Plant and Plant Products (Non-standard goods)**			**Delete**
✔ Food items for human consumption	✔ Ready to submit	Duplicate	Delete
			⊕ **Add another commodity**

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

Select the Commodity name to complete the application form.

Manage Permit Types

⊕ **Add New Permit Type**

❗ **Plant and Plant Products (Non-standard goods)**	❗ **Incomplete**		**Delete**
✔ Food items for human consumption	✔ Ready to submit	Duplicate	Delete
❗ **Bulk grain for processing**	❗ Click commodity name to complete	Duplicate	Delete
			⊕ **Add another commodity**

3. Complete Application for Each Commodity

Select each section heading to access the application form questions. Mandatory questions are marked with an asterisk *.

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

📄 **Commodity Details - Bulk grain for processing**

Application ID:	0003372763	Applicant:	Hop, Edgar
Application Type:	Plant Import Operations - New Permit	Importer:	Bloggs, Jo
Status:	Draft	Importer Contact:	Bloggs, Jo
Created:	04/12/2020	Submitted:	

All mandatory fields must be entered before you can submit the application. **Save and Return** to select another Commodity to edit.
* Denotes incomplete sections.

Permit Type:	Plant and Plant Products (Non-standard goods)
Commodity:	Bulk grain for processing (Incomplete)

Current permit details	⊕
Export details	⊕
* Product/commodity details	⊕
* Onshore mangement	⊕
* Process Management System	⊕

Cancel — Changes will not be saved | Save — Save and continue editing | Save and Return — Return to manage Permit Types

3.1 Review Permit Types and Commodities

Once you have completed the application form(s) each permit type should be marked as ✔ **Ready to submit**.

If you are applying for multiple permit types in a single application, select your issuing preference check box for either **Issue Permits immediately when Approved** or **Issue Permits Together**.

Select **Save**.

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How do I apply for a Permit? (Advanced)

Page 2 of 5

July 21

Ensure all permit types and commodities are ready to submit and select **Next** →.

Plant Import Operations Permit Application   📄 Preview Application

Application ID:	0003372763	Applicant:	Hop, Edgar
Application Type:	Plant Import Operations - New Permit	Importer:	Bloggs, Jo
Status:	Draft	Importer Contact:	Bloggs, Jo
Created:	04/12/2020	Submitted:	

Select Contacts | **Manage Permit Types** | Review Fees | Submit

Manage your application by adding, duplicating or deleting relevant permit types and commodities that you are importing which require a permit. Clicking on the name of each of the commodities listed below takes you to a form that must be filled out for each commodity before the application can be submitted. Some of the required information will only need to be filled out once for each permit type listed, regardless of the number of commodities listed.

Manage Permit Types

⊕ **Add New Permit Type**

✔ **Plant and Plant Products (Non-standard goods)**   **Delete**

| ✔ Food items for human consumption | ✔ Ready to submit | Duplicate | Delete |
| ✔ Bulk grain for processing | ✔ Ready to submit | 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

Save

← Previous   Next →

---

4.   Review Fees

Review the fees and select **Next** →.

Plant Import Operations Permit Application

Application ID:	0003372763	Applicant:	Hop, Edgar
Application Type:	Plant Import Operations - New Permit	Importer:	Bloggs, Jo
Status:	Draft	Importer Contact:	Bloggs, Jo
Created:	04/12/2020	Submitted:	

Select Contacts | Manage Permit Types | **Review Fees** | Submit

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):** | $600.00 |

Fees Invoice Description	Qty	Unit Price	Unit GST	Line Value Incl GST
Online Permit Application - New	1	$120.00	$0.00	$120.00
Food items for human consumption Minimum Assessment Fee	1	$120.00	$0.00	$120.00
Bulk grain for processing Minimum Assessment Fee	1	$360.00	$0.00	$360.00

← Previous   Next →

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5.   Check Importer Declaration

5.1   Check Importer Declaration

Complete the importer **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.*

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☎ 1800 900 090   Page 3 of 5   July 21

Australian Government
Department of Agriculture,
Water and the Environment

BICON
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Import Conditions

📄 **Plant Import Operations Permit Application**

Application ID:	0003372763	Applicant:	Hop, Edgar
Application Type:	Plant Import Operations - New Permit	Importer:	Bloggs, Jo
Status:	Draft	Importer Contact:	Bloggs, Jo
Created:	04/12/2020	Submitted:	

Select Contacts   Manage Permit Types   Review Fees   **Submit**

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 (Inc. GST):	$600.00

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 (http://www.agriculture.gov.au/import/online-services/bicon/bicon-permit/fit-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 Department of Agriculture, Water and the Environment (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 Department 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 (http://www.agriculture.gov.au/about/privacy) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

☑ Applicant: Hop, Edgar   Importer: Bloggs, Jo   Date: 04/12/2020

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 & 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**

6.   Pay and Submit

6.1   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.

Select your payment option.

BPOINT
Receivables Solution

Supported by the
Commonwealth Bank

Make a BPOINT Payment

Biller Code:	**1581065** (DEMONSTRATION 1721 - BICON)
Invoice Number/s:	BIC0033727630
Amount (AUD):	600.00 ❓
Select your payment option:	MasterCard VISA AMEX

Secured by **Commonwealth** Bank ◆   © Commonwealth Bank of Australia 2009-2020 ABN 48 123 123 124

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

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☎ 1800 900 090   Page 4 of 5   July 21

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.

6.2 Submitted

Congratulations. 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.

7. 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.

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Page 5 of 5

How do I apply for a Permit? (Advanced)

July 21