



How do I view import conditions and apply for an import permit for the Australian External Territories?

This task card demonstrates how to view import conditions and apply for an import permit for importing goods into the **Australian External Territories** of Norfolk Island, Christmas Island and the Cocos (Keeling) Islands via the import conditions case.

1. Locate the External Territories Case

Open BICON and select [Advanced Search](#) to open advanced search options in the **Search** field.

The screenshot shows the BICON search interface. At the top, there are three tabs: 'Quick Search', 'Scientific Name', and 'Tariff Code'. Below the tabs is a search input field with the placeholder text 'What are you importing?'. To the right of the input field is a blue 'Search' button. Below the input field, there are search parameters: 'Import Into: Australia' and 'Effective On: 21 May 2021'. At the bottom right of the search area, there is a red-bordered button labeled 'Advanced Search' with a downward arrow icon.

Type the Commodity you wish to import into the **'What are you importing?'** search field and select the required **External Territory** check box.

Select [Search](#).

The screenshot shows the BICON search results page. At the top, there is a search bar with the text 'Fertiliser' and a blue 'Search' button. Below the search bar, there are search parameters: 'Import Into:' with a list of external territories (Australia, Cocos Islands, Christmas Island, Norfolk Island) and 'Effective On:' with a date field set to '21/May/2021'. The 'Norfolk Island' option is selected with a checkmark. At the bottom right of the search area, there is a red-bordered button labeled 'Advanced Search' with an upward arrow icon.

In the **Search Results**, select the blue hyperlink to open the [Importing goods into the Australian External Territories](#) case.

The screenshot shows the BICON search results page. At the top, there is a search bar with the text 'Fertiliser' and a blue 'Search' button. Below the search bar, there are search parameters: 'Import Into:' with a list of external territories (Australia, Cocos Islands, Christmas Island, Norfolk Island) and 'Effective On:' with a date field set to '21/May/2021'. The 'Norfolk Island' option is selected with a checkmark. At the bottom right of the search area, there is a red-bordered button labeled 'Advanced Search' with an upward arrow icon.



Select the External Territory the goods will be imported into, then select [Next](#)

Case: Importing goods into the Australian External Territories Effective: 04 May 2021

This case contains a number of different import scenarios with associated import conditions. You can refine the import scenarios by answering the questions below.

Which of the following external territories will the goods be imported into?

<input type="checkbox"/> Christmas Island	
<input type="checkbox"/> Cocos (Keeling) Islands	
<input checked="" type="checkbox"/> Norfolk Island	

[Previous](#) [Exit to find new Case](#) [Skip to import conditions](#) [Next](#)

You can now view the import conditions for your case. You will see the [Apply Now](#) button at the bottom of the page.

NOTE: *If you are currently logged in to BICON, selecting the [Apply Now](#) button will direct you to the **Apply for New Permit** screen. (Refer to step 3: **Create New Import Permit Application**).
If you are not currently logged in to BICON, you will need to either register for a BICON account, or login to your existing account, to apply for an import permit. (Refer to step 2: **Login to BICON**)*

2. Login to BICON

To apply for an import permit you must have a registered BICON account and be logged in to that account. Please refer to the series of **Account Registration and Maintenance** task cards found in **BICON Help** to determine which registration type is right for you or your organisation.



Help

The BICON help page is designed to provide users with additional support in understanding how to use BICON and its features. The links below will open files in Portable Document Format (PDF), you will need [Adobe Acrobat Reader \(Opens in a new window\)](#) installed to view these files.

<p> Finding Import Conditions</p> <ul style="list-style-type: none"> How do I define an Import Scenario? How do I contact the department? How do I search by Scientific Name? How do I search by Tariff Code? How do I use Quick Search? 	<p> Account Registration and Maintenance</p> <ul style="list-style-type: none"> How do I register a New Single User Account? How do I register a New Multiple User Account? How do I upgrade from a Single User to a Multiple User Account? 	<p> Permit Application and Maintenance</p> <ul style="list-style-type: none"> How do I apply for a Permit? (Basic) How do I apply for a Permit? (Advanced) How do I copy a Permit Application? How do I delete a Permit Application?
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3. Create New Import Permit Application

After you have logged into BICON with your registered user account details, select  at the bottom of your Import Conditions page.

 **Case: Importing goods into the Australian External Territories Effective: 04 May 2021**

Import destination is Norfolk Island

Import Conditions
Import conditions define the biosecurity requirements which must be met for your import. Where import conditions have been developed, they will be listed below.

a. Due to the unique pest and disease status of the external territories, each territory has its own goods determination which prescribes goods that are prohibited from being brought or imported into the external territories, and goods that may be brought or imported into the external territories subject to biosecurity conditions, including the requirement for an import permit.
Prior to bringing or importing goods into Norfolk Island, refer to the [Biosecurity \(Conditionally Non-prohibited Goods – Norfolk Island\) Determination 2016](#).

b. If you would like to import goods not covered in the relevant determination, a valid import permit issued by the Department of Agriculture, Water and the Environment is required.
An import permit may be obtained by submitting an [import permit application](#) to the department (use the 'Apply Now' button at the bottom of this page).

c. In addition to the conditions for the goods being imported, non-commodity concerns must be assessed including container cleanliness, packaging and destination concerns, and may be subject to inspection and treatment on arrival. Please refer to the [Non-Commodity Cargo Clearance](#) BICON case for further information.

Warnings and Information Notices

Further information

 If you would like to contact a biosecurity officer on Norfolk Island, visit the [department's contacts webpage](#).

For more information, visit the [Norfolk Island Regional Council](#) or [Department of Infrastructure, Transport, Regional Development and Communication](#) website.

To apply for an import permit you must complete an application for Importing goods into Norfolk Island



3.1 Create New Application

When applying for a permit, BICON allows users to create a new application, or add to an existing application. Select the commodity or commodities you wish to apply for a permit for.

Select .

NOTE: The **Add to Existing Application** option is for users who already have a draft application they want to add this product to. To add to an existing application, please refer to the task card: **How do I apply for a permit? (Advanced)**.

Apply for New Permit

 **Permit Type: Importing goods into Norfolk Island**

Before you submit an import application, it is recommended that you check the import conditions for your commodity in BICON. You can save time and money by checking BICON to determine if an import permit is required or to see if there is specific information that you should include on your import permit application form.

Importing goods into Norfolk Island

Select a commodity

To apply for a permit, please select one or more commodities:

- Commercially retreaded tyres, unused since retreading
- Day old chicks
- Fertilisers
- Fertilisers, soil conditioners, compost and growing media (plant based only)
- Fresh fruit and vegetables for human consumption
- Hatching eggs of birds
- Horses
- Household and commercial cleaning products

 or 

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



4. Select Contacts

When submitting an import permit application, you must identify a number of contacts:

4.1 Applicant

- **Applicant** is the person applying for the import permit and the contact that will receive automated messages when the application status changes. Applicant's contact details are automatically populated from the registered user account.

4.2 Importer

- **Importer** is the person or organisation that owns the permit and whose details will appear on the permit.

4.3 Importer Contact

- **Importer Contact** details will be used for specific queries relating to the permit types and commodities on this application.

TIP: If you are an individual importer, your details may be the same for all three contact types.

Select an existing contact from the dropdown or select to create a new contact.

NOTE: *If you are a new BICON user, you will need to select .*

TIP: You will only be able to select an existing contact if you are a returning user.

Apply for New Permit

Plant Import Operations Permit Application

Application ID:	0005352115	Applicant:	
Application Type:	Plant Import Operations - New Permit	Importer:	
Status:	Draft	Importer Contact:	
Created:	21/05/2021	Submitted:	

Select contacts for this application and ensure the address information displayed is correct. The **Applicant** address information will be used for automated messages when the application status changes. The **Importer Contact** address information will be used for specific queries on details of the Permit Types and Commodities on this application. The **Importer** details will appear on the Permit.

If the contact you are looking for doesn't appear as an available selection, you can add it directly from this page. If the address details are not correct, please go to [My Account](#) to maintain your contacts.

<p>Applicant Pass, Jo Edit Applicant</p>	<p>Preferred method of contact is Email <input type="button" value="⊖"/> The Applicant will appear on the Invoice</p>
<p>Importer</p> <p><input type="text" value="Enter a Name"/> <input type="button" value="Filter"/></p> <p><input type="text" value="Select"/></p>	<p><input type="button" value="⊖"/> The Importer will appear on the Import Permit</p> <p style="text-align: right;"><input type="button" value="+ Create New"/></p>

Review each contact and select [Edit Applicant](#) or [Change](#) if required. Select to continue.

Select contacts for this application and ensure the address information displayed is correct. The **Applicant** address information will be used for automated messages when the application status changes. The **Importer Contact** address information will be used for specific queries on details of the Permit Types and Commodities on this application. The **Importer** details will appear on the Permit.

If the contact you are looking for doesn't appear as an available selection, you can add it directly from this page. If the address details are not correct, please go to [My Account](#) to maintain your contacts.

<p>Applicant Bloggs, Jo Edit Applicant</p>	<p>Preferred method of contact is Email <input type="button" value="⊕"/> The Applicant will appear on the Invoice</p>
<p>Importer Bloggs, Jo Change</p>	<p><input type="button" value="⊕"/> The Importer will appear on the Import Permit</p>
<p>Importer Contact Bloggs, Jo Change</p>	<p>Preferred method of contact is Email <input type="button" value="⊕"/></p>

5. Complete Application Form

NOTE: *To complete the application form, please refer to **section 5** of the BICON Help Task Card: **How do I Apply for a Permit? (Basic)**.*