



How do I copy a permit application?

This task card demonstrates how to copy an existing Import permit application and allow you to use it as a template. For when you would like to import the same or similar goods you have previously held permits for.

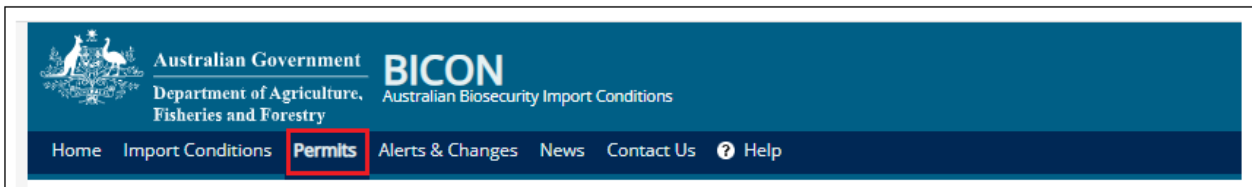
Copy existing application

Log into your BICON account.

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

Select **Application** from the question drop down.

Select **Search**.



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 you are looking to import.

[Manage Permits](#) [Permit Validity Check](#) [Correspondence](#) [Invoices](#)

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

Identification number	Status
<input type="text"/>	<input type="text" value="All"/>
Permit type	Importer
<input type="text" value="All"/>	<input type="text" value="All"/>
Commodity	Importer contact
<input type="text" value="All"/>	<input type="text" value="All"/>
Application type	Applicant
<input type="text" value="All"/>	<input type="text" value="Peters, Olivia"/>
Program	Created / Submitted
<input type="text" value="All"/>	From <input type="text" value="dd/mm/yyyy"/>
<input type="checkbox"/> Action required only <input type="checkbox"/> Owing fees only	To <input type="text" value="dd/mm/yyyy"/>

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



Select existing application

Select the checkbox of the application that you want to copy.

Select the **Please select an action** dropdown.

Select **Copy selected application**.

<input type="checkbox"/>	Application ID	Created	Importer	Importer Contact	Applicant	Application Type	Status	Permit Type(s)
<input type="checkbox"/>	0008023289	14/04/2023	SIMPSON, BART	Simpson, BART	Peters, Olivia	New	Draft - Incomplete	Dairy, Dairy
<input checked="" type="checkbox"/>	0008023187	13/04/2023	SIMPSON, BART	Simpson, BART	Peters, Olivia	New	Accepted	Dairy
<input type="checkbox"/>	0008023107	12/04/2023	SIMPSON, BART	Simpson, BART	Peters, Olivia	New	Accepted	Dairy
<input type="checkbox"/>	0008023087	12/04/2023	SIMPSON, BART	Simpson, BART	Peters, Olivia	New	Accepted	Dairy
<input type="checkbox"/>	0007662475	07/12/2022	SIMPSON, BART	Simpson, BART	Peters, Olivia	New	Withdrawn	Cat or dog; Cat or dog; Cat or... read more
<input type="checkbox"/>	0007662430	07/12/2022	SIMPSON, BART	Simpson, BART	Peters, Olivia	New	Finalised	Cat or dog; Cat or dog; Cat or... read more

Please select an action

- Please select an action
- Copy selected application**
- Delete selected application(s)
- Submit selected application(s)

Results per page

[Export results](#)

The **Apply for New Permit** screen will display.

Review the contacts and select **Next**.

NOTE: The contact details will be pre-populated, however you are required to review the information before submitting the application

Applicant
Peters, Olivia
[Edit Applicant](#)

Preferred method of contact is Email
The Applicant will appear on the Invoice

Email	olivia.peters@agriculture.gov.au	Address	123 Test St
Work phone	0600000000	Suburb / Locality	TESTING
Home phone		State / Territory	ACT
Mobile		Post code	1111
		Country	AUSTRALIA

Importer
SIMPSON, BART
[Change](#)

The Importer will appear on the Import Permit

Title		Address	123 TESTING ST
Given name(s)	BART	Suburb / Locality	TEST
Surname	SIMPSON	State / Territory	TAS
		Post code	1111
		Country	AUSTRALIA

Importer Contact
Simpson, BART
[Change](#)

Preferred method of contact is Email

Email	olivia.peters@agriculture.gov.au	Address	123 Test St
Work phone		Suburb / Locality	TESTERVILLE
Home phone		State / Territory	TAS
Mobile		Post code	1111
		Country	AUSTRALIA



Review previous application

The permit types and commodities will be pre-populated from the previous application. The **Incomplete** icon will appear against each permit type and commodity. Details provided in the copied application will be populated but you must review the details before submitting the application.

Permit types and commodities

Review the permit types and commodities listed on the application to ensure they are required. Add or remove as appropriate.

Manage Permit Types Add New Permit Type

Dairy

Commodity	Status	Actions
Dairy products	Incomplete	Edit Duplicate Delete

Add Another Commodity

Previous Next

Application details

Select each commodity to view the details copied from the previous application.

Expand each section to verify that the details provided are correct for this new application.

Once reviewed, select **Save and Return**.

Application ID: 0008023293	Applicant: Peters, Olivia
Application type: Biological Imports Program - New Permit	Importer: SIMPSON, BART
Status: Draft	Importer contact: Simpson, BART
Created: 14/04/2023	

Permit type: Dairy

Commodity: Dairy products

Current permit details ▼

Export details ▼

Product/commodity details ▼

Manufacturing details ▼

Cancel
Save
Save and Return

Save and commit editing
Save and return



Submit application

Once you have completed the application form(s) each permit type should be marked as **Ready to Submit**.
Select **Next** to continue to the payment and submit process.

Manage Permit Types

[Add New Permit Type](#)

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](#)