



# How do I view and manage issued permits?

This task card demonstrates how to search for import permits, export the results, view permit details, view an issued permit, view a permit lifecycle, update expiry notifications and change the default settings.

## Search permits

Login to BICON and select **Permits** from the top menu bar.  
Select **Permit** from the question drop down menu, then select **Search**.  
BICON will display all permits associated with your account.

The screenshot shows the BICON 'Permits' management page. The top navigation bar includes 'Home', 'Import Conditions', 'Permits' (highlighted), 'Alerts & Changes', 'News', 'Contact Us', and 'Help'. The user is logged in as 'Jo Doe'. The main content area has tabs for 'Manage Permits', 'Correspondence', and 'Invoices'. A search form asks 'Are you looking for a Permit, Application or Variation Request?' with a dropdown menu set to 'Permit'. Below this are several filter fields: 'Identification number', 'Status' (set to 'Active'), 'Permit type' (set to 'All'), 'Commodity' (set to 'All'), 'Importer' (set to 'All'), and 'Importer contact' (set to 'All'). There are 'Reset All' and 'Search' buttons at the bottom right of the form.

## Export results

In the manage permits tab, you are able to export your results to an Excel (.csv) file. Select **Export results**.

The screenshot shows the search results page. At the top right is an 'Arrange columns' button. The table has the following columns: Permit ID, Status, Expiry Date, Importer, Importer Contact, and Commodities. One result is shown: Permit ID 0007674593, Status Active, Expiry Date 14/04/2025, Importer Doe, Jo, Dr, Importer Contact Doe, Jo, and Commodities Dairy products. At the bottom left, it says 'Showing 1 - 1 results of 1'. At the bottom right, there is a 'Results per page' dropdown set to 30 and an 'Export results' button.

Permit ID	Status	Expiry Date	Importer	Importer Contact	Commodities
<a href="#">0007674593</a>	Active	14/04/2025	Doe, Jo, Dr	Doe, Jo	Dairy products

You will be able to view your issued permits and any columns you have selected including:

- Issue date
- Expiration date
- Notification period
- Permit ID
- Importer
- Importer contact
- Status (active, expired, suspended, revoked, varied)
- Permit type
- Commodities
- Permit conditions

*TIP: The export will include all issued permits, whether they are visible on the results page or not.*



## View permit details

Under the Permit ID column, select the permit hyperlink of the permit you wish to view.

Permit ID	Status	Expiry Date	Importer	Importer Contact	Commodities
<a href="#">0007674593</a>	Active	14/04/2025	Doe, Jo, Dr	Doe, Jo	Dairy products

## View Issued Permit

To view the permit, on the **Permit Overview** page select **View Issued Permit**. It will open the permit in PDF format. Select the **Permit conditions** hyperlink to view permit conditions for the commodity(ies).

Permit Overview

**Import Permit 0007674593**

This permit is valid for multiple consignments between 14 April 2023 and 14 April 2025

Permit status: Active [View Issued Permit](#)  
[View Permit Lifecycle](#)

**This Permit is issued to** **Jo Doe**  
 10 Street St  
 SUBURB VIC 2600  
 Australia

**Attention** **Dr Jo Doe**

[Vary My Permit](#)  
 Notify me prior to permit expiration  
 90 Days

This permit is issued for the import of Dairy.

This permit includes the following commodity(ies):

- Dairy products
 

Exporter details	Various exporters
Exporter contact	
End use	Human consumption
Other details	
Country of export	*Approved FMD and LSD free countries
Country of manufacture	New Zealand
<b>Permit conditions</b>	<a href="#">Ovine and/or caprine dairy products from approved countries</a>

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## View Permit Lifecycle

From the **Permit Overview** page, you can select **View Permit Lifecycle**, to view the process from application, through to import permit, including any variation requests or further processes. If you hover over each process, you will be able to view more details.

If the permit you are viewing is varied, select **Permit (Active)** to see the current active permit overview.

Permit Overview

**Import Permit 0007674593**

This permit is valid for multiple consignments between 14 April 2023 and 14 April 2025

Permit status: Active [View Issued Permit](#)  
[View Permit Lifecycle](#)



## Permits Lifecycle

The Permit Lifecycle allows you to view the progression from Application through to Import Permit. This page includes details of whether a permit has been revoked, suspended, is expired, or has been created as a result of a permit variation.

### Permit (Active) ⓘ

- ✓ Application ⓘ
- ✓ Assessment ⓘ
- 📄 Permit (Varied) ⓘ
- ✓ Variation Request ⓘ
- ✓ Application ⓘ
- ✓ Assessment ⓘ
- 📄 Permit (Active) ⓘ

*TIP: If you would like to vary your permit refer to the task card – [How do I vary my permit?](#)*

## Update expiry notification

### Individual permit

You can set an expiry notification for individual permits from the **Permit Overview** page. You will receive an email notification in the days prior to the expiry of the permit. From the drop down menu on the right side of the screen, select either **Don't notify me**, or choose a time between **15 to 180 days**, to receive the notification.

### Permit Overview

#### Import Permit 0007674593

This permit is valid for multiple consignments between 14 April 2023 and 14 April 2025

Permit status: Active

[View Issued Permit](#)  
[View Permit Lifecycle](#)

This Permit is issued to **Jo Doe**  
 10 Street St  
 SUBURB VIC 2600  
 Australia

Attention **Dr Jo Doe**

[Vary My Permit](#)

Notify me prior to permit expiration

- 90 Days ▾
- Don't notify me
- 15 Days
- 30 Days
- 45 Days
- 60 Days
- 90 Days
- 120 Days
- 150 Days
- 180 Days

This permit is issued for the import of Dairy.

This permit includes the following commodity(ies):

#### 1. Dairy products

Exporter details	Various exporters
Exporter contact	
End use	Human consumption
Other details	
Country of export	*Approved FMD and LSD free countries

*TIP: If you would like to update your default preference for permit expiry notifications, refer to the task card – [How do I manage my permit expiry notification?](#)*