



How do I apply for an import permit? (Basic)

This task card demonstrates how to apply for an import permit from a case.

Login to BICON

NOTE: To apply for an import permit you must have a registered BICON account and be logged into that account.

Refer to the series of **Account Registration and Maintenance** task cards found in the **Help** tab to determine which registration type is right for you or your organisation.

Review import conditions

After you have completed a search and identified your case, you can review the import conditions relevant to your commodity. Where an import permit is required, you will see the **Apply now** button at the bottom of the page.

Select **Apply now** to commence an import permit application.

Complete import permit application

Review

When applying for a permit BICON allows users to create a new application or add to an existing application.

Select **Create New Application**.

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



Select Contacts

When submitting an Import Permit Application you must identify a number of contacts.

- **Applicant** is the person applying for the import permit and the contact that will receive automated messages when the application status changes. **Applicant** contact details are automatically populated from the registered user account.
- **Importer** is the person or organisation that owns the permit and whose details will appear on the permit.
- **Importer Contact** details will be used for specific queries relating to the permit types and commodities on this application.

Tip: If you are an invalid importer your details may be the same for all three contact types.

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

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		The Importer will appear on the Import Permit	
Select Create New Importer			
Next			

*Note: If you are a new BICON user, you will need to select **Create New***

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

Review each contact and select **Edit Applicant** or **Change** if required.

Select **Next** to continue.

Biological Imports Program Permit Application			
Application ID	0008023187	Applicant	Peters, Olivia
Application type	Biological Imports Program - New Permit	Importer	SIMPSON, BART
Status	Draft	Importer contact	
Created	13/04/2023		
<p>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.</p> <p>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 Peters, Olivia Edit Applicant		Preferred method of contact is Email The Applicant will appear on the Invoice	
Importer SIMPSON, BART Change		The Importer will appear on the Import Permit	
Importer Contact			
Next			



Complete Application Form

Manage Permit Types

The **Manage Permit Types** page allows you to view the permit types and commodities you are applying for, an import permit for.

*Tip: you can add multiple commodities and permit types to a single application. Select **Add New Permit Type** or **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 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](#)

Dairy

Commodity	Status	Actions
Dairy products	Incomplete	Edit Duplicate Delete

[Add Another Commodity](#)

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Complete Application Form for each Commodity

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

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

Commodity Details - Dairy products

Application ID	0008023187	Applicant	Peters, Olivia
Application type	Biological Imports Program - New Permit	Importer	SIMPSON, BART
Status	Draft	Importer contact	Simpson, BART
Created	13/04/2023		

Permit type: Dairy
Commodity: Dairy products Incomplete

- Current permit details Incomplete
- Export details Incomplete
- Product/commodity details Incomplete
- Manufacturing details Incomplete

[Cancel](#) [Save](#) [Save and Return](#)

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**.

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

Manage Permit Types Add New Permit Type

Dairy

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](#)

Review Fees

Review the fees and select **Next**.

Biological Imports Program Permit Application

Application ID: 0008023187	Applicant: Peters, Olivia
Application type: Biological Imports Program - New Permit	Importer: SIMPSON, BART
Status: Draft	Importer contact: Simpson, BART
Created: 13/04/2023	

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)	\$240.00

Fees Invoice Description	Qty	Unit Price	Unit GST	Line Value Incl GST
Online Permit Application - New	1	\$120.00	\$0.00	\$120.00
Dairy Minimum Assessment Fee	1	\$120.00	\$0.00	\$120.00

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Check Importer Declaration, Pay and Submit

Check Importer Declaration

Complete the Import **Declaration** checkbox and select **Submit & Pay Online**.



Australian Government
**Department of Agriculture,
 Fisheries and Forestry**

*Note: If you choose to select **Submit Without Payment**, your application will be submitted but not accepted for assessment until full payment is made.*



Biological Imports Program Permit Application			
Application ID	0058023187	Applicant	Peters, Olivia
Application type	Biological Imports Program - New Permit	Importer	SIMPSON, BART
Status	Draft	Importer contact	Simpson, BART
Created	13/04/2023		

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 (GST Inc)	\$240.00

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 (<https://www.gov.au/biosecurity/trade/import/online-services/bicon/bicon-terms/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, Fisheries and Forestry (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](https://www.gov.au/about/commitment/privacy/) web page (<https://www.gov.au/about/commitment/privacy/>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3033.

Applicant Peters, Olivia Importer Simpson, BART Date 14/04/2023

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 and 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](#)

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.






You are paying
Department of Agriculture and Water Resources

Biller Code
1581065 - BICON

Invoice Number/s
BIC0080230870

Amount
AUD 240.00

Accepted Cards

Card number

Expiry date **CVN** ⓘ

MM YY

NEXT >

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

Review details screen will be displayed, select **PAY**.

Review Details ×

You are Paying Department of Agriculture and Water Resources

Biller Code 1581065 - BICON

Invoice Number/s BIC0080231870

Amount AUD 240.00

Card Number 5123 4567 8910 1234

Expiry Date 05/23

< BACK **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.

The screenshot shows a web interface for managing permits. At the top, there are tabs for 'Manage Permits', 'Permit Validity Check', 'Correspondence', and 'Invoices'. Below the tabs, there is a search area with a dropdown menu for 'Permit' and a text input for 'Are you looking for a Permit, Application or Variation Request?'. There are also several filter dropdowns: 'Identification number', 'Status' (set to 'Active'), 'Permit type', 'Importer' (set to 'All'), 'Commodity' (set to 'All'), and 'Importer contact' (set to 'All'). A 'Search' button and a 'Reset All' link are present. On the right side, there is a link to 'Arrange columns'. Below the filters is a table with the following data:

Permit ID	Status	Expiry Date	Importer	Importer Contact	Commodities
0007562438	Active	08/12/2023	SIMPSON, BART	Simpson, BART	Dog (other than the first cat or dog in a consignment)
0007562437	Active	08/12/2023	SIMPSON, BART	Simpson, BART	Cat (the first cat or dog in a consignment)
0007562436	Active	08/12/2023	SIMPSON, BART	Simpson, BART	Cat (the first cat or dog in a consignment)