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 you 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.

*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.

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.

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.

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.**

Review Fees

Review the fees and select **Next.**

Check Importer Declaration, Pay and Submit

Check Importer Declaration

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

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 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 incl) $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://awe.gov.au/biosecurity-trade/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, 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 ⧉ web page (https://awe.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 3933.

☑ 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.

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

Review details screen will be displayed, select **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.