

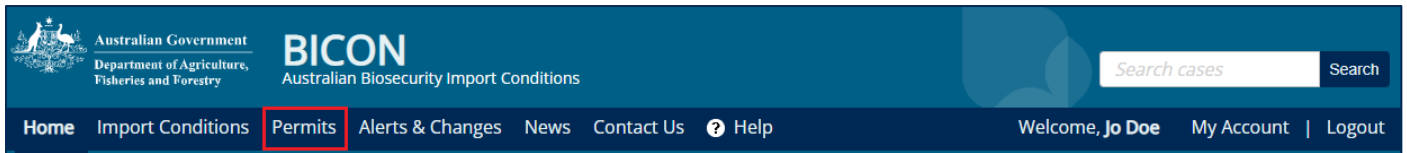


How do I vary my Permit?

This task card demonstrates how to vary import permits.

Login to BICON

Login to BICON and select the **Permits** tab.



Under the **Manage Permits** tab, select **Search** and then find your permit that you want to vary. You can put in the specific permit number into the **Identification number** field for a more direct search. Under the Permit ID select the permit ID hyperlink you want to vary, this will take you to the permit overview page.

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 please select Import Conditions from the menu above and search for the commodity you are looking to import.

Manage Permits | Correspondence | Invoices

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

Identification number Status

Permit type Importer

Commodity Importer contact

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

Permit ID	Issue Date	Expiration	Notify	Importer	Importer Contact	Status	Permit Type	Commodities	Permit Conditions
0008016953	20/12/2022	20/12/2024	90 days	Doe, Jo, Dr	Doe, Jo	Active	Dairy	Dairy products	Bovine dairy products from approved countries



Permit Overview – Initiate Request

You can request to vary your permit through the **Permit Overview** screen by selecting **Vary My Permit**.

Permit Overview

Import Permit 0008016953

This permit is valid for multiple consignments between 20 December 2022 and 20 December 2024

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

This Permit is issued to	Jo Doe 10 Street St SUBURB VIC 2600 Australia	Vary My Permit
Attention	Dr Jo Doe	Notify me prior to permit expiration 90 Days <input type="button" value="v"/>

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
Country of manufacture	New Zealand
Permit conditions	Bovine dairy products from approved countries

[Previous](#)



Permit Variation Request – Complete Request

When lodging a variation request there are multiple details that can be provided:

- Importer or Importer Contact details
- Variation Description (general request)
- Add an additional commodity or commodities

Confirm or change, the importer and importer contact.

Note: If updating details of existing contacts on the permit you must first update the relevant contact through My Contacts. See the task card - [How do I manage my contacts?](#)

Detail the reason for lodging the variation request in the **Variation Description**.

Add new commodities to the permit by choosing from the dropdown and selecting **Add selected commodity to variation**. (optional)

Select **Save** to continue editing or **Submit Request** to save and submit.

Permit Variation Request

You are required to submit a permit variation request whenever details related to a permit are changed. This includes any change to information provided on the application form as well as updates to the contact details of the manufacturer, exporter, importer etc.

Variation for Import Permit 0007674712

Variation Request ID 0007675138

Applicant Doe, Jo,
10 Street St, SUBURB

Importer
Doe, Jo, 10 Street St, SUBURB, VIC, 2600

Importer contact
Doe, Jo, 10 Street St, SUBURB, VIC, 2600

Contact records must first be updated through [My Contacts](#), they can then be selected here.

Variation Description

Please provide a reason for lodging this permit variation request, this will assist the Department to determine how the import permit needs to be updated.

Maximum characters 255: You have 255 characters left

Commodity Changes

The following table lists all of the Commodities which exist on the issued permit, clicking on the title of each will allow you to edit the details originally provided. Selecting the 'Remove' option will request for that commodity to be removed from the re-issued import permit.

Commodity	Status	Actions
Dairy products	Incomplete	Edit Remove

Dairy products **Add selected commodity to variation**

[Delete Request](#) [Save](#) [Submit Request](#)

Request Submitted

Once submitted you will be presented with a view of your submission.

Note: Fees will be determined after the application has been submitted and you will receive an invoice.



Permit Variation Request

You are required to submit a permit variation request whenever details related to a permit are changed. This includes any change to information provided on the application form as well as updates to the contact details of the manufacturer, exporter, importer etc.

i Variation request 0008016991 has been submitted.

Variation for Import Permit [0008016953](#)

[View Variation Request \(PDF\)](#)

Variation Request ID	0008016991	Created	20/12/2022 13:08
Applicant	Doe, Jo, 10 Street St, SUBURB, VIC, 2600	Submitted	20/12/2022 13:20
Importer	Doe, Jo, 10 Street St, SUBURB, VIC, 2600	Status	Submitting
Importer contact	Doe, Jo, 10 Street St, SUBURB, VIC, 2600	Associated application ID	

Variation Description

Please provide a reason for lodging this permit variation request, this will assist the Department to determine how the import permit needs to be updated

Test.

Commodities History

Application Permit Type & Commodities	Commodity Description	Action
Dairy		
Dairy products		View Details

[Return to Permits](#)

Note: Your permit will remain at an Active status until the outcome of the variation application is finalised.