



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 a 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**.

By default BICON will display all active Permits associated with your account.

Home Import Conditions **Permits** Alerts & Changes News Contact Us ? Help Welcome, Jo Doe My Account | Logout

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**

Export Results

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

Permit ID	Status	Expiry Date	Importer	Importer Contact	Commodities
0007674593	Active	14/04/2025	Doe, Jo, Dr	Doe, Jo	Dairy products

Showing 1 - 1 results of 1

Results per page

Export results

You will be able to view your issued Permits including:

- Issue Date
- Expiration Date
- Notification Period
- Permit ID
- Importer
- Importer Contact
- Status (Active, Expired, Suspended, Revoked, Varied)
- Permit Type
- Commodities
- Permit Conditions



Exporting results will create and download a file to your device.

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.

BICON will present the **Permit Overview**.

Permit ID	Status	Expiry Date	Importer	Importer Contact	Commodities
0007674593	Active	14/04/2025	Doe, Jo, Dr	Doe, Jo	Dairy products

View Issued Permit

To view the permit, select **View Issued Permit**. It will open the permit in PDF format.

Select the **Permit Conditions** hyperlink to view Permit Conditions for that commodity.

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):
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

[Ovine and/or caprine dairy products from approved countries](#)

Previous

View Permit Lifecycle

From the **Permit Overview** screen, 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 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) ⓘ

Note: Hover over the other links to show work item IDs

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 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?](#)