



How do I apply for a Permit? (Basic)

This task card demonstrates how to apply for an import permit via the import conditions case.



1. Apply from Import Conditions

After you have completed a search and identified your case, you can view the import conditions. If an import permit is required, you will see the [Apply Now](#) button at the bottom of the page.

NOTE: If you are currently logged in to BICON, selecting the [Apply Now](#) button will direct you to the **Apply for New Permit** screen. (Refer to step 3: **Create New Import Permit Application**).

If you are not currently logged in to BICON you will need to either register for a BICON account, or login to your existing account, to apply for an import permit. (Refer to step 2: **Login to BICON**)

2. Login to BICON

To apply for an import permit you must have a registered BICON account and be logged in to that account. Please refer to the series of **Account Registration and Maintenance** task cards found in **BICON Help** to determine which registration type is right for you or your organisation.



3. Create New Import Permit Application

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)**

Apply for New Permit

Permit Type: Plant and Plant Products (Non-standard goods)

Before you submit an import application, it is recommended that you check the import conditions for your commodity in BICON. You can save time and money by checking BICON to determine if an import permit is required or to see if there is specific information that you should include on your import permit application form.

This Permit Type is for non-standard plants and plant products, meaning goods which the department has no established import permit conditions (Categories 2, 3, 4 and 5).

[+ Create New Application](#)

or

[+ Add to Existing Application](#)

NOTE: There is a security feature in BICON that will cause a time out after 30 minutes of inactivity.

4. 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 individual 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.

Apply for New Permit

Plant Import Operations Permit Application

Application ID: 0003372649

Application Type: Plant Import Operations - New Permit

Status: Draft

Created: 03/12/2020

Applicant: Bloggs, Jo

Importer:

Importer Contact:

Submitted:

Select Contacts

Manage Permit Types

Review Fees

Submit

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. 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.

Applicant

Bloggs, Jo

[Edit Applicant](#)

Preferred method of contact is Email

The Applicant will appear on the Invoice

Importer

The Importer will appear on the Import Permit

Enter a Name

[Filter](#)

[Select](#)

[+ Create New](#)

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.

Select Contacts

Manage Permit Types

Review Fees

Submit

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. 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.

Applicant

Bloggs, Jo

[Edit Applicant](#)

Preferred method of contact is Email

The Applicant will appear on the Invoice

Importer

Bloggs, Jo

[Change](#)

The Importer will appear on the Import Permit

Importer Contact

Bloggs, Jo

[Change](#)

Preferred method of contact is Email

[Next](#)



5. Complete Application Form

5.1 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.

Select Contacts Manage Permit Types Review Fees Submit

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

Plant and Plant Products (Non-standard goods)	Incomplete	Delete
Seeds or grains	Click commodity name to complete	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

Save

Previous Next

5.2 Complete Application Form for Each Commodity

Select each section heading to access the application form questions. Mandatory questions are marked *.

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

Commodity Details - Seeds or grains

Application ID:	0004951764	Applicant:	Bloggs, Jo
Application Type:	Plant Import Operations - New Permit	Importer:	Bloggs, Jo
Status:	Draft	Importer Contact	Bloggs, Jo
Created:	28/07/2021	Submitted:	

All mandatory fields must be entered before you can submit the application. **Save and Return** to select another Commodity to edit.
* Denotes incomplete sections.

Permit Type: Plant and Plant Products (Non-standard goods)
Commodity: Seeds or grains (Incomplete)

* Current permit details

* Export details

* Fees and charges

* Product/commodity details

* Other details

Approved arrangement site

Cancel Save Save and Return

Changes will not be saved Save and continue editing Return to manage Permit Types



5.3 Review Permit Type and Commodity

Once you have completed the application form(s) each permit type should be marked as **Ready to submit**. 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**.

Plant Import Operations Permit Application Preview Application

The Commodity Description and Commodity details have been successfully saved.

Application ID: 0003372649 Applicant: Bloggs, Jo
Application Type: Plant Import Operations - New Permit Importer: Bloggs, Jo
Status: Draft Importer Contact: Bloggs, Jo
Created: 03/12/2020 Submitted:

Select Contacts Manage Permit Types Review Fees Submit

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](#)

<input checked="" type="checkbox"/> Plant and Plant Products (Non-standard goods)	Delete
<input checked="" type="checkbox"/> Seeds or grains Ready to submit	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

[Save](#)

[Previous](#) [Next](#)

6. Review Fees

Review the fees and select **Next**.

Plant Import Operations Permit Application

Application ID: 0003372649 Applicant: Bloggs, Jo
Application Type: Plant Import Operations - New Permit Importer: Bloggs, Jo
Status: Draft Importer Contact: Bloggs, Jo
Created: 03/12/2020 Submitted:

Select Contacts Manage Permit Types Review Fees Submit

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
Seeds or grains Minimum Assessment Fee	1	\$120.00	\$0.00	\$120.00

[Previous](#) [Next](#)

7. Check Importer Declaration, Pay and Submit

7.1 Check Importer Declaration

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

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



Plant Import Operations Permit Application

Application ID: 0003372649
Application Type: Plant Import Operations - New Permit
Status: Draft
Created: 03/12/2020

Applicant: Bloggs, Jo
Importer: Bloggs, Jo
Importer Contact: Bloggs, Jo
Submitted:

Select Contacts

Manage Permit Types

Review Fees

Submit

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 (Inc. GST): \$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 (<http://www.agriculture.gov.au/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 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, Water and the Environment (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](http://www.agriculture.gov.au/about/privacy) web page (<http://www.agriculture.gov.au/about/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

☒ Applicant: Bloggs, Jo Importer: Bloggs, Jo Date: 03/12/2020

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 & 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](#)


7.2 Pay Online

After you complete your application and select [Submit & Pay Online](#), you will be presented with the **BPoint** payment screen to pay online, via credit card.

Select your payment option.



BPOINT
Receivables Solution

Supported by the
CommonwealthBank 




Make a BPOINT Payment

Biller Code: 1581065

Invoice Number/s: BIC0007053250

Amount (AUD): 480.00 ?

Select your payment option:





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

BPOINT
Receivables Solution

Supported by the
Commonwealth Bank

Online Payment

You have entered the following details

Biller Code: 1581065

Invoice Number/s: BIC0007053250

Payment Amount: AUD 480.00

Please enter your card details to proceed

Card Number:

Expiry Date: MM YY

CVN:

Proceed >>

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.

7.3 Submitted

Congratulations. 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.*

8. 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.

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? All Types

Identification Number:

Permit Type: All

Commodity: All

Importer: All

Importer Contact: All

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

Type	ID	Date	Importer	Importer Contact	Status	Permit Type(s)	Permit Conditions
Application	0003372649	03/12/2020	Bloggs, Jo	Bloggs, Jo	Accepted	Plant and Plant Products (Non-standard goods)	

Showing 1 - 1 Results of 1

Results per page: 30

[Export Results](#)