



# How do I apply for a Permit? (Basic)

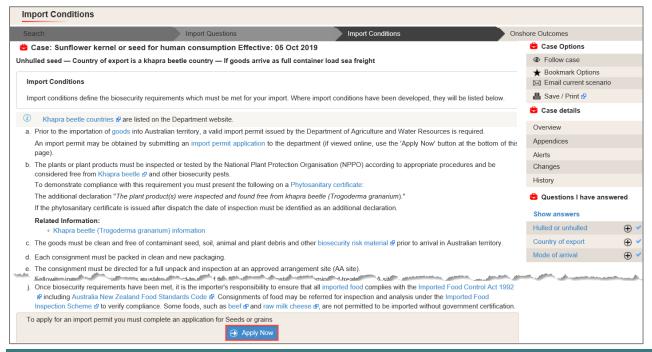
This task card demonstrates how to apply for an import permit via the import conditions case.



### L. Apply from Import Conditions

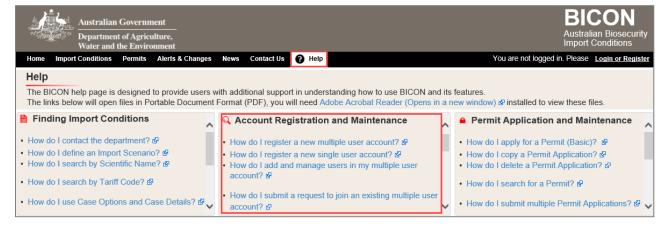
After you have completed a search and identified your case, you can view the import conditions. If an import permit is required, you will see the Apply Now button at the bottom of the page.

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.







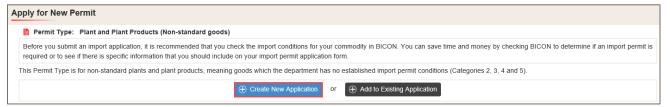
# 3. Create New Import Permit Application

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

Create New Application

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)



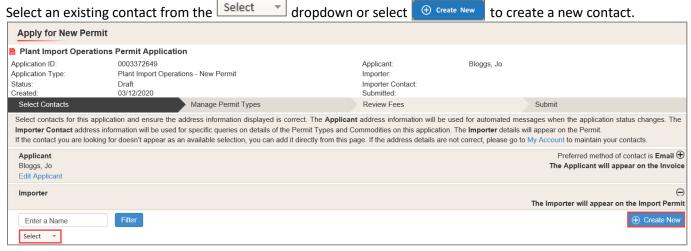
**NOTE:** There is a security feature in BICON that will cause a time out after 30 minutes of inactivity.

#### 4. Select Contacts

When submitting an import permit application, you must identify a number of contacts:

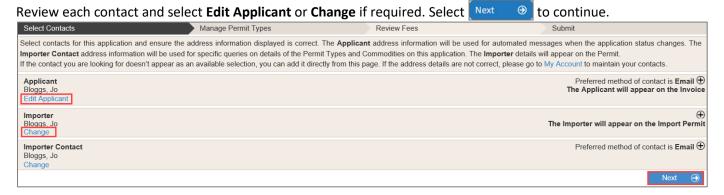
- Applicant is the person applying for the import permit and the contact that will receive automated messages
  when the application status changes. Applicant contact details are automatically populated from the
  registered user account.
- **Importer** is the person or organisation that owns the permit 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.



**NOTE:** If you are a new BICON user, you will need to select Occasion of the select Occasio

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







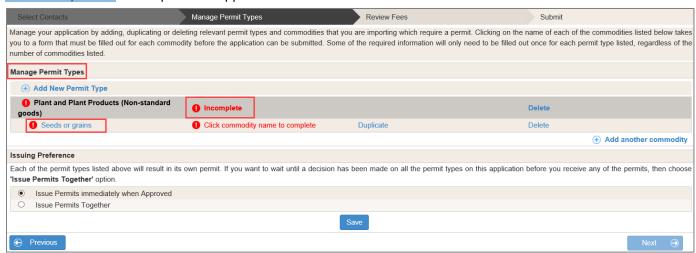
### 5. Complete Application Form

#### 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**.

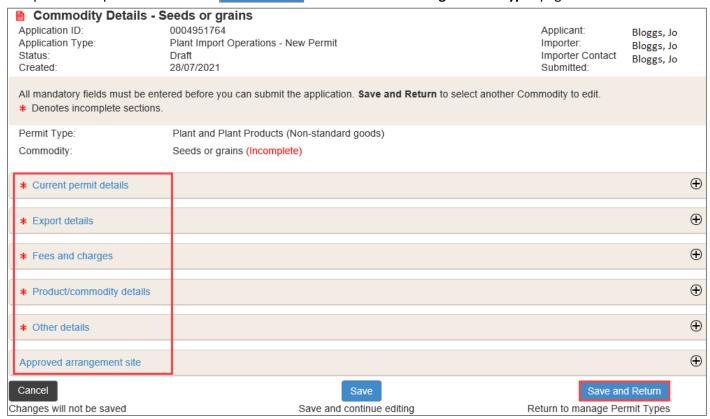
Permit types and commodities will be marked as <a href="Incomplete">Incomplete</a> until the application form is complete. Select the Commodity Name to complete the application form.



### 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.

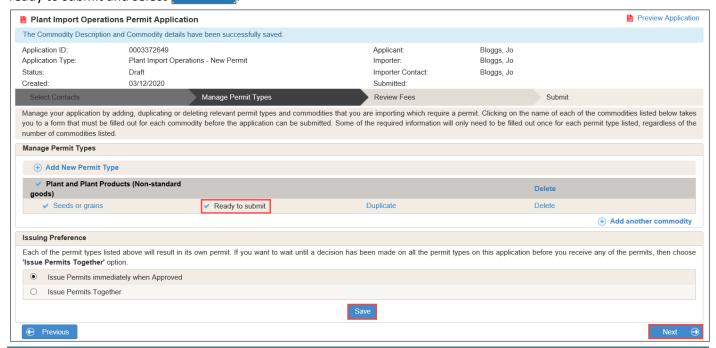






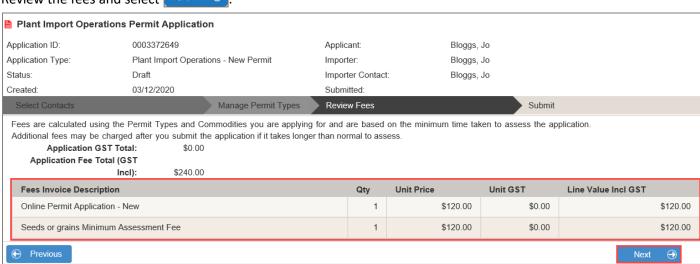
### 5.3 Review Permit Type and Commodity

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 .



#### 6. Review Fees

Review the fees and select Next



# 7. Check Importer Declaration, Pay and Submit

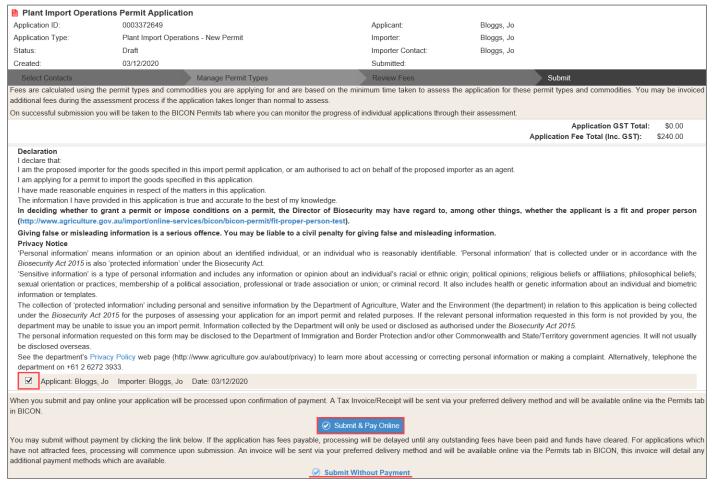
#### 7.1 Check Importer Declaration

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.



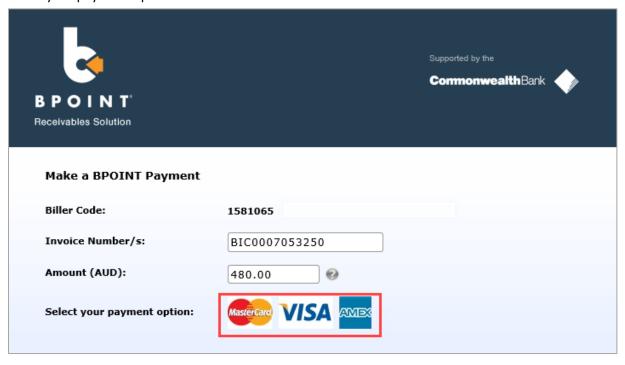




#### 7.2 Pay Online

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.

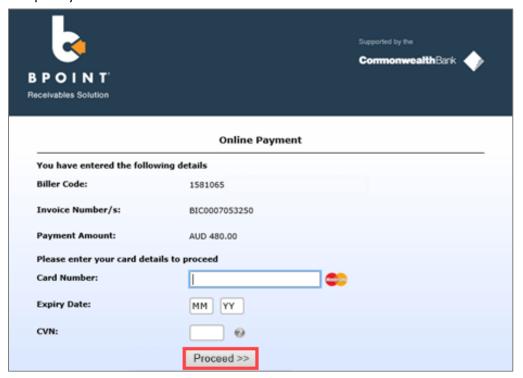
Select your payment option.



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Complete your credit card details and select 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.

