



Application for a new livestock registered establishment or to renew or vary an existing registration

Form approved under section 377(1)(b) of the *Export Control Act 2020*

Section A: General information

| | |
|--------------------------------------|---|
| Purpose of this form | <p>For a person in executive management of an establishment where operations to prepare livestock for export are carried out to apply to:</p> <ul style="list-style-type: none">• register the establishment• renew the registration of an existing establishment• vary an existing registration. |
| Before applying | <p>Ensure you:</p> <ul style="list-style-type: none">• read and understand the requirements for registered establishments, including those outlined in the registered establishment guidelines for the export of livestock by sea• understand the meaning of ‘relevant Commonwealth liability’ and ‘associate’ as defined in sections 12 and 13 of the Export Control Act 2020• have the consent of the persons listed on this form and on the registration of the establishment to provide their personal information to the department• have notified those persons that their information will be handled in accordance with the privacy notice• conduct the appropriate due diligence to support your responses to the fit and proper person test in Section G. |
| Application fee | <p>You will be invoiced once assessment is complete.</p> <p>Learn more about our charging guidelines.</p> |
| To complete this form | <p>Electronically</p> <p>Save the form to your desktop.</p> <p>Open and complete the form using Adobe Acrobat Reader. Do not work on the form in your web browser.</p> <p>You need the latest version of Adobe Acrobat Reader to save changes to this form on your computer or device. Download the Adobe Acrobat Reader mobile app for your smartphone or tablet.</p> <p>Manually</p> <p>Use black or blue pen, and print in BLOCK LETTERS</p> <p>Mark boxes with a tick or a cross</p> |
| Your application must include | <p>the establishment’s operations manual and all supporting documents</p> |

**Submit your application
(email preferred)**

Live Animal Export Branch
Department of Agriculture, Fisheries and Forestry
GPO Box 858
Canberra ACT 2601
Email livestockexp@aff.gov.au

More information

Phone + 61 2 6272 4581
Email livestockexp@aff.gov.au

Section B: Application type

1 Indicate application type (select one box)

- ☐ Register a new establishment – complete all sections (except section H)
- ☐ Renew an existing registration (with changes) – complete all sections (except section F)
- ☐ Renew an existing registration (with no changes) – complete all sections (except sections F and H)
- ☐ Vary an existing registration – complete all sections (except sections F and G)

Section C: Applicant details

2 Person in executive management authorised to sign this form

| | | |
|--|-----------------|--------------|
| Given name(s) | | Family name |
| Position in company | | |
| Work phone (include area code) | | Mobile phone |
| Work email | | |
| Date of birth (dd/mm/yyyy) | Place of birth | |
| Home address (PO Box will not be accepted) | | |
| Suburb/town/city | State/territory | Postcode |

3 Indicate business type (select one box)

- ☐ Body corporate
- ☐ Partnership
- ☐ Sole trader
- ☐ Other, provide details.

Section D: Establishment details

8 Indicate registration status (select one box)

The establishment is not yet registered

The establishment is currently registered (provide details)

Registration number LAE

Registration expiry date (dd/mm/yyyy)

9 Establishment name

10 Establishment address

Street address

Suburb/town/city

State/territory

Postcode

11 Property identification code (PIC)

Provide the PICs for the relevant parts of the establishment used for export operations.

Section E: Livestock details

12 Indicate the species of livestock intended to be exported from the establishment (select one or more boxes)

Buffalo and cattle – go to question 13

Goats and sheep – go to question 14

Camelids and deer – email livestockexp@aff.gov.au

13 Indicate the maximum number of buffalo and cattle, and maximum weight in kilograms per head, that will be held at the establishment.

| Category | May to October | | | | November to April | | | |
|----------|----------------|-------------|--------------|-------------|-------------------|-------------|--------------|-------------|
| | Under 30 days | | Over 30 days | | Under 30 days | | Over 30 days | |
| | No. of head | kg per head | No. of head | kg per head | No. of head | kg per head | No. of head | kg per head |
| Buffalo | | | | | | | | |
| Cattle | | | | | | | | |

14 Indicate the maximum number of goats and sheep, and maximum weight in kilograms per head, that will be held at the establishment

| Category | May to October | | | | November to April | | | |
|--------------|----------------|-------------|--------------|-------------|-------------------|-------------|--------------|-------------|
| | Under 10 days | | Over 10 days | | Under 10 days | | Over 10 days | |
| | No. of head | kg per head | No. of head | kg per head | No. of head | kg per head | No. of head | kg per head |
| Goats | | | | | | | | |
| Sheep | | | | | | | | |

Section F: Persons who manage or control export operations covered by the registration

Do not complete this section if you are renewing or varying an existing registration.

15 List all persons who will participate in the management or control of the export operations covered by the registration. That is, persons who have or will have the authority to:

- a) direct the export operations, or an important or substantial part of the export operations, or
- b) direct another person who has or will have authority as described in 15(a).

(Attach more pages if necessary.)

Person 1

Given name(s)

Family name

Position in company

Phone number

Email

Date of birth

Place of birth

Person 2

Given name(s)

Family name

Position in company

Phone number

Email

Date of birth

Place of birth

Person 3

| | |
|---------------------|----------------|
| Given name(s) | Family name |
| Position in company | |
| Phone number | Email |
| Date of birth | Place of birth |

Person 4

| | |
|---------------------|----------------|
| Given name(s) | Family name |
| Position in company | |
| Phone number | Email |
| Date of birth | Place of birth |

Person 5

| | |
|---------------------|----------------|
| Given name(s) | Family name |
| Position in company | |
| Phone number | Email |
| Date of birth | Place of birth |

Person 6

| | |
|---------------------|----------------|
| Given name(s) | Family name |
| Position in company | |
| Phone number | Email |
| Date of birth | Place of birth |

Section G: Fit and proper person test

For new and renewal applications, we conduct a fit and proper person test on the applicant in accordance with section 372 of the *Export Control Act 2020*.

You are not required to disclose spent convictions (see section 85ZM of the *Crimes Act 1914*).

16 Have you, or any of your associates, been convicted of an offence against, or ordered to pay a pecuniary penalty under:

- the *Export Control Act 2020* (including any instruments made under that Act) or the repealed *Export Control Act 1982*
- the repealed *Australian Meat and Live-stock Industry Act 1997*
- the *Biosecurity Act 2015* or the repealed *Quarantine Act 1908*
- the *Imported Food Control Act 1992*
- the *Illegal Logging Prohibition Act 2012*
- the *Primary Industries Levies and Charges Collection Act 2024* or the repealed *Primary Industries Levies and Charges Collection Act 1991*
- another Act prescribed by the Export Control Rules 2021, or
- the *Criminal Code Act 1995* or the *Crimes Act 1914*, to the extent that the conviction or order to pay a pecuniary penalty relate to an Act referred to in this question?

No

Yes, provide details (attach more pages if necessary)

17 Have you, or any of your associates, contravened an Act referred to in question 16?

No

Yes, provide details (attach more pages if necessary)

18 Do you, or any of your associates, have any outstanding charges under an Act referred to in question 16?

No

Yes, provide details (attach more pages if necessary)

19 Do you, or any of your associates, alone or jointly with another person, owe the Commonwealth a debt under an Act listed in question 16?

No

Yes, provide details (attach more pages if necessary)

20 Have you, or any of your associates, alone or jointly with another person:

- made a false or misleading statement in an application under the *Export Control Act 2020*
- given false or misleading information or documents to the Secretary of the Department of Agriculture, Fisheries and Forestry or to another person performing functions or duties or exercising powers under the *Export Control Act 2020*, the repealed *Export Control Act 1982*, or the repealed Part 2 of the *Australian Meat and Live-stock Industry Act 1997*
- given false or misleading information or documents to the Secretary or the department under a prescribed agriculture law?

No

Yes, provide details (attach more pages if necessary)

21 Have you, or any of your associates, alone or jointly with another person:

- had an application refused under the *Export Control Act 2020*, the repealed *Australian Meat and Live-stock Industry Act 1997*, or the repealed *Export Control Act 1982*
- had a licence, accreditation, approved arrangement or registration suspended, revoked or cancelled under the *Export Control Act 2020*?

No

Yes, provide details (attach more pages if necessary)

22 Have you failed to comply with any notice, instruction, condition, or restriction under the *Export Control Act 2020*, including any instruments made under that Act, the repealed *Export Control Act 1982* or the repealed *Australian Meat and Live-stock Industry Act 1997*?

No

Yes, provide details (attach more pages if necessary)

Section H: Variations to the registration or to the establishment

23 Indicate variation type (select one or more boxes)

Variations to persons who manage or control export operations – go to question 24

Other variations including to numbers and weights of livestock – go to question 25

24 Indicate the variations to persons who manage or control the export operations (attach more pages if necessary)

| Person | Action (select one box) | Variation details (include name, address, phone, email and position) |
|----------|----------------------------|--|
| Person 1 | Add a person | |
| | Remove a person | |
| | Update details of a person | |
| Person 2 | Add a person | |
| | Remove a person | |
| | Update details of a person | |
| Person 3 | Add a person | |
| | Remove a person | |
| | Update details of a person | |
| Person 4 | Add a person | |
| | Remove a person | |
| | Update details of a person | |
| Person 5 | Add a person | |
| | Remove a person | |
| | Update details of a person | |

25 Provide details of the variations you are applying for (e.g. to vary specific parts of the operations manual or to vary the number of head or weight of livestock) (attach more pages if necessary)

Section I: Applicant declaration

To be completed by the person named in [question 2](#) of this application.

I declare that:

- the information I have provided is true and correct
- I have the capacity to carry out the export operations in accordance with the operations manual, and to comply with the conditions of registration of the establishment
- for new and renewal applications, I have conducted the appropriate due diligence to support my responses in [Section G](#) regarding my associates, including persons who manage or control the export operations covered by the registration
- for renewal applications, I have outlined any changes to my registration in [Section H](#)
- I have the consent of the persons listed in this form and on the registration of the establishment to provide their personal information, including sensitive information, to the department
- I have notified those persons that their information will be handled in accordance with the [privacy notice](#)
- I have read and understood the privacy notice and Privacy Policy.

I understand:

- that making a false or misleading statement in an application or providing false or misleading information or documents may be considered an offence or be liable to a civil penalty
- the requirements for registered establishments, including those outlined in the [registered establishment guidelines for the export of livestock by sea](#)
- that I must manage or control the day-to-day export operations carried out at the establishment
- that assessment of my application may be delayed if relevant documents listed in [Section A](#) are not included
- that I must give the Secretary of the Department of Agriculture, Fisheries and Forestry additional or corrected information as soon as practicable if information in, or relevant to, an application is incomplete or incorrect.

Signature (enter signature or type your name)

Date (dd/mm/yyyy)

Full name

Section J: Privacy notice

‘Personal information’ means information or an opinion about an identified, or reasonably identifiable, individual.

‘Sensitive information’ is a subset of personal information and includes any information or opinion about an individual’s racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates.

By completing and submitting this form you consent to the collection of all personal information, including sensitive information, contained in this form.

The Department of Agriculture, Fisheries and Forestry collects personal information (as defined in the *Privacy Act 1988*) in relation to this form as required under the *Export Control Act 2020* for the purposes of assessing your application and related purposes. These related purposes may include the department using the personal information of persons listed in this form, or on the registration as persons who manage or control export operations covered by the registration, when performing functions or duties, or exercising powers, under the Export Control Act.

If you fail to provide some or all of the personal information requested in this form, the department will be unable to process your application.

The department may disclose personal information to relevant authorities in an importing country and Australian Government agencies, persons or organisations where necessary for the purposes described, provided the disclosure is consistent with relevant laws, in particular the Privacy Act. Personal information will be handled in accordance with the Australian Privacy Principles and the Export Control Act.

By completing and submitting this form you consent to the disclosure of all personal information contained in this form to relevant authorities in an importing country. The department has not taken steps to ensure that relevant authorities in an importing country do not breach the Australian Privacy Principles. This means that:

- relevant authorities in an importing country may not be accountable under the Privacy Act
- you may not be able to seek redress under the Privacy Act
- you may not be able to seek redress in the overseas jurisdiction
- relevant authorities in an importing country may not be subject to any privacy obligations or to any principles similar to the Australian Privacy Principles.

See the department’s [Privacy Policy](#) to learn more about accessing or correcting personal information or making a complaint. Alternatively, email the department at privacy@aff.gov.au.