



**Australian Government**

**Department of Agriculture,  
Water and the Environment**

## **Livestock Registered Establishments – new application, renewal, and variations**

Official form approved under section 377 of the *Export Control Act 2020*

### **Section A: General information**

<b>Purpose of this form</b>	<p>For the occupier of an establishment to apply for:</p> <ul style="list-style-type: none"><li>• registration of a new establishment to undertake livestock export activities, or</li><li>• renewal of an existing registration of an establishment to undertake livestock export activities, or</li><li>• variation of an existing livestock establishment registration.</li></ul> <p><b>Note:</b> The occupier of a registered establishment is the person/business to whom/which the establishment is registered.</p> <p><b>Note:</b> This form must be completed by a person in management or control.</p>
<b>Before applying</b>	<p>Learn about registering an establishment and exporting livestock. Understand the meaning of ‘associate’ and ‘relevant Commonwealth liability’ under section 13 of the <i>Export Control Act 2020</i>. See export fees and charges.</p>
<b>To complete this form</b>	<p><b>Electronically</b> You will need the latest version of Adobe Acrobat Reader to save changes to your document.</p> <p><b>Manually</b> Use black or blue pen Print in BLOCK LETTERS Mark boxes with a tick or a cross.</p>
<b>Processing fee</b>	<p>Application fees will apply – charging guidelines are available on the department’s website.</p>
<b>Your form must include</b>	<p>All sections completed.</p>
<b>Submit your application</b>	<p>Email: <a href="mailto:livestockexp@awe.gov.au">livestockexp@awe.gov.au</a> (preferred) Department of Agriculture, Water and the Environment Live Animals Export Branch GPO Box 858 Canberra ACT 2601 Phone: 02 6272 4581</p>

## Section B: Application type

### 1 Indicate application type (select one box)

Application to register a new establishment

Application to renew the registration of an establishment

Application to vary an existing registration, including updating an operations and governance manual

**Where the application is for a variation, please specify the proposed change(s). For example, the specific part of the operations and governance manual that has been updated. Include any relevant attachments with your application:**

## Section C: Applicant details

### 2 Is the applicant a sole trader, partnership, or a body corporate?

Sole trader

Body corporate

Partnership

Other, please specify

### 3 Business details

Business name (or name of individual if a sole trader with no registered business name)

Australian Business Number (ABN)

Australian Company Number (ACN) (if applicable)

Office address

Suburb/town/city

State/territory/province

Postcode

Postal address

Suburb/town/city

State/territory/province

Postcode





## Section E: Establishment details

### 6 Establishment details

Establishment name

Establishment registration number (renewal or variation)    Establishment registration expiry date (renewal or variation)

### 7 Establishment address

Street address

Suburb/town/city

State/territory

Postcode

Postal address

Suburb/town/city

State/Territory

Postcode

### 8 Indicate the maximum capacity of livestock and weight in kg to register across the whole premises (*complete all relevant boxes*). For a variation, the following information must be provided where applicable to the variation.

	May to October		November to April	
<b>Example</b>	10 000 @ 500kg			
<b>Cattle</b>	Under 30 days (no. of head & weight)	Over 30 days (no. of head & weight)	Under 30 days (no. of head & weight)	Over 30 days (no. of head & weight)
<b>Buffalo</b>	Under 30 days (no. of head & weight)	Over 30 days (no. of head & weight)	Under 30 days (no. of head & weight)	Over 30 days (no. of head & weight)
<b>Sheep</b>	Under 10 days (no. of head & weight)	Over 10 days (no. of head & weight)	Under 10 days (no. of head & weight)	Over 10 days (no. of head & weight)
<b>Goats</b>	Under 10 days (no. of head & weight)	Over 10 days (no. of head & weight)	Under 10 days (no. of head & weight)	Over 10 days (no. of head & weight)
<b>Deer</b>				
<b>Camelids</b>				

## Section F: Requirements for registration

**For new applications, all the following information must be provided. For a variation, the following information must be provided where applicable to the variation.**

- a. Information about any 'relevant Commonwealth liability' (as defined in the Export Control Act) of the occupier of the establishment, or relating to the establishment, which has not been paid.
- b. Evidence that the applicant has management or control of the day-to-day export operations carried out at the establishment.
- c. Evidence that the applicant has any approval or licence (if required) to operate the establishment from the responsible State or Territory authority.
- d. A copy of an operations manual for the export operations to be carried out at the establishment that meet the requirements of the Australian Standards for Exporting Livestock, Chapter 4 of the Export Control (Animals) Rules 2021 and includes the following:
  - Management and control of operations at the establishment
  - Disposal of animal wastes and the maintenance of sanitation in the yards
  - Disease outbreak management plan and notification
  - Ensuring that each animal on the premises continues to be identifiable
  - Daily reconciliation of livestock and livestock movements
  - Ensuring security at the establishment
  - Maximum holding numbers including species, weight and time
  - An accurate map or plan clearly showing the area of the property that the occupier is applying to register including location, boundaries and topography of the premises in relation to adjoining properties and public roads.
  - Detailed plans and specifications of the establishment showing fences, water and feed troughs, shelters, drainage, food and water storage, isolation areas and entry and access points.

## Section G: Fit and proper person test

### Instructions:

Please refer to the meaning of 'conviction' and 'spent conviction' under section 85ZM of the *Crimes Act 1914*. Applicants are not required to disclose spent convictions.

Please refer to the meaning of 'associate' in section 13 of the *Export Control Act 2020*.

### **9 Have you, or any of your associates, been convicted of an offence against, or ordered to pay a pecuniary penalty under, any of the following:**

- a. the *Export Control Act 2020* (including any instruments made under that Act) or the repealed *Export Control Act 1982*;
- b. the *Australian Meat and Live-stock Industry Act 1997*;
- c. the *Biosecurity Act 2015* or the repealed *Quarantine Act 1908*;
- d. the *Imported Food Control Act 1992*;
- e. the *Illegal Logging Prohibition Act 2012*;
- f. another Act prescribed by the rules;
- g. the Criminal Code or the *Crimes Act 1914*, to the extent that it relates to an Act referred to in this paragraph.

No

Yes

**Provide details (attach more pages if necessary)**

**10 Have you, or any of your associates, contravened an Act referred to in paragraph 1?**

No

Yes

**Provide details (attach more pages if necessary)****11 Do you, or any of your associates, have any outstanding charges under an Act referred to in paragraph 1?**

No

Yes

**Provide details (attach more pages if necessary)****12 Do you, or any of your associates, alone or jointly with another person, owe the Commonwealth a debt under an Act listed in paragraph 1?**

No

Yes

**Provide details (attach more pages if necessary)****13 Have you, or any of your associates:**

- a. made a false or misleading statement in an application under the *Export Control Act 2020*?
- b. given false or misleading information or documents to the Secretary or to another person performing functions or duties or exercising powers under the *Export Control Act 2020*?
- c. 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)**

**14 Have you, or any of your associates:**

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

No

Yes

**Provide details (attach more pages if necessary)****15 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 *Australian Meat and Live-stock Industry Act 1997*?**

No

Yes

**Provide details (attach more pages if necessary)**

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**Section H: Declaration**

I declare that I have authority to make an application on behalf of the applicant.

I declare that the information I have provided is true and correct.

I understand that a person may commit an offence or be liable to a civil penalty if the person makes a false or misleading statement in an application or provides false or misleading information or documents (sections 136.1, 137.1 and 137.2 of the Criminal Code and sections 367, 368 and 369 of the *Export Control Act 2020*).

I understand that under sections 145 and 378 of the *Export Control Act 2020*, the applicant may be required to, as soon as practicable, provide the department with additional or corrected information, if the applicant becomes aware that information included in the application is incomplete or incorrect.

I understand that under section 374 of the *Export Control Act 2020*, the applicant for the registration of an establishment under section 111, and any other person who manages or controls, or would manage or control, export operations carried out in relation to prescribed goods at the establishment, must notify the department as soon as practicable if they (or if they become aware that an associate has, that associate) has been convicted of an offence against, or ordered to pay a pecuniary penalty under, an Australian law for a conviction involving fraud or dishonesty.

Signature (enter signature or type your name)

Date (dd/mm/yyyy)

Full name

**Note:** Declarant must be listed in management or control



## Section I: Privacy notice

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

‘Sensitive personal information’ is a subset of personal information and means 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.

The Department of Agriculture, Water and the Environment collects your personal information (as defined in the *Privacy Act 1988*) in relation to this form for the purposes of assessing your application. The department is authorised under the *Export Control Act 2020* to assess your application and related purposes. If you fail to provide some or all of your personal information, we will not be able to process your application.

The department may disclose your personal information to relevant authorities in an importing country and other Australian agencies where necessary for these purposes, provided the disclosure is consistent with the *Privacy Act 1988* and other relevant laws. Your personal information may also be disclosed to relevant employees within your organisation for the purpose of approving your licence and to maintain the currency of your personal information for the purpose of the licence. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

By completing and submitting this form you consent to the collection, use and disclosure of all personal information, including sensitive information, in this form to the relevant authorities in the importing country.

The department has not taken steps to ensure that the relevant authorities in the importing country do not breach the Australian Privacy Principles. This means that:

- relevant authorities in the 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 the 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, telephone the department on +61 2 6272 3933.