



# Application for a licence to export prescribed wood and woodchips

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

## Section A: General information

Purpose of this form	For exporters to apply for an export licence to carry out operations in relation to wood or woodchips that are prescribed under section 2-1 of the Export Control (Wood and Woodchips) Rules 2021 – referred to as the Wood Rules in this form.
Before applying	<p>Submit a <a href="#">Fit and proper person questionnaire</a> and ensure you understand the:</p> <ul style="list-style-type: none"><li>• process of applying for a <a href="#">wood export licence</a></li><li>• meaning of ‘designated places’, as defined in section 1-6 of the <a href="#">Wood Rules</a></li><li>• meaning of ‘conviction’ and ‘spent conviction’ under <a href="#">subsection 85ZM(1) of the Crimes Act 1914</a>.</li></ul>
To complete this form	<p><b>Electronically</b></p> <p>Save the form to your desktop or device. Open and complete the form using the latest version of Adobe Acrobat Reader. Do not work on the form in your web browser.</p> <p>Download the <a href="#">Adobe Acrobat Reader mobile app</a> for your smartphone or tablet.</p> <p><b>Manually</b></p> <ul style="list-style-type: none"><li>• Use black or blue pen.</li><li>• Print in BLOCK LETTERS.</li><li>• Mark boxes with a tick or a cross.</li></ul>
Your application must include	<p>supporting documents that demonstrate compliance with the management arrangement, as defined in section 1-7 of the Wood Rules, that applies to the export operations and prescribed wood or woodchips to be covered by the licence (e.g. relevant state or territory government-issued harvesting licences, clearing licences and sales permits)</p> <p>where relevant, documents associated with measures you will take to protect designated places</p> <p>documents relating to the overseas sale of the wood or woodchips (e.g. sales receipt, confirmation of order, letter of intent to buy or tax invoice).</p>
Application processing	You will receive a response within 60 days of receipt of your completed application.
More information	<p>Agvet Chemicals and Forestry Branch Department of Agriculture, Fisheries and Forestry GPO Box 858 Canberra ACT 2601</p> <p>Email <a href="mailto:wood.export@aff.gov.au">wood.export@aff.gov.au</a> Phone 1800 900 090 (within Australia) +61 3 8318 6700 (outside Australia)</p> <p>Web <a href="http://agriculture.gov.au/agriculture-land/forestry/industries/export">agriculture.gov.au/agriculture-land/forestry/industries/export</a></p>

## Section B: Applicant

### 1 Applicant contact details

Given names

Family name

Work phone

Mobile phone

Email

### 2 Entity name (name of individual or company, as applicable)

### 3 Australian business registration (if applicable)

Australian Business Number (ABN)

Australian Company Number (ACN)

### 4 Person authorised to sign this form (if same as question 1, insert 'AS ABOVE')

Given names

Family name

Work phone

Mobile phone

Email

### 5 Postal address

Suburb/town/city

State/territory

Postcode

## Section C: Fit and proper person

Applicants and holders of wood export licences must be fit and proper persons.

### 6 Have you completed and submitted the fit and proper person questionnaire?

No

Yes

**7 Has anything listed in your questionnaire changed since completing the fit and proper person questionnaire?**

No

Yes  Provide details (attach more pages if necessary).

## **Section D: Consignment details**

**8 Timber species (common name)**

**9 Timber species (botanical name)**

**10 Total tonnage to be shipped**

**11 Expected date of sailing (dd/mm/yyyy)**

**12 Expected date of loading (dd/mm/yyyy)**

**13 Port of despatch**

**14 Country of destination**

**15 Name of buyer**


**16 Price per tonne (A\$)**

Section E: Commonwealth liabilities

In most cases, an export licence will only be granted if the applicant has paid or is taken to have paid all relevant Commonwealth liabilities, as defined under section 12 of the Export Control Act.

18 Do you, alone or jointly with another person, have any unpaid liabilities owing to the Department of Agriculture, Fisheries and Forestry?

No

Yes  Provide details, including any undertaking given to the department.

Section F: Harvesting details

19 Complete a separate row for each component of the consignment (attach more pages if necessary). Attach documents for each licence or sales permit.

Property or shire name and/or lot or plan	Tonnage	Timber species	Wood type (e.g. logs, limbs, chips)	State-issued harvesting licence or sales permit (type and no.)

Section G: Declaration made under the Wood Rules


To be completed by the person authorised in [Section B](#) to sign the form.

This section relates to ‘designated places’, which are defined in the Wood Rules as either:

- a. a place with Indigenous heritage values
- b. a declared World Heritage property
- c. a declared Ramsar wetland
- d. a National Heritage place
- e. a Commonwealth Heritage place, or
- f. an area where the biodiversity of a forest is protected by an Australian law.

The export operations covered by the licence will be carried out in designated places (select one box).

No

Yes  Provide details in the table (attach more pages if necessary).

Designated place	Adversely affected by the export operations	Measures you will take to protect the adversely affected designated places
	No	
	Yes	
	No	
	Yes	
	No	
	Yes	
	No	
	Yes	

I declare that:

- I have complied with and will continue to comply with
  - the *Environment Protection and Biodiversity Conservation Act 1999*
  - each management arrangement, as defined in section 1-7 of the Wood Rules, that applies to the export operations and prescribed wood or woodchips to be covered by the licence
- in the table in this declaration, I have identified the designated places (if any), as defined in the Wood Rules, and listed measures I will take to protect those places.

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 under sections 136.1, 137.1 and 137.2 of the *Criminal Code Act 1995* and sections 367, 368 and 369 of the *Export Control Act 2020*.

I have read and understood the [privacy notice](#).

Signature (enter signature or type your name)

Date (dd/mm/yyyy)

Full name

## Section H: 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.

The Department of Agriculture, Fisheries and Forestry collects your personal information in relation to this application as required under the *Export Control Act 2020* for the purposes of assessing your application and related purposes. If you fail to provide some or all of the personal information requested in this application, the department will be unable to process your application.

The department may disclose your personal information to other Commonwealth or state agencies where necessary for the purposes described, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988* and the Export Control Act. Your personal information will be handled in accordance with the Australian Privacy Principles and the Export Control Act.

Learn more about our [Privacy Policy](#), including how to access or correct personal information or make a complaint. Alternatively, email our Privacy Officer at [privacy@aff.gov.au](mailto:privacy@aff.gov.au).