# Department of Agriculture, Fisheries and Forestry

July 2025

# Application for late payment penalty remission

## Application under the *Primary Industries Levies and Charges Collection Act 2024*

## Section A: General information

|  |  |
| --- | --- |
| **Purpose of this form** | For levy and charge payers or collection agents to apply for a remission of late payment penalties. |
| **Before applying** | See [Late payment penalty remission guidelines](https://www.agriculture.gov.au/ag-farm-food/levies/lodging-returns-paying-levies/late-payment-penalties). |
| **To complete this form** | **Electronically**Save this MS Word form to your desktop or device. Do not work on the form in your web browser.**Manually**Use black or blue penPrint in BLOCK LETTERSMark boxes with a tick or a cross |
| **Attachments** | [ ]  If you completed question 10 attach the documents listed. |
| **Post or email your application (email preferred)** | Levies Debt OfficerFunding and Revenue BranchDepartment of Agriculture, Fisheries and ForestryLocked Bag 4488Kingston ACT 2604Email LeviesDebt@aff.gov.au |
| **For assistance** | Phone the Levies helpdesk on1800 814 961.Visit [Levies penalties](http://www.agriculture.gov.au/ag-farm-food/levies/lodging-returns-paying-levies/late-payment-penalties)  |

## Section B: Applicant details

### Person authorised to sign this form

Title \_\_ Given name(s) \_\_\_ Family name

Work phone Mobile phone

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### LRS account number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Business name (legal entity name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Australian business registration

Australian Business Number (ABN) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Australian Company Number (ACN) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Address

Street address or PO Box

Suburb/town/city State/territory Postcode

## Section C: Return and penalty details

### Provide details of all returns and penalties. Attach a sheet if necessary.

| **Return numbers** | **Penalty amount ($)** | **Date levy/charge was due (dd/mm/yyyy)** | **Date levy/charge was paid in full (dd/mm/yyyy)** |
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### Did you have a repayment arrangement with the department to manage this debt?

[ ]  Yes

[ ]  No

## Section D: Statement of reasons

### What are your reasons for seeking the remission? Attach more pages if necessary.

### You should consider the following:

* why there was a delay in making the levy / charge / equivalent amount payment and why the situation was a reasonable cause for that amount of time passing.
* was the failure to pay a result of an honest mistake or inadvertence.
* in what circumstances did the failure to pay occur?
* was the failure to pay beyond your control? For example, business circumstances, family or personal circumstances, financial hardship, illness or injury.
* your history of lodging and paying returns on time.
* whether the situation that caused the failure could be rectified and if so, has it been resolved?
* any other matters you consider relevant to your claim

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## Section E: Supporting documentation

### Are you providing supporting documentation as part of your application?

No [ ]  Go to [section F](#_Section_F:_Applicant)

Yes [ ]  Go to [question 10](#_List_the_titles)

### List the titles of the supporting documents and attach them to your application.

| **Document title** | **Format (hard copy, PDF, Word)** |
| --- | --- |
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## Section F: Applicant declaration

**To be completed by the person named in section B of this application.**

 I declare that:

* I am authorised to sign this declaration and lodge this form
* I have read the [Levy penalty remission guidelines](https://www.agriculture.gov.au/agriculture-land/farm-food-drought/levies/lodging-returns-paying-levies/late-payment-penalties).
* the information contained in this form and any attachments are true and correct to the best of my knowledge and belief
* I have the necessary records to support the information contained in this form
* I have read and understood the [Privacy notice](https://auc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en-GB&rs=en-AU&wopisrc=https%3A%2F%2Fdeptagriculture.sharepoint.com%2Fteams%2FAG-LeviesAdministration%2F_vti_bin%2Fwopi.ashx%2Ffiles%2Fb91c9141c21b46d3898576aa07f4c2bc&wdlor=cD3D1BFE0-F069-4408-827D-2D8D092C7BB0&wdenableroaming=1&mscc=1&hid=FB35A0A1-601B-5000-4046-8C446C303E34.0&uih=sharepointcom&wdlcid=en-GB&jsapi=1&jsapiver=v2&corrid=e6a1fb46-725c-0e59-4597-ef921ff37c53&usid=e6a1fb46-725c-0e59-4597-ef921ff37c53&newsession=1&sftc=1&uihit=docaspx&muv=1&ats=PairwiseBroker&cac=1&sams=1&mtf=1&sfp=1&sdp=1&hch=1&hwfh=1&dchat=1&sc=%7B%22pmo%22%3A%22https%3A%2F%2Fdeptagriculture.sharepoint.com%22%2C%22pmshare%22%3Atrue%7D&ctp=LeastProtected&rct=Normal&wdorigin=Outlook-Body.Sharing.DirectLink.Copy.LOF&wdhostclicktime=1747803362817&afdflight=12&csc=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush#_Section_E:_Privacy) and Privacy Policy.

I understand that:

* the *Primary Industries Levies and Charges Collection Act 2024* imposes heavy penalties for giving false or misleading information, other than minor errors, and for failing to keep records required under that Actand the Primary Industries Levies and Charges Collection Rules 2024
* it is also a criminal offence under the *Criminal Code Act 1995* to knowingly give false or misleading information

Signature (sign or type name, or insert electronic signature)

Full name

Date (dd/mm/yyyy)

## Section G: Privacy notice and information use and disclosure

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

The Department of Agriculture, Fisheries and Forestry collects your personal information and information about other individuals (as defined in the Privacy Act 1988) in relation to this form as required under the Primary Industries Levies and Charges Collection Act 2024 for the purposes of assessing your application for remission and related purposes. 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 also use your personal information to contact you to provide information relating to levies, such as when there are changes to levy rates or to administrative arrangements for payment of levies.

The department may disclose your personal information to levy recipient bodies, other Australian Government agencies, persons and organisations where necessary for the purposes described, provided the disclosure is consistent with relevant laws, particularly the Privacy Act. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

See our [Privacy Policy](https://www.agriculture.gov.au/about/commitment/privacy) web page to learn more about accessing or correcting personal information or making a complaint. Alternatively, email our Privacy Officer at privacy@aff.gov.au.