

**Australian Government****Department of Agriculture,
Water and the Environment****Application for a Small and Infrequent exemption from
Approved Arrangements for the export of livestock**Official form approved under section 53 of the *Export Control Act 2020***Section A: General information**

Purpose of this form	<p>For livestock exporters to apply for an exemption from having an approved arrangement as a Small and Infrequent exporter as per section 2-7 in the Export Control (Animals) Rules 2021.</p> <p>Exemptions are granted for a 12-month period only, after which the exporter will need to reapply.</p> <p>To be eligible for registration you must export no more than 400 animals classified as livestock in no more than 4 consignments during any calendar year.</p>
Before applying	<p>Ensure you meet the requirements to become a Small and Infrequent exporter.</p> <p>You must have, or have applied for, a licence to export livestock under the Export Control Act.</p>
To complete this form	<p>Electronically</p> <p>You will need the latest version of Adobe Acrobat Reader to save changes to your document.</p> <p>Manually</p> <p>Use black or blue pen</p> <p>Print in BLOCK LETTERS</p> <p>Mark boxes with a tick or a cross.</p>
Processing fee	<p>Application fees will apply – charging guidelines are available on the department’s website.</p>
Your form must include	<p>Have all sections completed.</p>
Submit your application	<p>Email: livestockexp@awe.gov.au (preferred)</p> <p>Department of Agriculture, Water and the Environment</p> <p>Live Animals Export Branch</p> <p>GPO Box 858</p> <p>Canberra ACT 2601</p> <p>Phone: 02 6272 4581</p>

Section B: Applicant details (the entity that holds or will hold the export licence)

1 Name of the applicant (this should be the organisation name unless the applicant is an individual)

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

Livestock export licence number

Australian Business Number (ABN) (if applicable) Australian Company Number (ACN) (if applicable)

Office address

Suburb/town/city State/Territory Postcode

Postal address

Suburb/town/city State/Territory Postcode

Work phone (include area code) Mobile phone Email

2 Name of the person making the application (must be listed in management or control of the export licence holder)

Title Given name (s) Family name

Phone Email

Section C: Eligibility

The total number of consignments exported must not exceed four per calendar year and the total number of livestock exported must not exceed 400 head per calendar year.

3 Approximate number of livestock that you intend to export this calendar year

4 Approximate number of consignments you intend to export this calendar year

5 Operations and Governance Manual

I have attached the applicant's operations and governance manual.

The operations and governance manual must set out how the applicant's livestock export business will operate and be governed, and must include information about the following aspects of the business:

how the export operations to be carried out by the business will comply with the Australian Standards for the Export of Livestock

the structure of the business

staff management and training

risk management

records management

the strategy for managing compliance, and review of the strategy.

Section E: Applicant declaration

The licensed exporter intends to export no more than four consignments and 400 head of livestock during any calendar year.

I acknowledge that the information collected in this application will be used to determine eligibility to be considered a Small and Infrequent Exporter and exempt from having an approved arrangement for a 12 month period.

I understand my obligation to notify the department immediately if the exporter exceeds any of the requirements of Small and Infrequent Exporter at any point within any calendar year of during the period of effect of the exemption.

I accept that if I exceed any of the requirements of Small and Infrequent Exporter at any point within any calendar year of during the period of effect of the exemption, I will be required to have an approved arrangement in place and will be invoiced the relevant approved arrangement levy.

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*).

Signature (enter signature or type your name)

Date (dd/mm/yyyy)

Full name

Note: Declarant must be in listed in management or control of livestock export holder.

Section F: 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.