

**Australian Government****Department of Agriculture,
Water and the Environment****Livestock Export Licence, Approved Arrangement, and Approved Export Program – new application, renewal, and variations**Official form approved under section 377 of the *Export Control Act 2020***Section A: General information**

Purpose of this form	For a person in management or control to apply for: Livestock export licence <ul style="list-style-type: none">• a new livestock export licence, or• renewal of an existing livestock export licence, or• variation of an existing livestock export licence. Approved Arrangement <ul style="list-style-type: none">• a new approved arrangement, or• variation of an existing approved arrangement. Approved Export Program <ul style="list-style-type: none">• a new approved export program• variation of an existing approved export program
Before applying	Check requirements for livestock export licences, approved arrangements and approved export programs, as well as associated guidelines on the department's website.
To complete this form	Electronically You will need the latest version of Adobe Acrobat Reader to save changes to your document. Manually Use black or blue pen Print in BLOCK LETTERS Mark boxes with a tick or a cross.
Processing fee	Application fees will apply – charging guidelines are available on the department's website.
Your form must include	All sections completed. For new, renewal applications and where relevant to a variation application, additional information listed at section D.
Submit your application	Email: livestockexp@awe.gov.au (preferred) Department of Agriculture, Water and the Environment Live Animals Export Branch GPO Box 858 Canberra ACT 2601 Phone: 02 6272 4581

Section B: Application type

1 Indicate application type (select all applicable)

Export Licence

Application for a new livestock export licence

Application to renew an existing livestock export licence

Application to vary an existing export licence

Approved Arrangement

Application for a new approved arrangement

Application to renew an existing approved arrangement

Application to vary an existing approved arrangement

Approved Export Program

Application for a new approved export program

Application to vary an existing export program

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?

Export Licence

Sole trader

Body corporate

Partnership

Other, please specify

3 Business details

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

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

Email for invoicing purposes

Name of the person making this application

**Section D: Persons who manage or control export operations
(approved arrangements and export licences only)****4 List all persons (attach more pages if you are listing more than 5 people) who have or will have authority to direct:**

- the export operations, or an important or substantial part of the export operations, or
- another person who has or will have the authority to direct a person described in the dot point above.

Note: If a person listed below is a sole trader, a partner in the partnership or a director of the company, this should be noted in job title.

Note: Persons listed will be taken as in management or control of both the export licence holder and the approved arrangement. For variations, the organisational structure section of the approved arrangement manual will need to be updated.

Note: This section must be completed if the application is for a new or renewal livestock export licence or approved arrangement. For applications to vary an existing livestock export licence or approved arrangement, this section is only required to be completed if amendments to persons in management or control are being proposed.

Person 1

Title Given name (s)

Family name

Date of birth

Place of birth

Job title

Phone number

Email

Person 2

Title Given name (s) Family name

Date of birth Place of birth

Job title

Phone number Email

Person 3

Title Given name (s) Family name

Date of birth Place of birth

Job title

Phone number Email

Person 4

Title Given name (s) Family name

Date of birth Place of birth

Job title

Phone number Email

Person 5

Title Given name (s) Family name

Date of birth Place of birth

Job title

Phone number Email

5 Names to be removed from management or control (variation or renewal only)

A Given name

A Family name

B Given name

B Family name

C Given name

C Family name

D Given name

D Family name

E Given name

E Family name

Section E: Fit and proper person test (approved arrangements and export licences only)

Note: This section must be completed if the application is for a new or renewal livestock export licence or approved arrangement. For applications to vary an existing livestock export licence or approved arrangement, this section is only required to be completed if amendments to persons in management or control are being proposed.

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*.

6 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)

7 Have you contravened an Act referred to in question 6?

No

Yes

Provide details (attach more pages if necessary)**8 Do you have any outstanding charges under an Act referred to in question 6?**

No

Yes

Provide details (attach more pages if necessary)**9 Do you alone or jointly with another person, owe the Commonwealth a debt under an Act listed in question 6?**

No

Yes

Provide details (attach more pages if necessary)**10 Have you:**

- 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)**11 Have you:**

- 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)

12 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)

Section F: Requirements for the grant of a livestock export licence

13 Have you attached Australian Federal Police criminal history check(s)?

No (You are not eligible for an export licence)

Yes

Note: A police check must be completed for each person in management or control if the application is for a new or renewal of a livestock export licence. For applications to vary an existing livestock export licence, a police check is only required for any additional persons being added to management or control.

Note: Police check must be issued by the AFP dated within 6-months prior to the application being submitted.

14 Is the applicant a subsidiary of, or under the direction or financial control of a foreign corporation, foreign authority or organisation?

No

Yes

Provide details, including the name of the foreign corporation (attach more pages if necessary)

15 Does the foreign corporation, authority or organisation have direct or indirect control of the importation of livestock into the country where the foreign corporation, authority or organisation is incorporated or established?

No

Yes

Provide details (attach more pages if necessary)

16 Financial information required (new and renewal applications):

An audited statement of assets and liabilities for previous financial year.

An audited statement of profit and loss for previous financial year.

A copy of the partnership agreement (applications operating or intending to operate as a partnership).

17 Indicate the species of livestock you intend to export under the licence (for a variation, only include if applicable):

Cattle

Buffalo

Sheep

Goats

Deer

Camelids

18 Indicate the international transport method (for a variation, only include if applicable):

Sea

Air

19 Licence details (for renewals or variations):

Livestock export licence number

Livestock export licence expiry

Section G: Requirements for approved arrangement applications

Refer to the Approved Arrangement Guidelines available on the department's website.

For all applications for new approved arrangements, the application must include the proposed approved arrangement.

The proposed arrangement must cover each step of:

- a. the operations to be carried out to prepare prescribed livestock for export
- b. the export operations to be carried out in relation to prescribed livestock that have been exported up until they are unloaded at a port or landing place outside Australian territory.

The proposed arrangement must record that the applicant for approval of the arrangement is committed:

- a. to meeting the objects referred to in section 3 of the Act that are applicable to the export operations and the prescribed livestock covered by the arrangement; and
- b. to complying with the requirements of the Act in relation to those operations; and
- c. to carrying out the export operations in accordance with the arrangement.

For variations to approved arrangements, the application must detail the proposed variation and include the varied approved arrangement.

Section H: Requirements for approved export program applications

Refer to the Approved Export Program Guidelines available on the department's website.

For all new applications, the proposed approved export program must be included.

For variations to approved export programs, the application must detail the proposed variation and must include the varied approved export program.

Section I: Declaration

I declare that I have authority to make this 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 provide 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 this Act).

I understand that under sections 185 and 218 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.

Signature (enter signature or type your name)

Date (dd/mm/yyyy)

Full name

Note: Declarant must be listed in management or control

Section J: 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.