



Request for refund of cost-recovered import permit application charges

Section A: General information

Purpose of this form	For importers to apply for a refund of cost-recovered import permit application fees and charges.
Before completing this form	Ensure you understand the Policy on refunds and remissions for cost-recovery charges .
To complete this form	Electronically 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. Download the Adobe Acrobat Reader mobile app for your smartphone or tablet. Manually • Use black or blue pen. • Print in BLOCK LETTERS. • Mark boxes with a tick or a cross.
Your application must include	a copy of the BICON invoice outlining fees and charges related to your request evidence to support your refund request. Evidence may include: • statutory declarations • witness statements • photographs • letters, emails, other correspondence • medical or scientific evidence • authorised copies of identification documents and certificates.
Timeframe	The timeframe for a refund depends on the complexity of the assessment and the time required for the delegate to consider the evidence within the scope of relevant legislation.
More information	Email imports@aff.gov.au Phone 1800 900 090 (within Australia) +61 3 8318 6700 (outside Australia) Web agriculture.gov.au/about/fees/refunds-and-remissions

Section B: Applicant

1 Person authorised to sign this form

This is the applicant listed on the import permit application.

Title

Given names

Family name

Primary phone

Secondary phone

Email

2 Import permit application number(s)

3 Are you applying for a refund on behalf of a business?

No  Go to [Section C](#).

Yes  Go to [question 4](#).

4 Business details

Business name (legal entity name)

Trading name (registered business name only)

5 Australian business registration

Australian Business Number (ABN)

Australian Company Number (ACN)

Section C: Refund request details

6 Provide details of the application charges and assessment fees for which you are seeking a refund.

Fees and charges associated with import permit applications generally consist of an application charge and an assessment fee:

- The application charge is imposed to recover costs of activities that support the permit system (e.g. the maintenance of BICON and the development and ongoing review of import conditions). This is referred to as 'online permit application' on the invoice.
- The assessment fee is a fee for service that is imposed to recover costs of the assessment work undertaken by biosecurity officers to determine and manage biosecurity risk in relation to the import permit application.

Import permit application number	Fee or charge (e.g. permit application charge or assessment fee)	Total amount (\$)

7 Explain the reasons for your request. Include all relevant information and evidence to support your claim (max 2,500 characters; attach more pages if necessary).

Section D: Applicant declaration

To be completed by the person named in [Section B](#) of this application.

I declare that the information I have provided is true and correct. I understand that it is a criminal offence under the *Criminal Code Act 1995* to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law. This offence carries a maximum penalty of 12 months’ imprisonment.

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

Signature (enter signature or type your name)

Date (dd/mm/yyyy)

Full name

Section E: 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.

By completing and submitting this form you consent to the collection of all personal information, including sensitive information, contained in this form.

The Department of Agriculture, Fisheries and Forestry collects your personal information (as defined in the *Privacy Act 1988*) in relation to this form as required under the *Biosecurity Act 2015* and the Biosecurity Regulations 2016 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 form, the department will be unable to process your application.

The department may disclose your personal information to Australian Government agencies and other persons or organisations where necessary for the purposes described, provided the disclosure is consistent with relevant laws, particularly the Privacy Act. Your personal information will be handled in accordance with the Australian Privacy Principles, *Biosecurity Act 2015* and the Biosecurity Regulations 2016.

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.