



Australian Government
**Department of Agriculture,
 Fisheries and Forestry**

Application for an export licence to export prescribed wood and woodchips

Form approved under the *Export Control Act 2020*

Section A: General information

Purpose of this form	To apply for an export licence to carry out export operations in relation to certain wood or woodchips which are prescribed under section 2-1 of the Export Control (Wood and Woodchips) Rules 2021.
Before applying	Learn about obtaining a wood export licence . Understand the meaning of 'conviction' and 'spent conviction' under subsection 85ZM(1) of the Crimes Act 1914 . Ensure you have completed and submitted the Fit and Proper Persons questionnaire .
To complete this form	Electronically You need the latest version of Adobe Acrobat Reader to save changes to this form on your computer or device. 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. Scan or photograph the completed form.
Your application must include	<input type="checkbox"/> A completed and signed application form. <input type="checkbox"/> A copy of all relevant state government-issued documentation that authorises the harvest and sale of the wood (such as harvesting licences, clearing licences and sales permits). <input type="checkbox"/> A copy of documentation relating to the overseas purchase (for example, a sales receipt, a confirmation of order, a letter of intent to buy or a tax invoice).
Email your application	Email the completed form to wood.export@agriculture.gov.au . Ensure you attach all the required documents.
For more information	Email wood.export@agriculture.gov.au Phone 02 6272 4353

Note: All fields are compulsory.

Prescribed goods, including prescribed wood or woodchips, are prohibited from export unless they comply with prescribed export conditions.

Under section 6-4 of the Export Control (Wood and Woodchips) Rules 2021, the consideration period for an application is 30 days from the day after receiving a complete application.

Section B: Applicant

Name	
ABN	
Contact name	
Mailing address	
Phone number	
Email	

Section C: Fit and Proper Person (FPP)

Have you completed and submitted the Fit and Proper Person questionnaire?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has anything changed since completing the questionnaire?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If the questionnaire has not been submitted or details have changed since, your application may not be able to be processed.

Section D: Consignment details

Timber species (common name)	
Timber species (botanical name)	
Total tonnage to be shipped	
Expected date of sailing	
Expected date of loading	
Port of despatch	
Country of destination	
Buyer's name	
Aust \$ per tonne	
End use of wood	

Section E: Liabilities to the Commonwealth

It is a requirement in most cases for the grant of an export licence that all relevant Commonwealth liabilities of the applicant have been paid.

Do you have any unpaid liabilities, including charges or penalties, owing to the Department of Agriculture, Fisheries and Forestry?

If yes, provide details, including of any relevant undertaking given to the Department of Agriculture, Fisheries and Forestry.

No

Yes Provide details (*attach more pages if necessary*)

Details of any relevant Commonwealth liabilities of the applicant will also be checked on departmental systems.

Section F: Declaration: made under Chapter 6, Part 1, Rule 6-1(2) of the Export Control (Wood and Woodchips) Rules 2021

Insert the name, address and occupation of person making the declaration

(where the applicant is a corporation)

is authorised to make the following declaration under section 6-1(2) of the Export Control (Wood and Woodchips) Rules 2021 (Wood Rules) on behalf of the applicant:

(where the applicant is an individual)

make the following declaration under section 6-1(2) of the Export Control (Wood and Woodchips) Rules 2021 (Wood Rules):

I have complied, and will continue to comply, with the applicable requirements of the following in relation to the export operations and prescribed wood or woodchips to be covered by the licence:

- (i) the *Environment Protection and Biodiversity Conservation Act 1999*;
- (ii) each management arrangement, as defined in section 1-7 of the Wood Rules, (if any) that applies to the export operations and prescribed wood or woodchips to be covered by the licence.

I have identified the designated places, as defined in the Wood Rules, (if any):

- (i) where export operations to be covered by the licence are to be carried out; or
- (ii) that would be adversely affected by those operations.

Identification of designated places: (*Note: If no designated places are identified write N/A*)

I will undertake the following measures (if any) to protect the designated places (*attach additional pages or documents as required*):

I understand that a person who intentionally makes a false statement or provides false or misleading information may commit an offence or be liable to a civil penalty (including under sections 137.1 and 137.2 of the *Criminal Code Act 1995* and sections 368 and 369 of the *Export Control Act 2020*).
I make this declaration based on my own knowledge after making reasonable inquiries into the matters declared and I believe that the statements in this declaration are true in every particular.

Signature	Date

Section G: Harvesting information

Please complete a separate row for each component of the consignment (i.e. separate information is required for each location, wood type, species, and licence number).

Location (Name/shire of provide property OR Lot or Plan number)	Tonnage (Metric)	Species	Wood type (logs, limbs, chips)	State issued harvesting licence or sales permit (type and number*)

- *each state and territory has different requirements for the harvest and sale of wood from crown and freehold land. Please check with your state or territory authority to obtain the correct documentation
- the Department of Agriculture, Fisheries and Forestry requires that for each species you provide the property from which it was removed and the tonnage.

Important note:

It is the exporter's responsibility to ensure that all Commonwealth and state or territory legal requirements, including all approvals and licences required to harvest and export the wood or woodchips, have been obtained.

If a licence is granted, the secretary (or delegate) may impose a condition or restriction on the licence that the Commonwealth and state or territory legal requirements for the harvest of the wood must be complied with. It is an offence under the *Export Control Act 2020* to fail to comply with a condition of an export licence.

In addition to the information you have provided to complete this form, the secretary (or delegate) may request further information from you, including (but not limited to) certified copies of relevant documents or further evidence relating to the sourcing and species of the wood intended to be exported.

Giving false or misleading information or a false or misleading document to the Commonwealth is a serious offence under the *Criminal Code Act 1995* (Cwth).

Privacy:

The Department of Agriculture, Fisheries and Forestry (the department) collects your personal information in relation to this application form for the purpose of assessing your application for a licence to export prescribed wood and woodchips, ensuring ongoing compliance with relevant frameworks, and related purposes.

If you fail to provide some or all of the relevant personal information requested in this application form is not provided by you, the department will be unable to assess the application or grant the export licence.

The department may disclose your personal information to other state government agencies, and other Australian government agencies, persons, or organisations, where necessary for the above purposes, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988* (Cwth). Your personal information will be handled in accordance with the Australian Privacy Principles.

See the department's [Privacy policy](#) to learn more about accessing or correcting personal information or making a complaint. Alternatively, email the department at privacy@aff.gov.au.

Applicant's declaration

I understand that giving false or misleading information or documents to the Commonwealth is a serious offence. I have made reasonable enquiries and declare that the information contained in and attached to this application is true and correct in every detail. I agree to abide by all requirements and conditions in any export licence that is issued.

Signature	Date
Printed name	Position