



# Application to renew a livestock export licence

Form approved under section 377(1)(b) of the *Export Control Act 2020*

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## Section A: General information

**Purpose of this form** For the holder of a livestock export licence (a person in executive management of the export business) to apply to renew the licence.

To renew the licence with variations:

- select 'renew (with variations)' in [Section B](#)
  - submit an [Application to vary a livestock export licence, approved arrangement or approved export program](#) with this application.
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### Before applying

Ensure you:

- submit your renewal application between 180 and 120 days before the licence expiry date (or longer if the Secretary allows). For example, if a licence is due to expire on 8 July, the renewal application must be made between 9 January and 10 March.
- read and understand the [livestock export licence](#) requirements
- understand the meaning of 'associate' as defined in section 13 of the [Export Control Act 2020](#)
- conduct the appropriate due diligence to support your responses to the fit and proper person test in [Section D](#)
- have the consent of the persons listed on the livestock export licence to provide their personal information to the department
- have notified those persons that their information will be handled in accordance with the [Privacy notice](#).

Ensure that your approved arrangement and approved export program (if applicable) are current. Check that you have:

- addressed relevant changes to legislation or export standards such as the [Australian Standards for the Export of Livestock](#)
  - submitted an [Application to vary a livestock export licence, approved arrangement or approved export program](#) to make other variations, such as to standard export plans or management plans, if required.
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### Application fee

You will be invoiced once assessment is complete.

Learn more about our [charging guidelines](#).

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### To complete this form

#### Electronically

Save the form to your desktop.

Open and complete the form using Adobe Acrobat Reader. Do not work on the form in your web browser.

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, and print in BLOCK LETTERS

Mark boxes with a tick or a cross

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**Your application must include**

An individual [National Police Certificate](#) issued by the Australian Federal Police within the past 6 months for:

the holder of the livestock export licence

each person listed on the livestock export licence as a person who manages or controls the export operations

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**Submit your application (email preferred)**

Live Animal Export Branch  
Department of Agriculture, Fisheries and Forestry  
GPO Box 858  
Canberra ACT 2601

Email [livestockexp@aff.gov.au](mailto:livestockexp@aff.gov.au)

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**More information**

Email [livestockexp@aff.gov.au](mailto:livestockexp@aff.gov.au)

Phone + 61 2 6272 4581

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## Section B: Application type

### 1 Indicate application type (select one box)

**Renew only** – I have no updates to make to my livestock export licence.

**Renew (with variations)** – I have one or more updates to make to my livestock export licence, approved arrangement, approved export program or persons in management or control. I have also submitted an [Application to vary a livestock export licence, approved arrangement or approved export program](#).

## Section C: Applicant details

### 2 Holder of the livestock export licence (person in executive management authorised to sign this form)

Given name(s)

Family name

Position in company

Work phone (include area code)

Mobile phone

Email

### 3 Livestock export licence details

Exporter (company) name

Licence number

Licence expiry date (dd/mm/yyyy)

## Section D: Fit and proper person test

For all licence renewal applications, we conduct a fit and proper person test on the holder of the livestock export licence in accordance with section 372 of the *Export Control Act 2020*.

Applicants are not required to disclose spent convictions (see section 85ZM of the *Crimes Act 1914*).

### 4 Have you, or any of your associates, been convicted of an offence against, or ordered to pay a pecuniary penalty under:

- the *Export Control Act 2020* (including any instruments made under that Act) or the repealed *Export Control Act 1982*
- the *Australian Meat and Live-stock Industry Act 1997*
- the *Biosecurity Act 2015* or the repealed *Quarantine Act 1908*
- the *Imported Food Control Act 1992*
- the *Illegal Logging Prohibition Act 2012*
- the *Primary Industries Levies and Charges Collection Act 1991*
- another Act prescribed by the Export Control Rules 2021, or
- the *Criminal Code Act 1995* or the *Crimes Act 1914*, to the extent that the conviction or order to pay a pecuniary penalty relate to an Act referred to in this question?

No

Yes Provide details (attach more pages if necessary)

**5 Have you, or any of your associates, contravened an Act referred to in question 4?**

No

Yes Provide details (attach more pages if necessary)

**6 Do you, or any of your associates, have any outstanding charges under an Act referred to in question 4?**

No

Yes Provide details (attach more pages if necessary)

**7 Do you, or any of your associates, alone or jointly with another person, owe the Commonwealth a debt under an Act listed in question 4?**

No

Yes Provide details (attach more pages if necessary)

**8 Have you, or any of your associates, alone or jointly with another person:**

- made a false or misleading statement in any application or notice under the *Export Control Act 2020*
- given false or misleading information or documents to the Secretary of the Department of Agriculture, Fisheries and Forestry or to another person performing functions or duties or exercising powers under the *Export Control Act 2020*
- 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)

**9 Have you, or any of your associates, alone or jointly with another person:**

- had an application refused under the *Export Control Act 2020*, the *Australian Meat and Live-stock Industry Act 1997* or the repealed *Export Control Act 1982*
- had a licence, accreditation, approved arrangement or registration suspended, revoked or cancelled under the *Export Control Act 2020*?

No

Yes Provide details (attach more pages if necessary)

**10 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 E: Applicant declaration**To be completed by the authorised person listed in [question 2](#) of this application.

I declare that:

- the information I have provided is true and correct. I understand that making a false or misleading statement in an application or providing false or misleading information or documents may be considered an offence or be liable to a civil penalty
- I have conducted the appropriate due diligence to support my responses in [Section D](#) regarding my associates, including persons who manage or control the export operations
- I have the consent of the persons listed on the livestock export licence to provide their personal information, including sensitive information, to the department
- I have notified those persons that their information will be handled in accordance with the [privacy notice](#)
- I have read and understood the privacy notice and Privacy Policy.

I understand that:

- assessment of my application may be delayed if relevant documents listed in [Section A](#) are not included
- the holder of a livestock export licence must give the Secretary additional or corrected information as soon as practicable if information in, or relevant to, an application is incomplete or incorrect.

Signature (enter signature or type your name)

Date (dd/mm/yyyy)

Full name

## Section F: 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 personal information in relation to this form as required under the *Export Control Act 2020* for the purposes of assessing your application and related purposes. These related purposes may include the department using the personal information of persons listed in this form (including persons who manage or control export operations) when performing functions or duties, or exercising powers, under the *Export Control Act 2020*.

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 personal information to relevant authorities in an importing country and Australian Government agencies, persons or organisations where necessary for the purposes described, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*. Personal information will be handled in accordance with the Australian Privacy Principles and the *Export Control Act 2020*.

By completing and submitting this form you consent to the disclosure of all personal information contained in this form to relevant authorities in an importing country. The department has not taken steps to ensure that relevant authorities in an importing country do not breach the Australian Privacy Principles. This means that:

- relevant authorities in an importing country may not be accountable under the *Privacy Act 1988*
- you may not be able to seek redress under the *Privacy Act 1988*
- you may not be able to seek redress in the overseas jurisdiction
- relevant authorities in an 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, email the department at [privacy@aff.gov.au](mailto:privacy@aff.gov.au).