



# Application to vary a livestock export licence, approved arrangement or approved export program

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 vary the:

- livestock export licence
- approved arrangement (other than for exporter supply chain assurance operations)
- approved export program.

To renew your livestock export licence, submit an [Application to renew a livestock export licence](#).

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### Before applying

Ensure you read and understand the requirements and relevant guidelines associated with your application:

- [livestock export licence](#)
- [approved arrangements](#)
- [approved export program](#).

Ensure you:

- 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](#).
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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 (where relevant)****Livestock export licence**

an individual [National Police Certificate](#), issued by the Australian Federal Police within the past 6 months for each new person added to the licence as a person who will manage or control the export operations

**Approved arrangement**

the approved arrangement variation and all supporting documents

**Approved export program**

the approved export program variation and all supporting documents

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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

## Section B: Application type

If you are adding a new market, species or transport mode, check the details of your livestock export licence to determine whether you have to select all 3 of these application types.

### 1 Indicate application type (select one or more boxes)

Vary a livestock export licence (including persons in management or control) – complete sections C, D and G

Vary an approved arrangement (including persons in management or control) – complete sections C, E and G

Vary an approved export program – complete sections C, F and G

## 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: Varying your livestock export licence

The holder of a livestock export licence may apply to vary any aspect of the licence. This may include:

- varying the conditions of the licence, adding a livestock species or changing the transport mode
- changing the licence holder's business structure to, for example, vary persons who:
  - participate in the management or control of the holder's export operations
  - manage or control export operations covered by an approved arrangement.

Variations to an exporter's licence may also require the approved arrangement to be varied (see [Section E](#)).

### 4 Indicate variation type (select one or more boxes)

Variations to persons who manage or control the export operations ▶ go to [question 5](#)

Other variations ▶ go to [question 6](#)

**5 Indicate the variations to persons who manage or control the export operations  
(attach more pages if necessary)**

Person	Action (select one box)	Variation details (include name, address, phone, email and position)
Person 1	Add a person	
	Remove a person	
	Update details of a person	
Person 2	Add a person	
	Remove a person	
	Update details of a person	
Person 3	Add a person	
	Remove a person	
	Update details of a person	
Person 4	Add a person	
	Remove a person	
	Update details of a person	
Person 5	Add a person	
	Remove a person	
	Update details of a person	

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- 6 Provide details of the variations you are applying for (e.g. details of the proposed variation to the licence conditions or adding a livestock species or transport mode) (attach more pages if necessary)**

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## Section E: Varying your approved arrangement

The holder of an approved arrangement can apply to vary the arrangement. This may include:

- the addition of, or change to, a standard export plan relating to a market, species, class (breeder, feeder or slaughter) or transport mode
- the addition of, or change to, an approved management plan
- a change in persons in management or control, requiring an update to the business structure outlined in the approved arrangement.

Variations to an approved arrangement may also require the export licence to be varied (see [Section D](#)).

- 7 Summarise the variations (e.g. adding a market, species, transport mode or management plan or varying the business structure) (attach more pages if necessary)**

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## Section F: Varying your approved export program

The holder of an approved export program can apply to vary the program. This may include the addition of, or a change to, the pre-export or shipboard AAV instructions relating to a market, species, class (breeder, feeder or slaughter) or transport mode.

- 8 Summarise the variations (e.g. adding a market or species) (attach more pages if necessary)**

## Section G: 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 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:

- the requirements for approved arrangements, including those outlined in the [approved arrangements for the export of livestock guidelines](#) (if applicable)
- the requirements for approved export programs, including those outlined in the [approved export program guidelines for the export of livestock](#) (if applicable)
- that assessment of my application may be delayed if relevant documents listed in [Section A](#) are not included
- that the holder of a livestock export licence or approved arrangement 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 H: 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).