

Application to transfer a prohibited matter or restricted matter permit

Pursuant to section 230 of the *Biosecurity Act 2014***OFFICE USE ONLY**

DATE RECEIVED:
BIOSECURITY REGISTER ID NUMBER:
FURTHER INFORMATION REQUEST DATE:
DATE APPROVED OR REFUSED:
RISK STATUS:
DATE RISK STATUS ASSIGNED:
PAYMENT AMOUNT:
RECEIPT NUMBER:
PAYMENT PROCESS DATE:
AUTHORISED OFFICER NAME:

Important information for applicants

This form is to be used to apply to transfer a prohibited matter or restricted matter permit.

Information requested will enable your application to be processed as prescribed by the *Biosecurity Act 2014*. Your application must be assessed and granted by the chief executive before you can proceed with the proposed activity.

Before lodging this application you should be familiar with the requirements of the *Biosecurity Act 2014* available on the Office of the Queensland Parliamentary Counsel website www.legislation.qld.gov.au.

How to submit this form

- In person to:
Any [Department of Agriculture and Fisheries regional office](#); or
- Via email to;
bqapplications@daf.qld.gov.au
- Via post to:
Department of Agriculture and Fisheries
PO Box 5083
Nambour Qld 4560

Fee information

- For the current fee visit www.daf.qld.gov.au/biosecurity-fees
- Fees are applicable until the end of the financial year.
- Payment of prescribed fee must be paid at the application submission for it to be processed.

Term of permit

A prohibited matter or restricted matter permit remains in force, unless sooner suspended or cancelled, for the term of not more than 3 years decided by the chief executive and stated in the permit.

Notification of outcome

The applicant will be notified of the outcome within 30 days of submitting the application, provided all the correct information has been received with the prescribed fee unless you are eligible for a fee waiver. The applicant will be notified by post to the applicant's postal address if you have not provided an email.

Contact us

For more information please contact the Department of Agriculture and Fisheries Customer Service Centre on 13 25 23.

Part A - Existing permit details

Existing permit details

Permit date of commencement

Permit date of expiry

Permit type (*scientific research, biological control, commercial use or educational use*)

Permit number

Part B - Current permit holder details

Owner/manager details of the location of dealings

First name

Last name

Property/Building name/Facility

Street address

Suburb/Town/Locality

Country

State

Postcode

E-mail address

Phone

Fax

Mobile

Part C - Transferee details (person obtaining the permit)

Transferee is: (*> one box only*)

☐ an individual ☐ an incorporated association ☐ a corporation

Transferee details

First name

Last name

Property/Building name/Facility

Street address

Suburb/Town/Locality

Country

State

Postcode

Postal address (*if different from above*)

Suburb/Town/Locality

Country

State

Postcode

E-mail address

Phone

Mobile

Fax

Preferred method of contact

☐ Any ☐ E-mail ☐ Phone ☐ Mail

Corporation name (if applicable)

Australian Business Number (ABN) (if applicable)

Is this corporation for the application a Registered Biosecurity Entity (RBE)? (if applicable)

☐ Yes

☐ No

If yes, provide RBE Number

Evidence

You must provide evidence that you, the proposed transferee, is or will be an occupier of the facility/premises.

☐ I have attached this evidence.

Have you attached a statement from the owner/manager that they are aware and endorse the application being made? (i.e. an email of endorsement)

☐ Yes

☐ No

Part D - Compliance with existing permit details

Do you have any changes to the existing conditions?

☐ No changes. I am aware of and will abide by the existing conditions.

► Proceed to part E.

☐ Yes, I have changes.

► Complete any applicable sections of part D.

Name of each restricted/prohibited matter for the proposed dealings	Nature of the proposed dealings	Biosecurity risk associated with the proposed dealings	Source of the restricted/prohibited matter

If additional space is required, please attach as separate pages and indicate the number of pages attached.

Invasive animal/s

Is the scientific research undertaken on restricted/prohibited matter an invasive animal?

☐ No

☐ Yes

If yes, you must attach evidence of:

- an Animal Ethics Committee application or approval; and
- registration as a scientific user.

Location of the dealings with prohibited or restricted matter

Property/Building name/Facility

Street address

Suburb/Town/Locality

Country

State

Postcode

Permit plan

The permit plan identifies the potential biosecurity risks associated with the proposed dealing with the restricted matter and states the ways in which you intend to minimise these biosecurity risks.

A permit plan template is available on the Department of Agriculture and Fisheries website, www.daf.qld.gov.au if required.

☐ I have attached a permit plan.

Part E - Applicant suitability

1. Have you been refused a prohibited matter or restricted matter permit under this Act or a similar permit under the *Land Protection (Pest and Stock Route Management) Act 2002* or *Exhibited Animals Act 2014* or under a repealed Act or a corresponding law to the *Biosecurity Act 2014*?

☐ No

☐ Yes

If yes, please provide details in the space provided below.

If additional space is required, please attach as separate pages and indicate the number of pages attached.

2. Have you ever held a prohibited matter or restricted matter permit under this Act or a similar permit under the *Land Protection (Pest and Stock Route Management) Act 2002* or *Exhibited Animals Act 2014* or that was suspended or cancelled?

☐ No

☐ Yes

If yes, please provide details in the space provided below.

If additional space is required, please attach as separate pages and indicate the number of pages attached.

3. Have you (or an executive officer of the corporation/incorporated associated or a member of the association's management committee) ever been convicted of a biosecurity offence?

☐ No

☐ Yes

If yes, please provide details in the space provided below.

If additional space is required, please attach as separate pages and indicate the number of pages attached.

Persons principally involved in the dealings under the proposed permit *(It may be a condition of a permit to maintain this list.)*

Please list the persons principally involved in the dealings with this or similar biosecurity matter under the proposed permit in the table below. Provide extra details of each principal person in the space provided under the table. *If additional space is required, please attach as separate pages and indicate the number of pages attached.*

Person #	Name	Nature of involvement	Relevant qualification	Relevant experience
1	e.g. Prof Xylene Jones	Lead researcher of project title	PhD	50 years research with similar beastsies
2	e.g. Dr Benzene Ring	Laboratory Manager	PhD	15 years managing animal houses
3	e.g. Cyclic Structure	Lecturer ZL101	PhD	10 years practical teaching & dissections

Principal person 1

First name

Last name

Property/Building name

Street address

Suburb/Town/Locality

Country

State

Postcode

E-mail address

Phone/Mobile

Person's experience

Principal person 2

First name

Last name

Property/Building name

Street address

Suburb/Town/Locality

Country

State

Postcode

E-mail address

Phone/Mobile

Person's experience

Principal person 3

First name

Last name

Property/Building name

Street address

Suburb/Town/Locality

Country

State

Postcode

E-mail address

Phone/Mobile

Person's experience

Other persons (or class of persons) who may be involved in the dealings under the proposed permit

Please list other persons (or class of persons) who may be involved in the dealings under the proposed permit in the table below.

Name	Nature of involvement
<i>e.g. Mr John Doe</i>	<i>Animal house feeder and cleaner</i>
<i>e.g. Students of ZL 101</i>	<i>Students in practical class</i>

1. Please provide any further information that you believe is relevant to this application.

Part F - Authorisation

Privacy statement

The Department of Agriculture and Fisheries is collecting this information; so that the chief executive may assess and grant or refuse the application for a restricted matter/prohibited matter permit.

This information will only be accessed by authorised employees within the Department of Agriculture and Fisheries. Your information will not be disclosed to any other parties unless authorised or required by law.

The *Biosecurity Act 2014* (section 231) requires that the chief executive must keep a register of prohibited and restricted matter permits. The register must contain the following three particular items for each permit:

- The name of the permit holder;
- The term of the permit and its expiry date; and
- The type of permit.

The *Biosecurity Act 2014* (section 231(3)) requires that the register of prohibited and restricted matter permits must be published on the department's website, www.daf.qld.gov.au showing the three particular items.

Permit conditions

A restricted matter/prohibited matter permit is subject to the conditions decided by the chief executive when granting the transfer of an application as appropriate having regard to the restricted matter/prohibited matter and the nature of the dealing with the restricted matter/prohibited matter, the biosecurity risk and the ways stated in the permit plan to minimise the biosecurity risk.

Mandatory permit conditions are:

- The holder of the permit must allow an authorised officer to enter premises where the dealings under the permit are being undertaken to monitor the dealings and the holder's compliance with the permit and the Act in relation to the dealings; and
- Other conditions prescribed by a regulation.

Other conditions included in the permit may be about any of the following:

- Required level of containment;
- Scope of the permitted dealings;
- Disposal of the prohibited or restricted matter;
- Record-keeping requirements;
- Reporting requirements;
- Whether the permit may be transferred.

☐ I (the transferee) have read and agree to the current permit conditions.

Signatures

The current permit holder agrees to transfer their permit and endorses this application.

Current permit holder

Full name

Position

Date

Signature

Transferee of permit

Full name

Position

Date

Signature

Statement of authorisation from corporation/incorporated association (if applicable)

If the transferee is making this application to transfer a restricted matter permit or prohibited matter permit on behalf of a corporation/incorporated association you must complete this section.

Note: Person providing false or misleading information may be liable for prosecution under the relevant Acts and Regulations.

I (the transferee) am authorised by:

(corporation/incorporated association name)

to make this application to hold a restricted matter permit on behalf of the above corporation/incorporated association.

Full name of person providing authorisation

Position of person providing authorisation

Date

Signature

Part G - Payment options

Please note: Your payment must be accompanied with your application.

☐ **Transfer of permit**

For the current fee visit www.daf.qld.gov.au/biosecurity-fees

Select **ONE** payment option only.

☐ **Cash**

Pay by cash at any [Department of Agriculture and Fisheries regional office](#).

☐ **Cheque or Money Order**

Make payable to 'Department of Agriculture and Fisheries'.

☐ **Debit Card or Credit Card**

Cardholder name

☐ Visa

☐ MasterCard

Card number

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Signature

Card expiry date

We will only send you a receipt if you request one. If you do, select the method you prefer the receipt be sent.

☐ Email ☐ Post

Further instructions and advice

Please contact the Department of Agriculture and Fisheries, Biosecurity Queensland through the Customer Service Centre on 13 25 23.