



Application for an Approved arrangement for the preparation of livestock

This is the appropriate application form if you are applying for an approved arrangement for the preparation of livestock under section 1A.02 of the Export Control (Animals) Order 2004.

1. APPLICANT DETAILS

Title	Given name(s)	Surname
Trading name	Phone	Email

2. LIVESTOCK EXPORT LICENCE

Licence Number	<input style="width: 80%; height: 30px;" type="text"/>
-----------------------	--

3. THE FOLLOWING MUST BE PROVIDED WITH THE APPLICATION

A. An approved arrangement manual which describes the operations of the business, including the following:

- *Part 1 – Governance*
Corporate policy statement and objectives
Organisational structure
Training
Document control and records management
- *Part 2 – Operations*
Compliance with importing country requirements
Compliance with Australian Standards for the Export of Livestock
Other requirements
Export plans
- *Part 3 – Quality Assurance*
Corrective action
Internal audit
Management review

B. A declaration signed by the applicant (or, if the applicant is a body corporate, a director of the body corporate). See section 6 of this application.

C. A \$600 application fee either by cheque or credit card payment (form attached). Please ensure all cheques are made out to “Department of Agriculture and Water Resources-Collector of Public Monies”

Please send to:
 DEPARTMENT OF AGRICULTURE AND WATER RESOURCES
 Live Animal Exports
 PO Box 858
 Canberra ACT 2601
Livestockexp@agriculture.gov.au



6. PRIVACY POLICY

'Personal information' means any information or opinion about an identified, or reasonably identifiable, individual.

'Sensitive information' is a subset of personal information and means 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.

The Department of Agriculture and Water Resources collects your personal information for the purpose of assessing and processing your application. The Department of Agriculture and Water Resources is authorised to collect and store this personal information under the Export Control Act 1982 (Cwlth).

If you fail to provide some or all of your personal information, the Department of Agriculture and Water Resources may not be able to process your application.

The Department of Agriculture and Water Resources may disclose your personal information to relevant authorities in an importing country and other Australian agencies, such as the Australian Maritime Safety Authority provided the disclosure is consistent with the *Privacy Act 1988* and other relevant laws. Your personal information may also be disclosed to relevant employees within your organisation for the purpose of approving your licence, registration or accreditation and to maintain the currency of your personal information for the purpose of the licence, registration or accreditation. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

By completing and submitting this form you consent to the collection, use and disclosure of all personal information, including sensitive information, in this form to and by the relevant authorities in the importing country and other Australian agencies.

The department has not taken steps to ensure that the relevant authorities in the importing country do not breach the Australian Privacy Principles. This means that:

- relevant authorities in the importing country will not be accountable under the Privacy Act
- you will not be able to seek redress under the Privacy Act
- you may not be able to seek redress in the overseas jurisdiction.

Relevant authorities in the 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, telephone the department on +61 2 6272 3933.