



**Australian Government**  
**Department of Agriculture**  
**and Water Resources**

**Application for a licence to export hardwood**  
(all fields are compulsory)

Individual or Company Name \_\_\_\_\_

ABN \_\_\_\_\_

Contact name \_\_\_\_\_

Mailing address \_\_\_\_\_

Phone number \_\_\_\_\_

Fax number \_\_\_\_\_

Email \_\_\_\_\_

Timber Species (common name) \_\_\_\_\_

(botanical name) \_\_\_\_\_

The following information is required:

- **Copies** of relevant state documents proving permission to harvest and sell the wood and clear identification of the physical location from which it was harvested.
- **Copies** of documented evidence of the proposed use of the wood – such evidence would be copies of orders.

**Shipment Details**

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: \_\_\_\_\_

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

<b>Location</b> (Name/shire of private property) OR Lot or Plan Number	<b>Tonnage</b> (Metric)	<b>Species</b>	<b>Wood type</b> (stumps, limbs, chips etc)	<b>Harvesting or sales permit</b> (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 authority to obtain the correct documentation
- The Department of Agriculture and Water Resources requires that for each species you provide the property it was removed from and the tonnage

**Important Note:**

It is the exporter’s responsibility to ensure that all Commonwealth and State legal requirements, including all approvals and licences required to harvest and export the wood have been obtained.

If a licence is granted, the Minister (or delegate) may impose a condition or restriction on the licence that the Commonwealth and State legal requirements for the harvest of the wood must be complied with. It is an offence under the *Export Control Act 1982* to fail to comply with a condition of an export licence.

In addition to the information you have provided to complete this form, the Minister (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 (Cth)*.**

**Privacy:**

The collection of personal information by the Department of Agriculture and Water Resources in relation to this application form is for the purpose of assessing your application for a licence to export hardwood and related purposes. If the relevant personal information requested in this application form is not provided by you, the Department of Agriculture and Water Resources will be unable to assess the application and not be able to grant the export licence.

Personal information may be disclosed to other Australian agencies, persons or organisations, where necessary for the purposes of assessing your application for a licence to export hardwood, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*. Your personal information will be used and stored in accordance with the Privacy Principles. By completing and submitting this form you consent to the collection of all personal information, including sensitive personal information, contained in this form.

The Privacy Policy of the Department of Agriculture and Water Resources, including information about access to and correction of your personal information, is available by selecting the 'Privacy' link at the bottom of the department’s website at [agriculture.gov.au](http://agriculture.gov.au). If you wish to contact the Department of Agriculture and Water Resources about your personal information or to make a complaint, you can contact:

Telephone: Department of Agriculture and Water Resources Switchboard +61 2 6272 3933  
Email: [privacy@agriculture.gov.au](mailto:privacy@agriculture.gov.au)  
Post: Privacy Contact Officer, Department of Agriculture and Water Resources, GPO Box 858, Canberra ACT 2601

**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 in any export licence that is issued.***

..... /...../.....  
Signature Date

.....  
Printed name Position

## **Requirements for submitting this application**

Please send the completed application and supporting documentation to the Export Licensing Officer at:

**Mail**        Forestry Branch  
                 Department of Agriculture and Water Resources  
                 GPO Box 858  
                 CANBERRA CITY ACT 2601

**Fax**         02 6272 4501

**Email**       wood.export@agriculture.gov.au

Note: If you send your application by fax or email, please retain your original signed application. The Minister may request the original signed documents or require you to retain the original documents for a specified period.