

Register Search Application Information Sheet

Important information for applicants

This information sheet provides information for requesting information held in a register under the [Biosecurity Act 2014](#) (the Act) including the:

- Biosecurity Register (section 173)
- Register of Biosecurity Orders (section 379(6))
- Register of Prohibited Matter and Restricted Matter Permits (section 231 (4)).

Information from any registers under the Act, or part thereof, including information that is not published by the [Department of Agriculture and Fisheries](#) may be made available on payment of the [prescribed fee](#). This fee in total or in part is not refundable once lodged with the department.

Please note that register information may be confidential, and access may be restricted to appropriate persons. This may require the provision of consent from the owner of the place. All or part of a request may be refused under section 494 of the Act.

The Department of Agriculture and Fisheries requires a minimum of 10 business days (from receipt of all required and requested information) for processing any Register Search application. Whilst we endeavour to provide a response within 10 business days, a response prior to 10 business days cannot be guaranteed.

The Department considers Human Rights legislation in association with Register Search policies and procedures.

Information covered in each register

R1- Biosecurity Register

The Biosecurity Register contains information that relates to [registered biosecurity entities](#), restricted places, restricted animals and restricted biosecurity matter. When an entry is made on the Biosecurity Register an information notice containing details of the entry is given to the registered biosecurity entity, the land owner, the occupier of the place or the owner or keeper of an animal or biosecurity matter. Not all details on the Biosecurity Register will be made available to the public. Some of the information is confidential.

Any person seeking access to information may be able to obtain information from a person who has been given an information notice, or must have the written consent of the land owner and/or animal owner.

R2 – Register of Biosecurity Orders

The Register of Biosecurity Orders contains information about current orders on a place including biosecurity matter and any actions required to minimise a biosecurity risk. If you require further information, this may be available from a person who has been given an information notice (which details the entry on the register).

R3 – Register of Prohibited Matter and Restricted Matter Permits

The Register of Prohibited Matter and Restricted Matter Permits is published on the Department's website. Alternatively, payment of the fee will provide any information relating to prohibited matter and restricted matter permits pertaining to the place.

Application, prescribed fees and payment options

- [Fees](#) are charged per register (for part or all of the register) and are prescribed under Schedule 10 of the [Biosecurity Regulation 2016](#).
- Fees are reviewed annually in line with the Consumer Pricing Index (CPI) and are subject to change.
- Application, payment and submission of applications and associated documents can be made via the [online portal](#)
- Applications can also be made using the [Register Search Application form](#)
- Payment can be made via the following methods:
 - a) Cheque – made payable to Department of Agriculture and Fisheries (if paper-based application)
 - b) Credit card – card details to be completed on the application form

Supporting documentation required

The following documentation is required for a Register Search application:

- A Contract of Sale and Permission to Release form is required to allow a search of any of the registers. The consent must be lodged with the completed application form.
 - Consent is required by all land holders:
 - a) A fully executed complete copy of the Contract of Sale document, signed by all parties to the landowner.

Note: Multiple land parcels are permitted on the one application, providing the vendor and the buyer details are the same. If these details are not the same and there are multiple party transactions, then a separate application is required for each transaction.
- and
- b) A [Permission to Release form](#) must be signed by the landowner/s.

Interpretation of search results

- a) **“No consent to release”:** In some circumstances, certain information will not be released to the applicant if the correct permissions have not been provided with the application. In particular, if the name of the Registered Biosecurity Entity noted on the department’s records differ from the name of the person providing the signed consent. In this situation, the Department may not be able to disclose certain details when providing a response to the applicant. These details could include, biosecurity entity details, owner details, occupier details and designated animal details. In this instance the response letter may advise “No consent to release” for these details. Please note: the non-disclosure of these details have no effect on the buyer of the place.
- b) **“When contract of sale or permission to release form requests status of the place with regards to chemical/organochlorine residues”:**

As part of the register search process, the department can conduct a search of the following registers:

 - All or part of the Biosecurity Register
 - All or part of the Register of Biosecurity Orders
 - All or part of the Register of Prohibited Matter and Restricted Matter Permits

The register search process will detail current available information on chemical residue restrictions, quarantines, undertakings or directions imposed on livestock, apiaries or plant pest and plant disease incursion affecting the place. If there are no current restrictions recorded on the Biosecurity Register it will be reported as “no restricted information included in the Biosecurity Register in relation to the place”. If more specific information on the place is required, the owner of the place may provide this and should be contacted directly for more specific information.

The search provides the available information at the time of request. No prior or future information related to the place is included.
- c) **Post settlement and transfer**

The purchaser will need to submit an application to the Department of Agriculture and Fisheries for registration as a Biosecurity Entity against the place noted.
- d) **Property Identification Code (PIC) transfer to new owner**

The PIC is allocated to the place and stays with the place. If the purchaser keeps or intends to keep livestock, they are required to submit an application to register as a Registrable Biosecurity Entity. The PIC

will then be provided to the new owner to use for livestock movements and sales. This should be completed when the property settlement and land transfer/registration has been completed through the Department of Natural Resources Mines and Energy.

When a property is sold and there is no new application to register as a Registrable Biosecurity Entity, the PIC is terminated on the department's register.

Privacy Statement

The Department of Agriculture and Fisheries is collecting the information on the Register Search Application form in order to assess the application to obtain information held in a register, established under the *Biosecurity Act 2014*. The department is authorised to collect this information under the following sections of the Act: s173 for the Biosecurity Register, s379(6) for the Register of Biosecurity Orders and s231(4) for the Register of Prohibited matter and restricted matter permits. Some information may be given to other Queensland Government agencies for the purpose of assessing the application. Your information will not be disclosed to any other parties unless authorised, or required by law.

Contact Us

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

Appendix 1 – Definitions

Term/acronym	Definition
Act	<i>Biosecurity Act 2014</i>
BQ	Biosecurity Queensland
DAF	Department of Agriculture and Fisheries
PIC	Property Identification Code
RBE	Registered Biosecurity Entity
R1	Biosecurity Register
R2	Register of Biosecurity Orders
R3	Register of Prohibited Matter and Restricted Matter Permits