

Registrable biosecurity entity (RBE) application

Bees

OFFICE USE ONLY

BY COUNTER STAFF – PAYMENT DETAILS

Date Application Received:

Fee Payable:

☐ Payable ☐ Exempt

If payable

Fee due: \$

Financial Officer Processing Payment:

Payment Amount Received and Receipted in SAP:

Payment Method:

credit/debit card, cash, cheque, money order

Date Receipted in SAP:

SAP Receipt Number:

Receipt Required:

☐ Yes ☐ No

If Yes - ☐ by email ☐ by post

BY APPLICATION PROCESSING OFFICER

Processing Officer:

RBE Number:

HIN:

Further Information Request Date:

Date Further Information Received:

Pursuant to Chapter 7 of the *Biosecurity Act 2014*

Why you need to complete this form

A person, partnership, company or other entity that owns or keeps one (1) or more European honey bee hives in Queensland, must apply to the Department of Primary Industries to register as a biosecurity entity.

How to complete this form

- You must complete all parts in this application A, B, C, D (if known), E & F.

How to submit this form

- In person to:
A [Department of Primary Industries regional office](#) (not all offices can accept payment); or
- Via post to: Licensing and Transaction Unit
Department of Primary Industries
GPO Box 46
Brisbane Qld 4000

Prescribed fee

- A fee is payable if you keep bees as a commercial primary producer (i.e. you claim primary producer status on your tax return because of owning the bees).
- A fee is NOT payable if you only keep bees for non-commercial purposes - hobby (you are exempt from the fee).
- For the current fee visit www.dpi.qld.gov.au/biosecurity-fees
- The prescribed fee must be paid on submission of the application.
- Payment cannot be accepted by email.
- Fees are applicable until the end of the financial year.

Term of registration

The term of the RBE registration is for three (3) years from the date your application is approved unless the registration is cancelled or suspended.

Notification

- The applicant will be notified of the outcome within 10 working days after submitting the application, provided all required information has been received.
- The applicant will be notified by email if an email address has been provided otherwise by post.

Contact us

For more information please contact apiary@dpi.qld.gov.au or the Department of Primary Industries Customer Service Centre on 13 25 23.

Part A - Applicant details

The applicant is the person/s or entity who owns the hives.

1. Applicant type: (Choose one applicant type only)

Complete section 2, if	Private individual/s			
Complete section 3, if	Company	Trust	Registered body	Government organisation

2. Private individual/s

All individuals to be registered must include their details. If there are more than two individuals, attach supplementary pages and provide the same information as below for each additional individual.

Applicant 1				Applicant 2			
Provide all given names in full – no initials				Provide all given names in full – no initials			
Given name/s (all)							
Surname							
Preferred name							
Have you previously registered?				Only complete if different from applicant 1			
No		Yes		No		Yes	
		Indicate previous brand or HIN: _____				Indicate previous brand or HIN: _____	
Must be a road or street name – cannot be a PO Box							
Residential address							
Locality/suburb							
State		Postcode		Postcode			
Country							
Do you want this address to be used as the contact address for the RBE?		No Yes		No Yes			
Only complete if different from residential address				Only complete postal address for applicant 2 if different from applicant 1			
Postal address							
Locality/suburb							
State		Postcode		Postcode			
Country							
Do you want this address to be used as the contact address for the RBE?		No Yes		No Yes			
Provide at least one phone number other than fax, please provide email				Only complete if different from applicant 1			
Phone							
Mobile							
Fax							
Email							

3. Company, trust, registered body or government organisation

If applicant is a company, trust, registered body or government organisation (i.e. not private individual or partnership) please complete the following section.

Company, trust, registered body or government organisation				
Organisation name				
Postal address				
Locality/suburb				
State		Postcode		Country
Only complete residential address if different from postal address - must have a road or street number and name – cannot be a PO Box				
Residential address				
Locality/suburb				
State		Postcode		Country
Details of organisation contact person must be provided – Provide all given names in full – no initials				
Given names				
Surname				
Preferred name				
Provide at least one phone number other than fax				
Phone		Fax		
Mobile		Email		

4. Additional details for the registrable biosecurity entity

Only complete if required.

Trading name		ABN	
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Part B - Beekeeper details

Number of hives	
Tick all that apply	
Operation type	<input type="checkbox"/> Hobbyist <input type="checkbox"/> Honey producer <input type="checkbox"/> Queen bee breeder <input type="checkbox"/> Equipment supplier <input type="checkbox"/> Pollination <input type="checkbox"/> Packer <input type="checkbox"/> Research

Part C - Apiary site details

List the locations of all your apiary sites, whether currently in use or not. Beekeepers are advised to brand all hives as proof of ownership and to assist recovery in the event of loss or theft. Upon registration, a unique registered brand or Hive Identification Number (HIN) will be issued. Attach a separate page if required.

Landowner's name	Apiary site address <i>Please provide road/street address</i>	Locality/suburb	Postcode

Part D - Origin of hives

Please indicate where hives were obtained from.

	Private individual/s	Company, trust, registered body, government organisation		
Organisation				
<i>Provide all given names in full – no initials</i>		<i>Provide details of organisation contact person Provide all given names in full – no initials</i>		
Given name/s				
Surname				
Preferred name				
<i>Must be a road/street name not a PO box</i>				
Location where hives were collected				
Locality/suburb		State		Postcode
<i>Provide at least one phone number other than fax</i>				
Phone		Fax		
Mobile		Email		
<i>If applicable, provide details of any brand showing on the hives</i>				
Previous brands on the hives				

Part E - Applicant declaration

1. Privacy statement

The Department of Primary Industries is collecting the information on this form and any attachment as a requirement under Chapter 7 of the *Biosecurity Act 2014* for the registration of biosecurity entities to maintain the register of registrable biosecurity entities. In addition, some information may be given to other government agencies to assist in the management of diseases, pests and residues. Your information will not be disclosed to any other parties unless authorised or required by law.

2. Applicant declaration

The particulars provided in this application and any information associated with this application are true and correct to the best of my knowledge and I have taken reasonable steps to ensure their accuracy and completeness.

You must sign this application before submitting it, otherwise it will be returned to you.

Full name

Signature

Date

Part F - Prescribed fee

Please select which situation applies to determine if a fee is payable.

A fee is **payable** if:

you keep bees as a commercial primary producer.
(i.e. you meet the Australian Taxation Office ruling of carrying out the business of primary production because of owning the bees)

Please complete payment options in **Part G**.

A fee is **not payable** if:

you keep bees for non-commercial purposes (i.e. for hobby or pleasure activities)

Part G - Payment options (if applicable)

Payable fee

Please refer to fees associated with this form at www.dpi.qld.gov.au/biosecurity-fees

Payment must accompany your application if a fee is applicable.

Cash

Pay by cash at a [Department of Primary Industries regional office](#) (not all offices accept cash payments).

Credit Card via Bpoint

Via phone

You will be contacted to make payment via our secure payment line. **A contact phone number is required: _____

Via email

You will be emailed the Bpoint link

Further instructions and advice

For more information please contact rbe@dpi.qld.gov.au or the Department of Primary Industries Customer Service Centre on 13 25 23.