

Registrable biosecurity entity (RBE) application designated animal

cattle, buffalo, bison, sheep, goat, pig, poultry, designated birds, equine, deer, camel, alpacas, llamas

Pursuant to *Chapter 7 of the Biosecurity Act 2014*

OFFICE USE ONLY

BY COUNTER STAFF – PAYMENT DETAILS
DATE APPLICATION RECEIVED:
FEE PAYABLE: <input type="checkbox"/> Payable <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes - <input type="checkbox"/> by email <input type="checkbox"/> by post
BY OFFICER PROCESSING THE APPLICATION
PROCESSING OFFICER:
LOT ON PLAN DETAILS PROVIDED: <input type="checkbox"/> Yes <input type="checkbox"/> No
RBE NUMBER:
PIC NUMBER:
FURTHER INFORMATION REQUEST DATE:
DATE FURTHER INFORMATION RECEIVED:

Purpose of this form

This form is to be used for initial registration of a registrable biosecurity entity or to register an additional/new location where designated animals are kept.

An individual, partnership, organisation or other entity that owns or keeps the specified number of designated animals must apply to the Department of Primary Industries to register as a biosecurity entity.

You may already be registered

If you are unsure if you are registered, please contact the Customer Service Centre on 13 25 23.

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 4001
- Via email to:
rbe@dpi.qld.gov.au

Prescribed fee

- For the current applicable fee, please visit www.dpi.qld.gov.au/biosecurity-fees
- If applicable, the prescribed fee must be paid on submission of the application.

Term of registration

Registration is valid for three (3) years from the date you apply.

Notification

You will be notified of the outcome of your application within ten (10) working days after submission, provided all the required information has been received. Notification will be by email if you provide an email address, and by post otherwise.

Please note that correspondence for all registered entities will go to the single nominated RBE contact address.

Designated animals per location

If you keep designated animals in multiple locations you must complete sections B & C for each location.

Contact us

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

Part A - Applicant details

1. Applicant type *Select one only*

▶ *complete entire form*

☐ Register for the first time

▶ *complete parts A-D*

☐ Register an additional location or update your details to an RBE

▶ Please supply RBE number

Applicant is a *Select one only*

▶ *complete section 2, skip section 3*

☐ Private individual/s

▶ *skip section 2, complete section 3*

☐ Company ☐ Trust ☐ Registered body ☐ Government organisation

2. Private individual/s

Details of all individuals to be registered must be included. 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			
<i>Provide all given names in full – no initials</i>				<i>Provide all given names in full – no initials</i>			
Given name/s							
Surname							
Preferred name							
<i>Must be a road or street name - cannot be a PO Box</i>				<i>Only complete residential address for applicant 2 if different from applicant 1</i>			
Residential address							
Locality/suburb							
State		Postcode		State		Postcode	
Country							
RBE contact address <i>(select only once in this application)</i>		<input type="checkbox"/> Make this address the main contact address		RBE contact address <i>(select only once in this application)</i>		<input type="checkbox"/> Make this address the main contact address	
<i>Only complete if different from residential address</i>				<i>Only complete postal address for applicant 2 if different from applicant 1</i>			
Postal address							
Locality/suburb							
State		Postcode		State		Postcode	
Country							
RBE contact address <i>(select only once in this application)</i>		<input type="checkbox"/> Make this address the main contact address		RBE contact address <i>(select only once in this application)</i>		<input type="checkbox"/> Make this address the main contact address	
<i>Provide at least one phone number</i>				<i>Only complete if different from applicant 1</i>			
Phone							
Mobile							
Email							
<i>Indicate if applicant 1 is the land owner of the land where the animals are kept</i>				<i>Indicate if applicant 2 is the land owner of the land where the animals are kept</i>			
Land owner		<input type="checkbox"/> Yes <input type="checkbox"/> No		Land owner		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Indicate if applicant 1 is the occupier of the land where the animals are kept</i>				<i>Indicate if applicant 2 is the occupier</i>			
Occupier <i>The occupier is the person who is in control of the day to day operations of the property.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No		Occupier		<input type="checkbox"/> Yes <input type="checkbox"/> No	

3. Company, trust, registered body or government organisation

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

	Company, trust, registered body or government organisation
Organisation name	
Is the organisation the land owner?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Must have a road or street number and name – cannot be a PO Box

Business address				
Locality/suburb				
State		Postcode		Country
RBE contact address <i>(select only once in this application)</i>	<input type="checkbox"/> Make this address the main contact address			

Only complete postal address if different from business address

Postal address				
Locality/suburb				
State		Postcode		Country
RBE contact address <i>(select only once in this application)</i>	<input type="checkbox"/> Make this address the main contact address			

Contact person

Details of organisation contact person must be provided - Provide all given names in full – no initials

Given name/s	
Surname	
Preferred name	
Is the organisation contact person the occupier?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Provide at least one phone number

Phone		Email	
Mobile			

4. Additional details for the registrable biosecurity entity

Only complete if relevant.

Trading name	
Australian Business Number	

Part B - Designated animals details

If you need to include more than one location where animals are kept in this application, please complete another form (parts B & C only) and attach it to this form.

Please note that you may include a main site address and an additional site address where animals are kept.

1. Designated animal type

Please indicate which type of designated animals you are keeping, estimated number, and for which purpose, per location. The definition of designated animals and the minimum threshold to keep can be found on at qld.gov.au/BiosecurityRegistration.

Species	Estimated number	Production type	Enterprise type
<input type="checkbox"/> Cattle		<input type="checkbox"/> Dairy <input type="checkbox"/> Meat	<input type="checkbox"/> Abattoir <input type="checkbox"/> Grazing <input type="checkbox"/> Feedlot <input type="checkbox"/> Holding facility
<input type="checkbox"/> Buffalo, bison		<input type="checkbox"/> Dairy <input type="checkbox"/> Meat	<input type="checkbox"/> Abattoir <input type="checkbox"/> Grazing <input type="checkbox"/> Feedlot <input type="checkbox"/> Holding facility
<input type="checkbox"/> Sheep		<input type="checkbox"/> Dairy <input type="checkbox"/> Meat <input type="checkbox"/> Fibre	<input type="checkbox"/> Abattoir <input type="checkbox"/> Grazing <input type="checkbox"/> Feedlot <input type="checkbox"/> Holding facility
<input type="checkbox"/> Goats		<input type="checkbox"/> Dairy <input type="checkbox"/> Meat <input type="checkbox"/> Fibre	<input type="checkbox"/> Abattoir <input type="checkbox"/> Grazing <input type="checkbox"/> Feedlot <input type="checkbox"/> Holding facility
<input type="checkbox"/> Pigs		<input type="checkbox"/> Meat	<input type="checkbox"/> Abattoir <input type="checkbox"/> Intensive <input type="checkbox"/> Free range
<input type="checkbox"/> Poultry		<input type="checkbox"/> Egg <input type="checkbox"/> Meat	<input type="checkbox"/> Abattoir <input type="checkbox"/> Intensive <input type="checkbox"/> Free range
<input type="checkbox"/> Other designated birds (e.g. emu, ostrich, pigeon)		<input type="checkbox"/> Egg <input type="checkbox"/> Meat	<input type="checkbox"/> Free range <input type="checkbox"/> Intensive
<input type="checkbox"/> Equine (horse, pony, donkey, mule, zebra)		<input type="checkbox"/> Commercial <input type="checkbox"/> Non-commercial	<input type="checkbox"/> Abattoir <input type="checkbox"/> Grazing
<input type="checkbox"/> Deer		<input type="checkbox"/> Meat	<input type="checkbox"/> Abattoir <input type="checkbox"/> Grazing
<input type="checkbox"/> Camels		<input type="checkbox"/> Dairy <input type="checkbox"/> Meat <input type="checkbox"/> Fibre	<input type="checkbox"/> Grazing
<input type="checkbox"/> Alpacas, llamas		<input type="checkbox"/> Dairy <input type="checkbox"/> Meat <input type="checkbox"/> Fibre	<input type="checkbox"/> Grazing

2. Designated animal biosecurity risk

Are you aware of any biosecurity risk in relation to the **animals** being kept (e.g. cattle tick in cattle tick free zone, organochlorine or lead status restriction on an animal)?

- ☐ No
☐ Yes

If yes, you MUST provide details in the space provided below. (If additional space is required please attach as separate pages.)

Part C - Location where animals are kept

1. Primary site address of the property

Property name for the primary site address

Street or road address for the primary site address *must be a street or road address, not PO Box.*

Lot/street number

Road/street name

Suburb/Town/Locality

State

Postcode

Queensland

2. Holding facility

Only complete this section, if this location is a holding facility. *Select one only*

Type of holding facility: ☐ Depot ☐ Dip yard ☐ Export facility ☐ Saleyard ☐ Showground ☐ Transit centre

3. Property lot/s on plan/s (refer to property rates notice, land valuation notice or property title)

- If more than one lot on plan, **the first lot on plan listed will be considered the MAIN lot on plan.**
- If the lot on plan is or was attached to a PIC and you know the PIC, please indicate it.
- If the property has more than seven (7) lots on plan, attach additional pages.

Lot number	Plan number	Local government area	PIC if known
<i>Example: 103</i>	<i>RP15678</i>	<i>Brisbane</i>	<i>QBN12345</i>

4. Additional address for the property (if applicable)

Street or road address *must be a street or road address, not PO Box.*

Indicate the property name for this additional site address (if applicable)

Lot/street number

Road/street name

Suburb/Town/Locality

Country

State

Postcode

Australia

Queensland

5. Biosecurity risk

If you are aware of any biosecurity risk at the **properties** where the animals are being kept (e.g. organochlorine residues or heavy metal contamination) you **MUST** provide details below.

- ☐ No
☐ Yes

If yes, you **MUST** provide details in the space provided below. *(If additional space is required please attach as separate pages.)*

6. Land owner (main lot on plan) details

Only complete this section, if the applicant/s do NOT own the land of the lot on plan/s you have listed above where the animals are kept.

Land owner type *Select one only*

☐ Private individual/s ☐ Company ☐ Trust ☐ Registered body ☐ Government organisation

Land owner - private individual/s

**Land owner - company, trust, registered body,
government organisation**

Please provide company contact name

Organisation name	
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Provide all given names in full – no initials

Please provide details of organisation contact person

Given name/s	
Surname	
Preferred name	

Postal address		
Locality/suburb		
State	Postcode	
Country		

Please provide at least one phone number

Please provide at least one phone number

Phone	
Mobile	
Email	

7. Occupier details

Only complete this section if the applicant or organisation contact is NOT the occupier of the property.

Occupier *The occupier is the person who is in control of the day to day operations of the property.*

Provide all given names in full – no initials

Given name/s	
Surname	
Preferred name	

Must have a road or street number and name – cannot be a PO Box

Residential address		
Locality/suburb	State	Postcode

Only complete postal address if different from residential address

Postal address		
Suburb	State	Postcode

Please provide at least one phone number

Phone	Email
Mobile	

Part D - Prescribed fee

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

A fee is **payable** if:

- ☐ you are registering for the first time and are a commercial primary producer (i.e. you claim commercial primary producer on your tax return). (Please complete payment options).

For the current applicable fee, please visit www.dpi.qld.gov.au/biosecurity-fees

A fee is **not payable** if:

- ☐ if you keep animals for non-commercial purposes (i.e. for hobby or leisure activities); AND/OR

you are already registered (commercial or non-commercial) and are only registering an additional location where animals are kept or updating your details.

Part E - Applicant declaration

Privacy statement

The Department of Primary Industries is collecting the information on this form and any attachment/s 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 and to make available for publication selected information. In addition, some information may be given to other government agencies to assist in the management of diseases, pests, residues or the operation of livestock quality assurance systems such as the National Livestock Identification System or the Livestock Production Assurance National Vendor Declaration system. Your information will not be disclosed to any other parties unless authorised or required by law.

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, otherwise it will be returned to you.

Full name

Signature

Date

Part F - Payment options (if applicable)

Payable fee

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

A fee is payable only if you are registering for the first time and are a commercial primary producer (i.e. you claim commercial primary producer on your tax return).

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.

Part G - Land owner authorisation for other parties to access industry systems (optional)

Only complete this section, if access to industry systems (NLIS, LPA NVD) is required for parties other than the owner of the land where the animals are kept.

This section must be completed by the land owner where the designated animals are kept, if the land owner wants to authorise **other parties** to access industry systems (NLIS, LPA NVD).

I, , of

Land owner name *Land owner residential address*

, who owns the land located at

Land owner residential address continued

Street or road address where the animals are kept

, hereby authorise the parties listed below to be given access to the relevant industry systems (NLIS, LPA NVD) for the associated PIC/s.

Authorise access	Remove access	Name, Postal Address, Phone No and/or Email address	Role	Location where animals are kept	PIC
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Example: Mary Smith Address: 5 Main St, Charleville Qld 4470 Phone No: 07 3333 3333 Email Address: test@gmail.com	Occupier	5 Main St, Charleville QLD 4470	QAAA0094
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

Signature

Date