

# Register Search Application

Pursuant to relevant sections of the *Biosecurity Act 2014*

OFFICE USE ONLY

DATE RECEIVED:
DATE SENT TO PROCESSING OFFICER:
FINANCIAL OFFICER PROCESSING PAYMENT:
PAYMENT AMOUNT RECEIVED:
RECEIPT NUMBER:

## Important information for applicants

This form is to be completed when requesting information held in a register under the following sections of the [Biosecurity Act 2014](#) (the Act): s173 for the biosecurity register; s231(4) for the register of prohibited matter and restricted matter permits; and s379(6) for the register of biosecurity orders. The [Register Search Application - Information Sheet](#) should be used when completing this application.

Information from any registers under the Act, or part thereof, including information that is not published on the website, may be made available on payment of the prescribed fee. Please note, register information may be confidential and access may be restricted to appropriate persons.

## Registers covered within this application

- Biosecurity Register
- Register of Biosecurity Orders
- Register of Prohibited Matter and Restricted Matter Permits

## How to make application

- Online: Application and payment can be made via the [online portal](#)
- In person at a [Department of Agriculture and Fisheries regional office](#) (not all offices can accept payment); or
- Via post to:  
Department of Agriculture and Fisheries  
PO BOX 1329  
TOOWOOMBA QLD 4350

**Please note: The Department of Agriculture and Fisheries will not accept any applications via email.**

## Prescribed fee

- Please note [fees](#) are charged per register (for part or all of the register).
- Payment of the prescribed fee must be made at the time of application. All or part there of fees will not be refunded once the application has been lodged.
- Fees are prescribed under Schedule 10 of the [Biosecurity Regulation 2016](#) and are reviewed annually in line with the Consumer Pricing Index (CPI). Fees are subject to change.

## Privacy statement

The Department of Agriculture and Fisheries is collecting the information on this 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; s231(4) for the register of prohibited matter and restricted matter permits; and s379(6) for the register of biosecurity orders. 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.

## PART A – Applicant Details

<b>Individual</b>	
First name:	Last Name:
Company/Organisation Name:	

Postal Address:
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Phone Number:	Mobile Number:	Email:
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Select how the information on the register/s is to be provided to you. If you are selecting either mail or email option, please ensure the postal address & the email address is noted above.

In person (printed) <input type="checkbox"/>	Mail (Printed): <input type="checkbox"/>	Email: <input type="checkbox"/>
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## PART B – Details of Information you are applying for

Real property description details **must** be provided for each property. Applications without lot and plan number/s specified cannot be processed.

Property Name:	
Property Address:	
Property Identification Code (PIC Number) – if known	
Real Property Description (Lot & Plan details):	
Additional details (if required):	

**Anticipated Settlement Date**

**PART C – Register Selection**

The following information may help you to complete this application to receive the information you require.

<b>Register</b>	<b>What Information is available?</b>	<b>Examples of why you might request information from this register</b>
R1 – Biosecurity Register	The Biosecurity Register contains information that relates to registered biosecurity entities; restricted places; restricted animals; and restricted biosecurity matter.	Seeking details relating to a registered biosecurity entity.  To determine any restrictions on the use of a place.  To determine any restrictions on dealings with any or specifically identified animals
R2 – Register of Biosecurity Orders	The register of biosecurity orders contains information about current orders on a place including the biosecurity matter and the actions required to minimise the biosecurity risk.	Buying a property and needing information about biosecurity risks present.
R3 - Register of Prohibited Matter and Restricted Matter Permits	This register is published on the Department’s website. If you do not want to search the register, payment of the fee will provide any information relating to prohibited matter and restricted matter permits pertaining to the place in the request.	Checking the currency of a specific permit.

**Select which register you are applying for**

Please note:

- [Fees](#) are charged per register
- Your payment must accompany your application and are not refundable once the application is lodged

**R1 - Biosecurity Register**

**R2 - Register of Biosecurity Orders**

**R3 - Register of Prohibited Matter and Restricted Matter Permits**

**SUPPORTING DOCUMENTATION – must accompany your completed application**

A complete and fully executed copy of the Contract of Sale and

A [Permission to Release Consent form](#) – signed by all parties to the landowners

**PART D – Payment Options (Select one payment option only)**

CASH – *Pay by cash at certain Department of Agriculture and Fisheries regional offices. Do not send cash in the post.*

CHEQUE OR MONEY ORDER – *Make payable to 'Department of Agriculture and Fisheries'*

CREDIT CARD – *Pay by presenting at Department of Agriculture and Fisheries regional offices*