



Registrable biosecurity entity (RBE) application

Bees

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 APPLICATION PROCESSING OFFICER
PROCESSING OFFICER:
RBE NUMBER:
HIN:
FURTHER INFORMATION REQUEST DATE:
DATE FURTHER INFORMATION RECEIVED:

Why you need to complete this form

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

How to complete this form

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

How to submit this form

- In person to:
Any [Department of Agriculture and Fisheries regional office](#) (not all offices can accept payment); or
- Via post to: RBE Processing
Department of Agriculture and Fisheries
PO Box 5083
Nambour Qld 4560

Prescribed fee

- A fee is payable if you are a commercial primary producer (i.e. you claim primary producer status on your tax return).
- A fee is NOT payable if you keep bees only for non-commercial purposes (you are exempt from the fee).
- The prescribed fee if applicable is \$86.25 or see part F of this form for fee details.
- The prescribed fee must be paid on submission of the application.
- Payment cannot be accepted by email.
- Fees are applicable until 30 June 2017.

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@daf.qld.gov.au or the Department of Agriculture and Fisheries 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: one box only

Complete section 2, if	<input type="checkbox"/> Private individual/s
Complete section 3, if	<input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> Registered body <input type="checkbox"/> 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	
<i>Provide all given names in full – no initials</i>		<i>Provide all given names in full – no initials</i>	
Given name/s (all)			
Surname			
Preferred name			
Have you previously registered?	<input type="checkbox"/> No <input type="checkbox"/> Yes Indicate previous brand or HIN: _____	<input type="checkbox"/> No <input type="checkbox"/> Yes Indicate previous brand or HIN: _____	<i>Only complete if different from applicant 1</i>
Residential address	<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>
Locality/suburb			
State	Postcode	State	Postcode
Country			
Do you want this address to be used as the contact address for the RBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Postal address	<i>Only complete if different from residential address</i>		<i>Only complete postal address for applicant 2 if different from applicant 1</i>
Locality/suburb			
State	Postcode	State	Postcode
Country			
Do you want this address to be used as the contact address for the RBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Phone	<i>Provide at least one phone number other than fax, please provide email</i>		<i>Only complete if different from applicant 1</i>
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
<i>Only complete residential address if different from postal address - must have a road or street number and name – cannot be a PO Box</i>				
Residential address				
Locality/suburb				
State		Postcode		Country
<i>Details of organisation contact person must be provided – Provide all given names in full – no initials</i>				
Given names				
Surname				
Preferred name				
<i>Provide at least one phone number other than fax</i>				
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	
<i>Tick all that apply</i>	
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.

Apiary site owner'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 Agriculture and Fisheries 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, 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 - Payment options

Please note: Your payment must be accompanied with your application if a fee is applicable.

Applicable fee

A fee is payable if you are a commercial primary producer (i.e. you claim primary producer status on your tax return).

A fee is NOT payable if you keep bees only for non-commercial purposes (you are exempt from the fee).

Are you already registered?	<input type="checkbox"/>	Yes →	No fee applicable
	<input type="checkbox"/>	No →	Are you a commercial primary producer in relation to this application?
	<input type="checkbox"/>	Yes	Applicable fee \$86.25 (AUD)
	<input type="checkbox"/>	No	No fee applicable

Select **ONE** payment option only.

Cash

Pay by cash at a [Department of Agriculture and Fisheries regional office](#) (not all offices accept cash payments)

Cheque or Money Order

Please mark as 'not negotiable' and payable to 'Department of Agriculture and Fisheries'.

Debit Card or Credit Card

Cardholder name

Visa

MasterCard

Card number

Signature

Card expiry date

We will only send you a receipt if you have requested one. If you do, select the method you prefer the receipt be sent.

Email Post

Further instructions and advice

Please contact apiary@daf.qld.gov.au or the Department of Agriculture and Fisheries Customer Service Centre on 13 25 23.

Office use only - SAP receipt number