Application for a Permit to Export a Class B Object
Form Preview

Guidance for applicants

Important information for applicants

This document contains the form to apply for a permit to export a Class B Australian Protected Object (APO) under the Protection of Movable Cultural Heritage Act 1986 (the Act). Your application must be completed in this form in order to be processed.

We will process your application in accordance with the Act and the Protection of Movable Cultural Heritage Regulations 2018 (the Regulations). The standard timeframe for processing applications is between 8-10 weeks.

Provision of complete and accurate information will allow your application to be processed as quickly as possible.

Please complete a separate application form for each object that you wish to export.

For assistance, contact the Cultural Property Section on 1800 819 461 or email movable.heritage@arts.gov.au

What is an Export Permit?

Australia's movable cultural heritage is protected by our laws. The Act and the Regulations protect Australia's movable cultural heritage by regulating the export of APOs.

There are some APOs that you are not permitted to export (Class A objects).

There are other APOs for which you need a permit to export the object (Class B objects). That permit may by granted subject to conditions.

The National Cultural Heritage Control List (the Control List) sets out the criteria for determining whether an object is an APO and whether it is a Class A object or a Class B object.

An Export Permit granted under the Act only authorises the export of a Class B object for the purposes of the Act. There may be other laws or restrictions which apply to the export of the object. Exporters are responsible for ensuring that they meet all other export permission requirements for private and commercial purposes.

Supporting documentation

You must provide clear colour photographs of the object(s). Further information on these requirements can be found in Part B of this application.

You may provide any further additional information to support your application, including magazine articles, valuations, and sale listings.

Privacy and use of information

An application for an Export Permit must be in the form approved by the Minister for the Arts under the Act. In order to process your application, we need to collect some of your personal information through this form (such as your name and contact details). The Act also specifically requires a person applying for a permit to provide an address in Australia for the service of notices.

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the Department), which administers the Act, will use this information to progress and communicate with you about your application, and to otherwise administer the Act. If you do not provide the information requested, the Department may not be able to process, communicate with you about, and notify you of the outcome of, your application.

The personal information you provide may be shared with the Minister for the Arts, persons holding or occupying a number of Senior Executive Service positions in the Department, Departmental officers who are involved in dealing with your application.

Your application is also required under section 10 of the Act to be shared with expert examiners (examiners) and the National Cultural Heritage Committee (the Committee) for assessment in accordance with the Act. Personal information provided in the application form will not be redacted prior to sharing your application with examiners or the Committee.

Information provided in this application may be published on the Department's website, including the name of the object(s), as well as any unique identifiers such as serial numbers. The Department will not otherwise disclose your personal information to any third parties, other than where disclosure is permitted or required by law. Do not provide personal information of any third parties, for example the owner of the object/s, without their permission and understanding.

For further information about our privacy obligations (including in relation to how to access or correct personal information or make a complaint) and our contact details for privacy matters, please see the Department's Privacy policy.

All other information provided in this application form will be treated as confidential and will not be further disclosed except to the extent required in order to administer the Act or by law, a Minister or the Parliament.

False and misleading information

Giving of false or misleading information is a serious offence under the Criminal Code Act 1995. Penalties may apply for the making of false or misleading statements in, or the giving of false information in connection with, your application. You should ensure that the information included in your application and any documents you provide are complete and accurate to the best of your knowledge.

Applicant details

* indicates a required field

Applicant details below will be provided to expert examiners. If you have privacy concerns about any of your details being shared, please contact the Cultural Property Section at movable.heritage@arts.gov.au or phone 1800 819 461.

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Applicant details

Applicant name *

○ Individual ○ Organisation

Organisation Name

Title | First Name | Last Name

Must be the full legal name of the applicant organisation

Primary address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.
When recording your location, you may be presented with multiple address options. Please choose the most complete address with a postcode when making your selection.

Contact details

Contact name *

Title | First Name | Last Name

Position

Phone number *

Email *

Must be an email address.

What is your relationship to the object? *

○ Owner
○ Authorised agent
○ Potential buyer

If you are not the Owner, please confirm that you have authority to apply for this Export Permit? *

○ Yes ○ No

Please provide reason for ticking no *

Note: Section 13A of the Act requires the provision of an address in Australia for the service of notices. You may update this address at any time by giving notice in writing in the same manner as you submitted this application.

Note: The Department will correspond with you in relation to your application, including providing the outcome of your application and any reasons for decision, via the email address included in your application form, unless you indicate another preference.

Owner details

Please provide details of the Owner (optional).

Name

Title | First Name | Last Name

Organisation

Address

Address

Phone number

Email

Must be an email address.

If your application is approved, who should the Export Permit be issued to? (e.g. John Smith, or John Smith's Auction House) *

Object details

* indicates a required field

Object name *

Object details *

What is the object? e.g. a painting or a stamp.

Photographic requirements

Please provide photos of the object, while clearly naming file uploads (i.e. vehicle - front/rear/side).

- You must provide clear colour photographs of the object. The object should be clearly visible and identifiable.
- Where the object has a serial, chassis or engine number, photos of this identification must be included. If the number is not accessible an alternative method of identification such as a pencil rubbing of the compliance plate is acceptable.
- A clear scan of a photograph of the object published in a book or catalogue is acceptable.
- For natural science objects, a photo of the actual specimen, or in the case of a collection, a representative sample must be included.
- For very large collections, a photo of the most significant object as well as a photo of a representative example of the collection must be included. Large collections may be inspected.
- The department may request further information, including additional photographs, or access to view the object, in order to accurately assess the significance of the object.

Attach photos of the object here *
Attach a file:

Multiple files can be attached here.

Will the export of this object be permanent or temporary *
○ Permanent ○ Temporary

Physical description *

As appropriate, please include measurements, material, colour, medium, damage, makers marks and inscriptions.

Date of creation, manufacture or find. *

May be a date, date range, or time period, e.g. 01/01/11901; c.1900; 1900-1910; or 19th century. Be as specific as possible. If this information is not known, enter Unknown.

What is the current market value of the object (in AUD)? *

$

Must be a dollar amount.

Who made or found the object *

If unknown, enter Unknown.

Where was the object made or found? *

If unknown, enter Unknown.

If the object was not made or found in Australia, what year did it come to Australia? *

If unknown, enter Unknown.

Give details of any publications in which the object has been listed or photographed (if applicable). If known, please include the author's name.

You can select "Add More" for additional rows.

Publication name	Author name	Website

Does the object have any distinguishing marks or numbers? *

○ Yes ○ No

For example; permanently fixed accession number, serial or consignment number, or engine number, indelible manufacturer's name, mark or model, engraved name, signature, visible damage and/or repair.

Please list any marks or markers below.

You can select "Add More" for additional rows.

Mark or marker type	ID or name/description

History and provenance of the object

Please outline all details of the history and provenance of the object within your knowledge. *

For example; details of the object's provenance and who may have owned the object before you or its association with a significant Australian person, place, activity, business or event.

Please provide any other information which may be relevant to assessing the importance of the object to Australia's cultural heritage.

For example; its rarity, importance, or extent to which similar objects are already represented in Australian public collections. For Indigenous objects, you could provide information about support from local communities.

Permit history of the object

Have you ever previously applied for an Export Permit under the Act for this particular object? *
- ○ Yes - Permanent Export Permit
- ○ Yes - Temporary Export Permit
- ○ No

Has an Export Permit for this object ever previously been applied for by anybody else? *
- ○ Yes
- ○ No
- ○ Unknown

If you answered 'Yes' to either question above, was a permit granted? *
- ○ Yes
- ○ No - a Letter of Clearance was issued
- ○ No - the application was withdrawn
- ○ No - the permit was refused
- ○ Unknown

Please provide the Export Permit reference number (if known).

If a Letter of Clearance was issued, please provide the date it was issued (if known).

Must be a date.

If the application was withdrawn, please provide the date of withdrawal (if known).

Must be a date.

If the permit was refused, please provide the date it was refused (if known).

Must be a date.

Permanent export

* indicates a required field

Complete this part if you wish to export the object **permanently**.

Why do you want to export the object permanently? *
- ○ Object sold to a person overseas
- ○ Owner is relocating overseas
- ○ Proposed for overseas sale
- ○ Gift / bequest to a person or institution overseas
- ○ Other:

Is there anything else you would like to advise us about the planned export? For example, is there an upcoming auction date or other critical date?

For Indigenous objects, you could provide information about support from local communities, if relevant.

If your application is approved, what is your planned export date? *

Must be a date.
If you are unable to provide a specific date, please provide the nearest month by selecting the first day of that month.

When expert examiners, the National Cultural Heritage Committee and the Minister or the delegate consider your application, they are required to have regard to any ethnological, archaeological, historical, literary, artistic, scientific or technological reasons why your object is of importance to Australia, or to a particular part of Australia.

The Minister or the delegate are not able to grant an export permit for the permanent export of the object if they are satisfied that the object is of such importance to Australia, or a part of Australia, for those reasons, that its loss to Australia would significantly diminish the cultural heritage of Australia.

You may outline any reasons why you think the permit should be granted taking into account these considerations:

Temporary export

* indicates a required field

Complete this part if you wish to export the object **temporarily** and then return it to Australia.

Why do you want to export the object temporarily? *
- ○ Appraisal or valuation
- ○ Owner temporarily relocating overseas
- ○ Repair, restoration or conservation
- ○ Research
- ○ Exhibition
- ○ Other:

Is there anything else you would like to advise us about the planned export? For example, is there an upcoming exhibition date or other critical date?

For Indigenous objects, you could provide information about support from local communities, if relevant.

If your application is approved, what is your planned export date? *

If you are unable to provide a specific date, please provide the nearest month by selecting the first day of that month.

If your application is approved, when is the object expected to return to Australia? *

If you are unable to provide a specific date, please provide the nearest month by selecting the first day of that month.

When expert examiners, the National Cultural Heritage Committee and the Minister or the delegate considers your application, they are required to have regard to any ethnological, archaeological, historical, literary, artistic, scientific or technological reasons why your object is of importance to Australia, or to a particular part of Australia.

You may outline any reasons why you think the permit should be granted taking into account these considerations:

Supporting material certification

* indicates a required field

Supporting material

If relevant, you may provide any supporting documentation or links below.

Provide links here	Provide uploads here

Certification

I understand and agree that: *

☐ This application, including personal information collected in the form, and attachments will be shared with Expert Examiners and the National Cultural Heritage Committee for assessment in accordance with requirements of the Protection of Movable Cultural Heritage Act 1986.
☐ If an Export Permit is granted, that permit may be relied on only for the export of the object(s) or collection described in the permit;
☐ If an Export Permit is granted, it may be subject to conditions;
☐ If an Export Permit is granted, it does not provide authority to export the object otherwise than under the Act;
☐ Information provided in this application may be published on the Department's website, limited to the name of the object(s), as well as any unique identifiers such as serial numbers.

At least 5 choices must be selected.

I declare that all information given in this application is correct.

Date of Certification: *

Date you confirm agreement to the above statements.