



Australian Government

Department of Infrastructure, Transport,  
Regional Development, Communications and the Arts

Creative Economy and the Arts / Office for the Arts / Collections and Cultural Heritage / Cultural Property

# Application to vary a Permit to Export a Class B Object or Certificate of Exemption

## Guidance for Applicants

### Important information for applicants

This document contains the form to apply for a variation to a Permit to Export a Class B Object (Export Permit) or a Certificate of Exemption under subsection 13(3) of the [Protection of Movable Cultural Heritage Act 1986](#) (the Act). Your application must be completed in this form in order to be processed.

Applications to vary will only be considered while the Permit or Certificate is in force. A variation may only be requested to vary or revoke a condition of the Permit or Certificate, or to vary the period of effect of the Permit or Certificate.

We recommend submitting your application at least two months before the Permit or Certificate is due to expire.

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 Permit or Certificate that you wish to vary.

### Privacy and use of information

An Application to vary a Permit to Export a Class B Object or a Certificate of Exemption 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, and other Departmental officers who are involved in dealing with your application.

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.

## How to lodge your application

We prefer applications to be submitted by email to [movable.heritage@arts.gov.au](mailto:movable.heritage@arts.gov.au); however you may also post your application to us at GPO Box 2154 Canberra, ACT 2601.

For assistance please call 1800 819 461.

# Application to vary a Permit to Export a Class B Object or Certificate of Exemption

## Permit or Certificate holder details

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Title:

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First name:

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Surname:

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Organisation:

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Address:

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State:

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Postcode:

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Country:

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Telephone:

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Mobile:

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Email: (see note below)

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*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.*

## Permit or Certificate details

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Permit or Certificate reference number: PMC

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Name of the Object(s):

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## Permit or Certificate variation details

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What do you wish to do?

impose a condition to which the Permit or Certificate is to be subject;

vary or revoke a condition of the Permit or Certificate;

vary the period of effect of the Permit or Certificate; or

revoke the Permit or Certificate.

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Why do you wish to have it changed?

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## Your statement

I understand and agree that:

- if a variation to the Permit or Certificate is granted, that Permit or Certificate may be relied on only for the export of the object(s) or collection described in the Permit or Certificate;
- if a variation to the Permit or Certificate is granted, it does not provide authority to export the object(s) otherwise than under the Act;
- 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.

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

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Signed:

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Date:

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