



PROTECTION OF MOVABLE CULTURAL HERITAGE ACT 1986

APPLICATION FOR A PERMIT TO EXPORT CULTURAL HERITAGE OBJECTS FROM AUSTRALIA

Important Notes for Applicants

- All information provided in this application form is confidential.
- The provision of information that is complete and accurate will assist us to process your application as expeditiously as possible.
- Before completing this application form, you are strongly encouraged to familiarize yourself with the purpose and operation of Australia's Protection of Movable Cultural Heritage (PMCH) legislation. You can obtain information through the Department of the Environment, Water, Heritage and the Arts PMCH website at www.environment.gov.au/heritage/movable/index.html which describes how the export process works. Application forms, the *Protection of Movable Cultural Heritage Act 1986* and the National Cultural Heritage Control List are accessible through this site. If you do not have Internet access, information can be obtained from the Department of the Environment, Water, Heritage and the Arts.
- If you wish to export an identified **collection of objects**, you only need to fill in one form. You must then list the contents of the collection on a sheet to be attached to this form. It is possible that the Minister may grant an export permit for only some of these objects and refuse a permit for others.
- The Commonwealth's *Criminal Code Act 1995* applies to this application. There are severe penalties under for knowingly making false or misleading statements in the application.

Supporting documentation:

- **You must provide clear photographs of the object(s).** The object must be clearly visible and identifiable in the photograph(s) as being the object(s) for which you are applying for a permit.
- **Where the object is of a type that has a serial, chassis or engine number, photos of these numbers must be included as well as photos of the object.** (If the number is not accessible an alternative method of identification such as a pencil rubbing of the compliance plate is acceptable.)
- Digital images are acceptable and can be emailed to the address below.
- A clear photocopy of a photograph of the object(s) published in a book or catalogue may be adequate.
- Please note that for natural science objects, a photo of the actual specimen or in the case of a collection, a representative sample must be included.
- Please note that the Expert Examiner may require further information, including more photographs, or ask to see the object(s), in order to accurately assess the significance of the object.

Where to lodge your application

Cultural Property
Department of the Environment, Water, Heritage and the Arts
GPO Box 787
CANBERRA ACT 2601
tel 02 6274 1810 fax 02 6274 2731
email: movable.heritage@environment.gov.au

**APPLICATION FOR A PERMIT TO EXPORT
CULTURAL HERITAGE OBJECTS FROM AUSTRALIA**

PART A

APPLICANT

THE OWNER OF THE OBJECT:

Title:	First name:	Family name:		
Address:				
		State:	Postcode:	
Telephone:	(bh)	(ah)	(mob)	Fax:
Email:				

AUTHORISED AGENT OF THE OWNER (if the application is not made by the Owner of the object):

Title:	First name:	Family name:		
Address:				
		State:	Postcode:	
Telephone:	(bh)	(ah)	(mob)	Fax:
Email:				

DESCRIPTION AND HISTORY OF OBJECT(S)

Please complete this page for each object you wish to export. You may photocopy the page or download it, or ask the Department for additional copies.

In the case of very large collections, such as stamps or recent archaeological or palaeontological finds, complete one page for the entire collection and attach a separate list identifying each particularly significant item and its value.

In describing what the object is, please give as complete a description as possible. For example:

- if the object is a work of art, give the name of the painting, the year of completion, the artist, and the types of material used in the paintings creation – eg. ‘Churchyard at Shillingstone’, 1884, Tom Roberts, oil on canvas.
- if the object is a machine such as a tractor, the description might read – ‘1910 Fowler 7hp, two speed, double crank, compound steam traction engine, works No. 12345’.

Description of the object:

What is it?	
When did it come to Australia? (if applicable)	
What size is it?	What age is it?
When and where was it made or found?	
Who made or found it?	
What is its current Australian market value in Australian dollars? \$A	
Give details of any publications in which it has been listed or photographed (if applicable):	

History and provenance of the object:

Does it have any distinguishing marks or numbers? (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).

Can you provide details of the history and provenance of the object? (Having information about the history of the object(s) enables the Expert Examiners to speed their research and to provide an accurate assessment of the object's significance. Details of the provenance and who may have owned the object(s) before you or its association with a significant Australian person, place, activity, business or event, also helps.)

Can you provide other information? (Include if known, its rarity, importance, or extent to which similar objects are already represented in Australian public collections)

Photograph Requirements: Refer to 'Supporting Documentation' on page 1 under 'Important Notes for Applicants'.

For collections, one photographic print of the most rare or significant examples is sufficient. Large collections are likely to be inspected.

An expert examiner may ask you for more information later or ask to see the object(s) or collection.

If you wish to export the object **permanently**, go to **PART B**.

If you wish to export the object **temporarily**, leave Part B and go to **PART C**.

PART B

FILL IN THIS PART IF YOU WISH TO EXPORT THE OBJECT(S) *PERMANENTLY*

Why do you want to export the object(s)? Mark the relevant box then give details in the space below:

- Object(s) sold to a person overseas
- Proposed sale overseas
- Gift or bequest to a person or institution overseas
- Owner moving overseas
- Other

Give details

When is the object(s) expected to leave Australia?

Month:

Year:

Have you ever previously applied under this Act to export this particular object(s)

- No
- Yes, permanently
- Yes, temporarily

Has an export permit for this object ever previously been applied for by anybody else?

- No
- Yes

If you answered YES to either question above, was a permit granted?

- No. A Letter of Clearance was issued
- No The application was withdrawn (date of withdrawal)
- No Give the date of the Minister's refusal
- Yes Give the number of the permit

If you have filled in **PART B**, do NOT fill in **PART C**.

Please sign and date this form on the **last page**.

PART C

FILL IN THIS PART IF YOU WISH TO EXPORT THE OBJECT(S) TEMPORARILY AND THEN RETURN IT TO AUSTRALIA.

Why do you want to export the object(s) temporarily? Mark the relevant box then give details in the space below:

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Appraisal or valuation | <input type="checkbox"/> Research |
| <input type="checkbox"/> Owner temporarily living overseas | <input type="checkbox"/> Exhibition |
| <input type="checkbox"/> Repair, restoration or conservation | <input type="checkbox"/> Other |

Give details:

When is the object(s) expected to leave Australia?

Month:

Year:

When is the object(s) expected to return to Australia?

Month:

Year:

It is important to be aware that if a permit is granted, you must inform the Cultural Property Section in the Department of the Environment, Water, Heritage and the Arts when the object has been returned to Australia.

Have you ever previously applied under this Act to export this particular object(s)

- No
 Yes, permanently
 Yes, temporarily

Has an export permit for this object ever previously been applied for by anybody else?

- No
 Yes

If you answered YES to either question above, was a permit granted?

- No. A Letter of Clearance was issued
 No The application was withdrawn (date of withdrawal)
 No Give the date of the Minister's refusal
 Yes Give the number of the permit

Please sign and date this form on the last Page.

YOUR STATEMENT

It is important for you to sign and date this form below

Note: It is an offence under Chapter 2 of the Commonwealth *Criminal Code Act 1995* to knowingly make a false statement or provide a false document in relation to an application.

I understand and agree that:

- if an export permit is granted, that permit may be used only for the export of the object(s) or collection described on this application and/or its attachments.
- where the permit is granted to export the object(s) or collection temporarily or with conditions, I undertake that all conditions will be met and/or the object(s) or collection will be returned to Australia within the time specified in the permit and that I will inform the Cultural Property Section within Department of the Environment, Water, Heritage and the Arts when it has been returned.
- where a permit is refused, the details of the object(s) including photographs, and the reasons for denying export, will be entered into the Movable Cultural Heritage Prohibited Exports Register, published on the Department's website.

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

(Note: electronic signatures will not be accepted)

Signed

Dated

For a small business (ie, a business employing less than 20 people), please provide an estimate of the time taken to complete this form.

Include

- The time actually spent reading the instructions, working on the question and obtaining the information
- The time spent by all employees in collecting and providing this information.

Hours: Minutes

This form has been approved by the Minister in accordance with Sub-section 10(2) of the *Protection of Movable Cultural Heritage Act 1986*