



Application for a Permit to Export a Class B Object

January 2021

Guidance for applicants

Important information for applicants

This document contains the form for the making of an application for a permit to export a Class B Object (Export Permit) 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 an application form for each object that you are wishing to export.

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 creating a framework for the regulation of the export of 'Australian Protected Objects' (APOs).

There are some Australian Protected Objects (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 lawfully (Class B objects). That permit may be subject to conditions contained in the permit.

The [National Cultural Heritage Control List](#) (the Control List) sets out the criteria for determining whether an object is an APO and whether something 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 from Australia 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 a permit must be in the form approved by the Minister for Communications, Urban Infrastructure, Cities and 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 and Communications (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 Communications, Urban Infrastructure, Cities and 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.

Your application is also required under section 10 of the Act to be shared with expert examiners and the National Cultural Heritage Committee for assessment in accordance with the Act. Your personal information will be redacted prior to sharing your application with expert examiners.

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; however you may also post your application to us at GPO Box 594, Canberra, ACT 2601.

For assistance please call 1800 819 461.

Permit to Export a Class B Object—application form

As approved by the Minister under s 10(2) of the *Protection of Movable Cultural Heritage Act 1986* (the Act).

Part A

Applicant details

Title:	
First name:	
Surname:	
Organisation:	
Address:	
State:	
Postcode:	
Country: (see note below)	Australia
Telephone:	
Mobile:	
Email: (see note below)	
What is your relationship to the object?	<input type="checkbox"/> Owner <input type="checkbox"/> Authorised agent <input type="checkbox"/> Potential buyer
If you are not the Owner, please confirm that you have authority to apply for this Export Permit:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you ticked no, please provide reason	
If your application is approved, who should the Export Permit be issued to? (For example; John Smith, or John Smith's Auction House)	

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.

If you are not the Owner, please provide details of the Owner if known:

Title:	
First name:	
Surname:	
Organisation:	
Address:	
State:	

Postcode:

Country:

Telephone:

Mobile:

Email: (see note below)

Part B

Object details

Description of the object

What is the name of the object?

What is it? (For example, a painting or a stamp)

What size is it?

What age is it?

What is the current market value? AUD

Origins of the object

When was it made or found?

Who made or found it?

Where was it made or found?

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

Give details of any publications in which it has been listed or photographed (if applicable)

Photographic requirements

- 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.

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).

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(s) 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).

Permit history of 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—it was refused

If you responded with 'Yes' please provide the Export Permit reference number:

If you responded with 'No—a Letter of Clearance was issued' please provide date it was issued:

If you responded with 'No—application was withdrawn' please provide the date of withdrawal:

If you responded with 'No—it was refused' please provide the date it was refused:

Part C

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
 Proposed for overseas sale
 Gift / bequest to a person or institution overseas
 Owner is relocating overseas
 Other

Please provide more information:

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

Month:
Year:

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

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.

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

Please sign and date this form on the last page at Part E.

Part D

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

Please provide more information:

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

Month:
Year:

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

Month:
Year:

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.

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

Part E

Your statement

I understand and agree that:

- 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 does not provide authority to export the object otherwise than under the Act.
- Where an Export Permit is refused, the name of the object(s), any unique identifiers such as serial numbers, and the reasons for refusing export, will be entered into the [Prohibited Exports Register](#). The department may also seek your agreement to include any photographs that you have provided.

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

Signed:

Date:
