Special Export Licence Application Process
FLOW CHART

1. Notify the Executive Officer that you are considering submitting an application

Phone : 08 9368 3111 Fax: 08 9367 7389 E-mail: gla@gla.wa.gov.au

Executive Officer will advise of general eligibility for obtaining a Special Export Licence and expected time frame for processing of the application.

2. Read GLA Operating Procedures, fill out application form

You can download relevant documents from www.gla.wa.gov.au

3. Submit application form and payment

By e-mail to gla@gla.wa.gov.au OR

By post to Executive Officer, Grain Licensing Authority

Locked Bag 4, BENTLEY DC 6983

3 Baron-Hay Court, SOUTH PERTH, 6151

4. Confirm with the Executive Officer that your application and payment of application fee has been received

5. Await written confirmation from the GLA on the outcome of your application

A decision will be made within 30 days of the receipt of the application (unless the Minister has given permission for an extension) and you will be notified of the outcome within 14 days after that.

6. Licence granted

Before your licence is issued, you will be invoiced the $500 annual licence fee. Upon receipt of your payment, a licence certificate will be issued at which time you will able to commence buying grain.

6. Licence declined

If the GLA has declined to grant you a licence, you have the option to appeal the decision process to the Office of the Minister for Agriculture & Food, (08) 9213 6700, kim_chance@dpc.wa.gov.au

Appeal costs will be deducted from any potential rebate.

7. Prior to ship loading

To enable grain sampling for quality testing, inform CBH that samples need to be taken as per GLA requirements.

8. Feedback on shipment (SEL condition)

Provide to the Executive Officer, within 21 days of the ship departure, a completed feedback form and a copy of the bill of lading. Form can be downloaded from www.gla.wa.gov.au

9. Potential Rebate

If amount paid for your application fee exceeds the State's expenses attributable to the deciding of your application, excess funds will be rebated to you as soon as practicable after the end of the financial year in which the fee was received.