

CHEMICAL USE AUTHORITIES PROCESS MANUAL



A guide to using Agriculture
Victoria Connect

Purpose

This guide serves as a comprehensive reference for internal staff wishing to understand how the AV Connect Portal works for external stakeholders and can be used as a baseline to assist in customer calls and issues and serves as an essential resource for new team members.

While it is designed for internal consumption the contents could be used for external messaging by internal staff to support their customers.

Ownership: Biosecurity Services Centre

Update Process: Since the completion of hypercare, feedback has been incorporated into the document and this is the 'final' version.

As the AV Connect Portal continues to evolve, the responsibility for updates lies with the Biosecurity Services Centre team, unless a technical release results in wholesale changes. In the event of large changes, BAS IT will provide an update of the latest version held by the Biosecurity Services Centre.

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Create an account

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and Climate Action

CREATE AN ACCOUNT

Applicant will go to the AV Connect website and click "Create an account"

Log in to Agriculture Victoria Connect

	Email address
	Password

Log in

Create an account

[Forgot password](#)

[Contact us](#)

CREATE AN ACCOUNT

Add all details agreeing to Privacy Policy and Conditions of Use

Confirm you are a human and select register



1 Welcome to account creation for Agriculture Victoria Connect.

Agriculture Victoria requires users to register using their FULL LEGAL NAME. Please ensure that the names you use to register are the same names that appear on other legal documents such as your passport or driver's licence.

If you are a business who requires workers you employ, or who operate on behalf of your business, to undertake a regulatory activity with Agriculture Victoria, please be advised that the worker MUST create their own account to apply for authorities issued by Agriculture Victoria.

Email (User ID) *

First name *

Middle name

Last name *

Date of birth *

Password *

Confirm password *

I agree and accept the Agriculture Victoria's [Privacy Policy](#)

I have read and accept the Agriculture Victoria Connect [Conditions of Use](#)

I'm not a robot 

Register

Cancel

Already have an account? [Log in](#)

CREATE AN ACCOUNT

Email will be sent to the email address that includes a verification code

The Code will remain active for 10 minutes



AGRICULTURE VICTORIA

Your account for Agriculture Victoria Connect is almost ready

Dear Victoria Edwards

Please login to [Agriculture Victoria Connect](#) with your email address jobaldwin@yopmail.com and the password you used to create your account.

Once you login, you will be prompted to enter the verification code below.

Your verification code is **986584**.

This code will remain active for 10 minutes. You can request a new code by logging in and using the resend code function.

Regards,
Agriculture Victoria

If you require assistance with logging in to Agriculture Victoria Connect, please contact the Biosecurity Services Centre on 1 800 678 779 between 9am and 4:30pm weekdays.

We acknowledge the traditional Aboriginal Owners of Country throughout Victoria, their ongoing connection to this land and we pay our respects to their culture and their Elders past, present and future.

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

We are social   

Privacy  Energy, Environment and Climate Action

CREATE AN ACCOUNT

Login to your account using your email and password

Log in to Agriculture Victoria Connect

	<input type="text" value="jobaldwin@yopmail.com"/>
	<input type="password" value="....."/>

Log in

[Create an account](#)

[Forgot password](#)

[Contact us](#)

CREATE AN ACCOUNT

You will be asked to enter a verification code.

Use the code from the email account and hit verify



Verify your account

i We have sent you the verification code in an email. Please enter the verification code to activate your account.

Verification code ^{*}

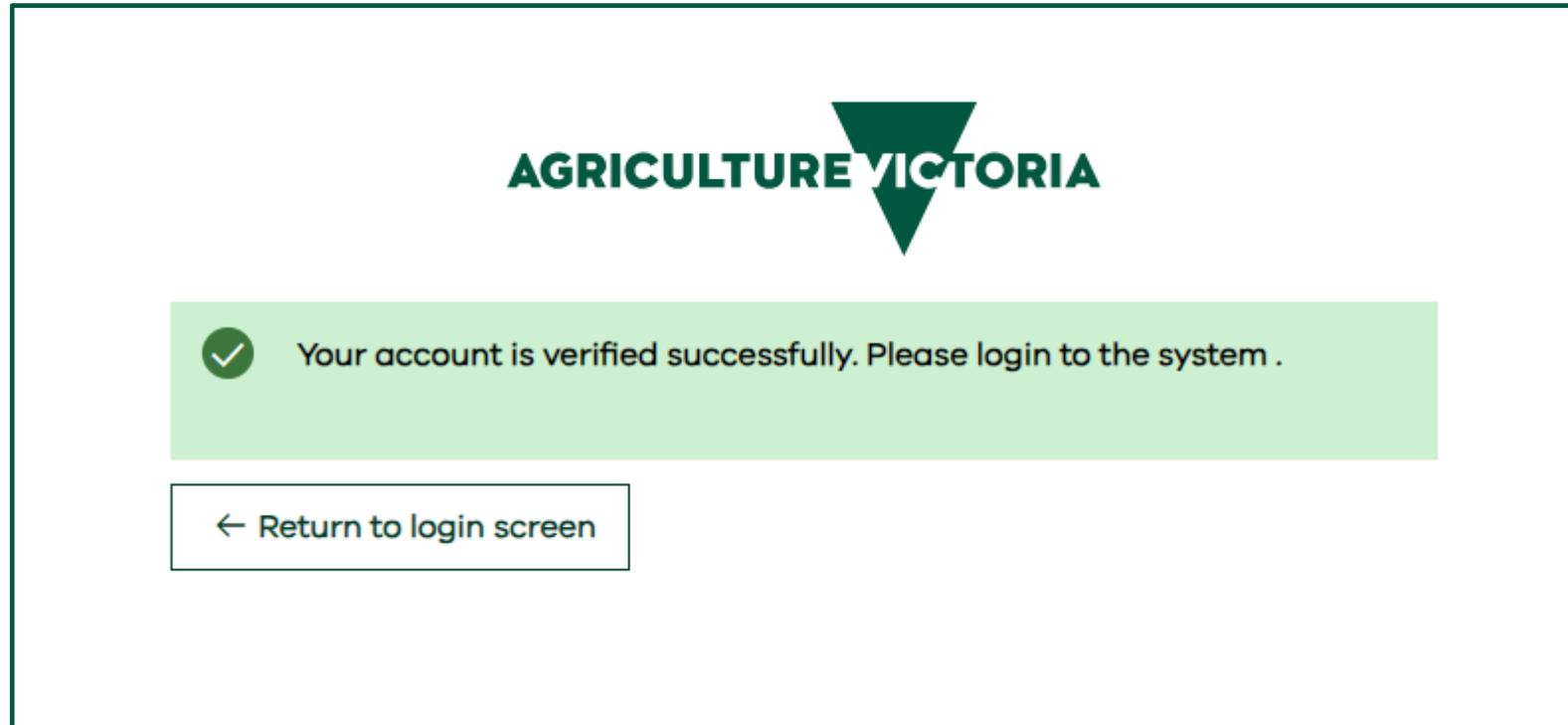
986584

Cancel
Resend code

Verify

CREATE AN ACCOUNT

A notification will be received confirming the account has been verified and advising you to login to the system



CREATE AN ACCOUNT

Return to login screen and Log in again

Log in to Agriculture Victoria Connect

	jobaldwin@yopmail.com

Log in	
Create an account	

[Forgot password](#)

[Contact us](#)

CREATE AN ACCOUNT

Welcome Victoria Edwards

Agriculture Victoria Connect offers a range of services to assist you in managing your regulatory compliance and relationship with us.

Our service offering is constantly evolving so please check back regularly to see how we can be of service.



Please complete your profile prior to applying for a Permit or Licence

Complete profile

You will need to complete your profile

CREATE AN ACCOUNT

Login again to complete the profile →

Update profile details

Update Profile

Personal details

<p>First name *</p> <input type="text" value="Jo"/>	<p>Middle name</p> <input type="text"/>
<p>Last name *</p> <input type="text" value="Test Account"/>	<p>Date of birth *</p> <input type="text" value="1/01/1999"/>
<p>Mobile phone *</p> <input type="text"/>	<p>Home phone</p> <input type="text"/>

Email
account.fjo@noemail.com

<h3>Home address</h3> <p>Search Address *</p> <input type="text"/> <p><input type="checkbox"/> Manually enter address details</p>	<h3>Mailing address</h3> <p><input type="checkbox"/> Use home address</p> <p>Search Address *</p> <input type="text"/> <p><input type="checkbox"/> Manually enter address details</p>
--	--

WELCOME SCREEN

Use your mouse to hover over the left-hand menu bar

Toggle between the icons to select your item

Home

My Applications

My Records

My Businesses

My Profile

Welcome SP Applicant 02

Agriculture Victoria Connect offers a range of services to assist you in managing your regulatory compliance and relationship with us.

Our service offering is constantly evolving so please check back regularly to see how we can be of service.

Agricultural Chemical User Permit

An Agricultural Chemical User Permit (ACUP) gives authority to a person to purchase and use certain restricted chemicals in Victoria.

Pilot (Chemical Rating) Licence

A Pilot (Chemical Rating) Licence (PCRL) gives authority to a pilot to conduct aerial spraying of agricultural chemicals in Victoria. A Pilot (Chemical Rating) Licence (PCRL) RPA is required for remotely piloted aircraft.

Agricultural Aircraft Operator Licence (AAOL)

An Agricultural Aircraft Operator Licence (AAOL) is required by the operator of the aircraft (the owner, leaseholder, borrower of the aircraft) that undertakes aerial spraying in Victoria.

[Apply now](#)

[Apply now](#)

[Apply now](#)

ADD A TOKEN

OFFICIAL

Add a token

Return to login screen and Log in again

Log in to Agriculture Victoria Connect

	jobaldwin@yopmail.com
	••••••••

Log in

Create an account

[Forgot password](#)

[Contact us](#)

Add a token

Enter your personal details.

Personal details

<p>First name *</p> <input type="text" value="Victoria"/>	<p>Middle name</p> <input type="text"/>
<p>Last name *</p> <input type="text" value="Edwards"/>	<p>Date of birth</p> <input type="text" value="18/03/1962"/>
<p>Mobile phone *</p> <input type="text" value="0444446666"/>	<p>Home phone</p> <input type="text"/>

Email
jobaldwin@yopmail.com

Home address

Search Address *

Manually enter address details

Mailing address

Use home address

 Agriculture Victoria is progressively bringing all of its services to Agriculture Victoria Connect. We are connecting you to your current records via tokens issued as part of renewal or update processes.

If you have not received a token but have any of the following authorities:

- Agricultural Chemical User Permit
- Pilot (Chemical Rating) Licence
- Agricultural Aircraft Operator Licence

Please contact the Biosecurity Services Centre on 1 800 678 779 between 9am and 4:30pm weekdays to obtain a token.

I have been given a token to connect to my Agriculture Victoria Connect records

Cancel
Submit

First name, Surname and DOB must match to the existing account, otherwise the token will not work

Note: a warning message appears as a reminder that a token is required to connect previous authorities

Add a token

For tokens that have been received in the mail, tick the box to add your token ID (found on the renewal letter)

Enter Token ID and Validate

Confirm Permit ID is correct and check box to proceed

Agriculture Victoria is progressively bringing all of its services to Agriculture Victoria Connect. We are connecting you to your current records via tokens issued as part of renewal or update processes.

If you have not received a token but have any of the following authorities:

- Agricultural Chemical User Permit
- Pilot (Chemical Rating) Licence
- Agricultural Aircraft Operator Licence

Please contact the Biosecurity Services Centre on 1 800 678 779 between 9am and 4:30pm weekdays to obtain a token.

I have been given a token to connect to my Agriculture Victoria Connect records

If you have received a token, please enter it below to be connected to authorities granted to you by Agriculture Victoria. If you have received multiple tokens, please contact the Biosecurity Services Centre on 1 800 678 779 between 9am and 4:30pm weekdays for assistance.

Token Received ^{*}

5557AC8E28

Authorities linked with token - 5557AC8E28

Authority ID	Authority Name	Issue Date	Expiry Date	Status
PERMIT-1127801	Agricultural Chemical User Permit	17/02/14	17/02/34	Active

I, Victoria Edwards, hereby declare that the authorities listed above have been issued to me in past, and I understand that it is an offence under the Agricultural and Veterinary Chemicals (Control of Use) Act 1992 (Vic) to make false or misleading statements or omit information that is relevant to an application.

Ready to Proceed

Please click Submit to connect to your authority records.

Add a token

You will be redirected back to the Welcome screen

Welcome Victoria Edwards

Agriculture Victoria Connect offers a range of services to assist you in managing your regulatory compliance and relationship with us.

Our service offering is constantly evolving so please check back regularly to see how we can be of service.



Agricultural Chemical User Permit

An Agricultural Chemical User Permit (ACUP) gives authority to a person to purchase and use certain restricted chemicals in Victoria.

[Apply now](#)



Pilot (Chemical Rating) Licence

A Pilot (Chemical Rating) Licence (PCRL) gives authority to a pilot to conduct aerial spraying of agricultural chemicals in Victoria. A Pilot (Chemical Rating) Licence (PCRL) RPA is required for remotely piloted aircraft.

[Apply now](#)



Agricultural Aircraft Operator Licence (AAOL)

An Agricultural Aircraft Operator Licence (AAOL) is required by the operator of the aircraft (the owner, leaseholder, borrower of the aircraft) that undertakes aerial spraying in Victoria.

[Apply now](#)

Add a token

From the My Records tab, you can confirm the Permit ID from earlier screen shot, and if this is a match, hit "Connect to existing authorities"

AGRICULTURE VICTORIA

- Home
- My Applications
- My Records**
- My Businesses
- My Profile

My Authorities

Important information

Agriculture Victoria is progressively bringing all of its services to Agriculture Victoria Connect. We are connecting you to your current records via tokens issued as part of renewal or update processes.

Please use the Connect to existing authorities function to enter your token and connect to your authorities

If you have not received a token but have any of the following authorities:

- Agricultural Chemical User Permit
- Pilot (Chemical Rating) Licence
- Agricultural Aircraft Operator Licence

Please contact the Biosecurity Services Centre on 1800 678 779 between 9am and 4:30pm weekdays to obtain a token.

[Refresh](#)

Authority ID	Authority Name	Issue Date	Expiry Date	Status
PERMIT-1127801	Agricultural Chemical User Permit	17/02/14	17/02/34	Active

[Connect to existing authorities](#)

My applications

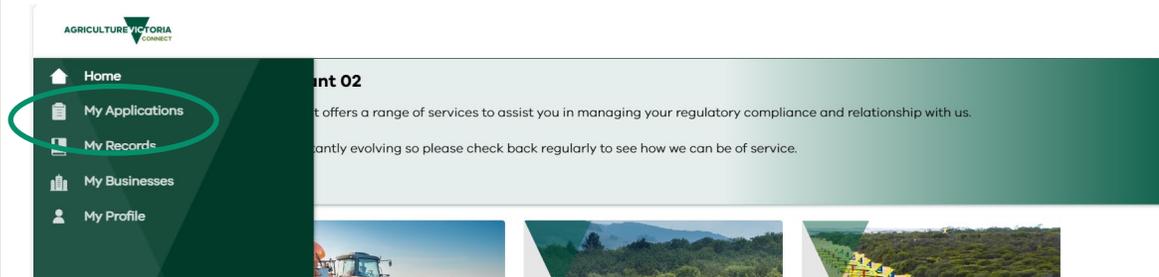
OFFICIAL



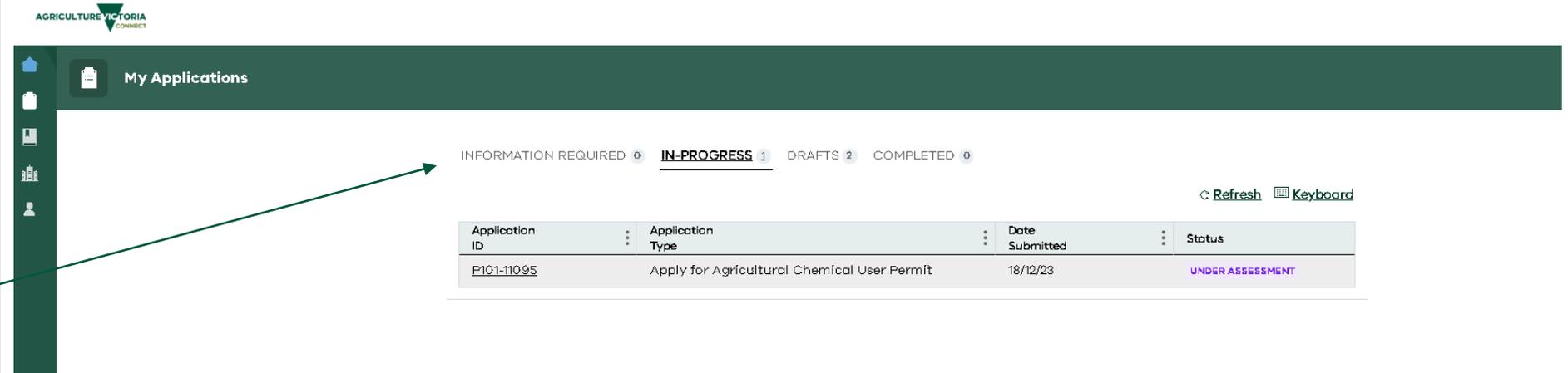
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MY APPLICATIONS

Click My Applications



Click on top menu bar to view the status of applications



APPLICANT DETAILS

Check all details are correct and update in My Profile

Before you start

Before you start this application, we'd like to let you know of any pre-requisites that may be required and any supporting documents that you may need to provide.

Applicant details

Please check that the details below are correct for this application. If anything needs to be updated, please update your details in [My Profile](#) before starting this application.

<p>First name SP</p> <p>Last name Applicant 02</p> <p>Mobile phone 0400400400</p> <p>Email sp.applicant.02@vopmail.com</p> <p>Home address 12 Frederick Street St Leonards NSW 2065 Australia</p>	<p>Middle name ---</p> <p>Date of birth 12/12/1976</p> <p>Home phone ---</p> <p>Mailing address 12 Frederick Street St Leonards NSW 2065 Australia</p>
---	--

This application

Important information

An Agricultural Chemical User Permit (ACUP) is a permit issued to a person, that gives authority to:

- Purchase specified [restricted supply](#) chemicals in Victoria
- Use specified [restricted use](#) chemicals in Victoria

ACUPs do not authorise a person to use agricultural chemicals on another person's property, crop or commodity for a fee or reward (contractors).

My records

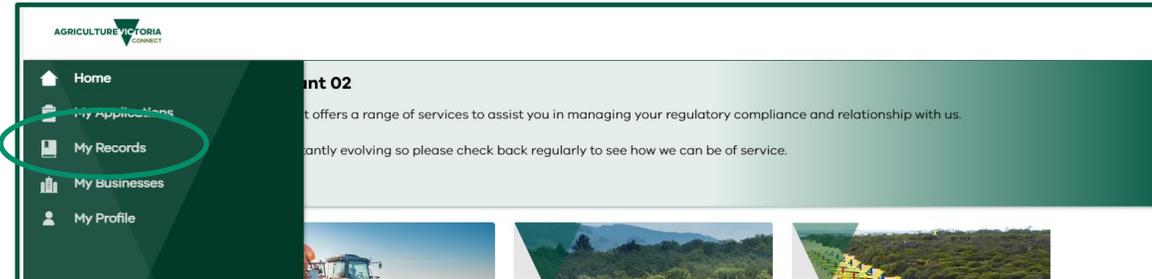
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MY RECORDS

Click My Records



You can view status of all authorities



MY RECORDS

Important information

Agriculture Victoria grants authorities under a range of legislation. It is the responsibility of the authority holder to understand and follow the legal requirements of holding an authority. Please refer to our [website](#) for further information about your responsibilities and for resources to support your compliance with this authority.

Authority Details

Authority ID
LICENCE-100087

Authority Name
Pilot (Chemical Rating) Licence

Date issued
10/01/24

Expiry date
11/04/27

Endorsements

Refresh

Endorsement Name	Issue Date	Status
Manned Aircraft	10/01/24	ACTIVE
Remotely Piloted Aircraft	10/01/24	ACTIVE

History

Refresh

Application ID	Changes	Status	Date started	Date completed
L103-296	Renew Pilot (Chemical Rating) Licence	APPROVED	12/02/24	12/02/24
L103-295	Renew Pilot (Chemical Rating) Licence	REJECTED	12/02/24	12/02/24

You can also view the history of all records

My businesses

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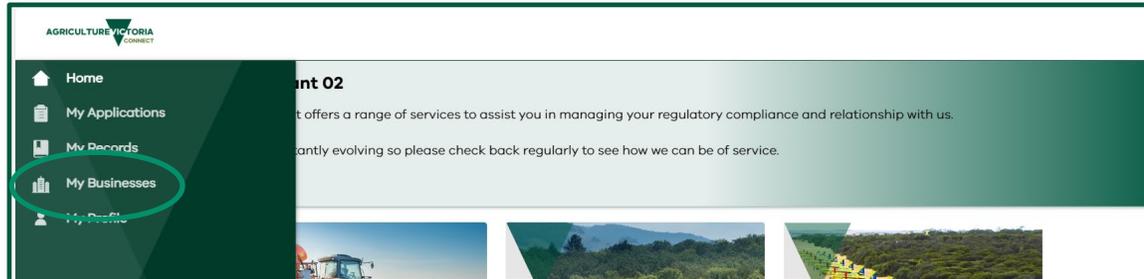
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MY BUSINESSES

If you are applying for an Agriculture Aircraft Operated Licence (AAOL) **on behalf of a business**, the applicant will need to register the business first.

MY BUSINESSES

Select My Businesses



You can view and add Businesses here

My Businesses

Refresh Keyboard

Entity Name	ABN	ACN	Roles(s)	Status
AERIAL TRANSPORT SOLUTIONS		657634967	Administrator, Associate	UNDER ASSESSMENT
R.J MCGIBBON & R.E RAMM	54916380020		Administrator, Associate	ACTIVE
WOOLWORTHS GROUP LIMITED	88000014675	000014675	Associate, Administrator	ACTIVE

+ Add Business

MY BUSINESSES – Add_by_ABN or ACN

Search by ABN will return the specific business details

Enter business email and business phone

Read and tick declaration and hit Submit

Important information

Agriculture Victoria requires businesses registered in Agriculture Victoria Connect to be holders of either an ABN and/or an ACN. Please ensure you have the details of your business before proceeding with this registration.

Business registration

I am registering a business that has a current ABN *

Yes No

Please select your business from the Australian Business Register. If your business cannot be found, please change your selection above to No to see further options.

Search business by

ABN

Business details

ABN 33644770098	ACN 644770098
Entity Name ADORE PLANTS PTY LTD	Entity Type Australian Private Company

Business email * Business phone *

Registered address

Search Address *

Manually enter address details

Mailing address

Use registered address

Search Address *

Manually enter address details

Declaration(s)

I, SP Applicant 02, hereby declare that I am an authorised officer or agent of the business and that I am authorised to act on behalf of the business. Furthermore I declare that the details provided by me, including any supporting documentation, are true and correct, and that I understand it is an offence under the Agricultural and Veterinary Chemicals (Control of Use) Act 1992 (Vic) to make false or misleading statements or omit information that is relevant to an application.

Note: This is a legal declaration confirming authorisation of the business

The declaration details will update to reflect a business or partnership accordingly

MY BUSINESSES – Add by name

Search by
Business Name
and select
entity

Important information

Agriculture Victoria requires businesses registered in Agriculture Victoria Connect to be holders of either an ABN and/or an ACN. Please ensure you have the details of your business before proceeding with this registration.

Business registration

I am registering a business that has a current ABN*

Yes

No

Please select your business from the Australian Business Register. If your business cannot be found, please change your selection above to No to see further options.

Search business by

ABN 24665894011	Entity Name PLANT TILES AUSTRALIA PTY LTD	<input type="button" value="Select"/>
ABN 14216147388	Entity Name FD COONAN & J.D COONAN	<input type="button" value="Select"/>
ABN 60278067937	Entity Name GIUSEPPE COLUBRIALE	<input type="button" value="Select"/>
ABN 77614710726	Entity Name TA TOOLS PTY LTD	<input type="button" value="Select"/>
ABN 63071066192	Entity Name TOOL CORPORATION PTY. LIMITED	<input type="button" value="Select"/>

[Load more items](#)

MY BUSINESSES – ACN only

- If you do not have an ABN, you MUST have an ACN to proceed

● Important information

Agriculture Victoria requires businesses registered in Agriculture Victoria Connect to be holders of either an ABN and/or an ACN. Please ensure you have the details of your business before proceeding with this registration.

Business registration

I am registering a business that has a current ABN *

Yes No

I am registering a business that has an ACN but does not have an ABN *

Yes No

⚠ Something is not right!

You must be a holder of either an ABN and/or an ACN to register your business on Agriculture Victoria Connect. If you need further information, please contact the Biosecurity Service Centre on 1800 678 779 between 9:00am and 4:30pm weekdays.

Cancel
Submit

MY BUSINESSES – ACN only

Select yes to registering with ACN and not an ABN

Enter all details as well as declaration before hitting submit

1 Important information

Agriculture Victoria requires businesses registered in Agriculture Victoria Connect to be holders of either an ABN and/or an ACN. Please ensure you have the details of your business before proceeding with this registration.

Business registration

I am registering a business that has a current ABN *

Yes No

I am registering a business that has an ACN but does not have an ABN *

Yes No

ACN *

Entity Name *

Entity Type *

Business email *

Business phone *

Registered address

Search Address *

Manually enter address details

Mailing address

Use registered address

Declaration(s)

I, SP Applicant 02, hereby declare that I am an authorised officer or agent of the business and that I am authorised to act on behalf of the business. Furthermore I declare that the details provided by me, including any supporting documentation, are true and correct, and that I understand it is an offence under the Agricultural and Veterinary Chemicals (Control of Use) Act 1992 (Vic) to make false or misleading statements or omit information that is relevant to an application.

Cancel
Submit

If a business has an ACN only, then a case will be created for the Assessment officer to manually verify against the ASIC register.

MY BUSINESSES – confirmation

You will receive a confirmation message

R.J MCGIBBON & R.E RAMM has been registered as a business in the Agriculture Victoria Connect. You are now able to use this Business to apply for business services.

Once approved, your business will appear in the My Business List

My Businesses

My Businesses

[Refresh](#) [Keyboard](#)

Entity Name	ABN	ACN	Roles(s)	Status	
R.J MCGIBBON & R.E RAMM	54916380020		Administrator, Associate	ACTIVE	
WOOLWORTHS GROUP LIMITED	88000014675	000014675	Associate, Administrator	ACTIVE	

[+ Add Business](#)

Add a role

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ADD A ROLE

If you are applying on behalf of a business, you will need to add a person to associate with the business and specify which roles employees are approved to have within the business.

There are 3 roles in Agriculture Victoria Connect:

- 1. Administrator:** An Administrator can manage all aspects of the business record and will have full access and editing capability of the business records and profile. An administrator will receive **Administrator Notifications** to approve changes to the business record or the roles of users associated with the business, and it is their responsibility to ensure the business profile remains up-to-date.
- 2. Applicant:** The Applicant role is required for individuals who are authorised to apply, renew or endorse licences or permits on behalf of the business. This role on its own does not allow the user to modify the business profile.
- 1. Associate:** This is a default role given to all people who create a profile in Agriculture Victoria Connect. It will allow a user to view business profile information but with no editing capability.

ADD A ROLE

On the business details page, the first person to add the Business becomes the 'Administrator' by default.

On the business details page you can select manage associations, to add a person to your business

Important information

A business registered in Agriculture Victoria Connect can be managed via this page.

The role you have been assigned by the Business Administrator(s) of this business will determine the functions available to you on this page. If you are expecting to be able to perform functions that are not available to you, please contact the business directly to discuss.

Business details

ABN 16812166901	ACN ---
Entity name Air Limited	Entity type Other Incorporated Entity
Business email jobaldwin11@yopmail.com	Business phone 0400123123

Addresses

Registered address 1 Spring Street Melbourne VIC 3000 Australia	Mailing address 1 Spring Street Melbourne VIC 3000 Australia
---	--

Business approvals Refresh

Case ID	Applicant	Date Submitted
No pending approvals to review.		

People associations Refresh

Name	Roles	Added on
50 SP Applicant 02	Administrator Associate	18/04/24

Manage associations

ADD A ROLE

Select
"Associate
Person"

To enable the
applicant to
apply for a
licence or permit,
they need to be
added as an
"Applicant"

Business information

ABN 16812166901	ACN ---
Entity name Air Limited	Entity type Other Incorporated Entity
Business email jobaldwin11@yopmail.com	Business phone 0400123123

People associations

Name	Roles*	Added on	
50 SP Applicant 02	Administrator Associate Update roles	18/04/24	Remove

[Associate person](#)

[Cancel](#)

Role	Purpose
<input checked="" type="checkbox"/> Administrator	Management of all aspects of the business record
<input checked="" type="checkbox"/> Applicant	Can apply for licences and permits
<input checked="" type="checkbox"/> Associate	Default role. Can view business information
<input type="checkbox"/> Plant Consignment	Can submit plant importation notifications

[Cancel](#) [Submit](#)

ADD A ROLE

The most recent role will include confirmation of "Added"

People associations

Name	Roles*	Added on	
 50 <u>SP Applicant 02</u>	Administrator Associate Applicant ADDED  Update roles	18/04/24	<input type="button" value="Remove"/>

ADD A ROLE

Once the role has been assigned as an "applicant" the business will appear in the drop-down list

 Please check that the details below are correct. If anything needs to be updated, please update your details in [My Profile](#) before clicking the Start button.

First name SP	Middle name ---
Last name Applicant 02	Date of birth 12/12/1976
Mobile phone 0400400400	Home phone ---
Email sp.applicant.02@yopmail.com	
Home address ---	Mailing address ---

Are you submitting on behalf of a business? *

Yes
 No

 If you are making a submission on behalf of a business you must have been assigned the correct user role by a business administrator. If the business you are submitting for does not appear in the list below, please contact the business directly to have your permissions updated.

Entity name *

Air Limited ▼

Select a business

Air Limited

This application

 **Important information**

An Agricultural Aircraft Operator Licence (AAOL) is required by the operator of the aircraft (the owner, leaseholder, borrower of the aircraft) that undertakes aerial spraying in Victoria.

Please visit [this page](#) on the Agriculture Victoria website for further information.

For AAOL applications, the applicant can now continue the application, on behalf of a business.

My profile

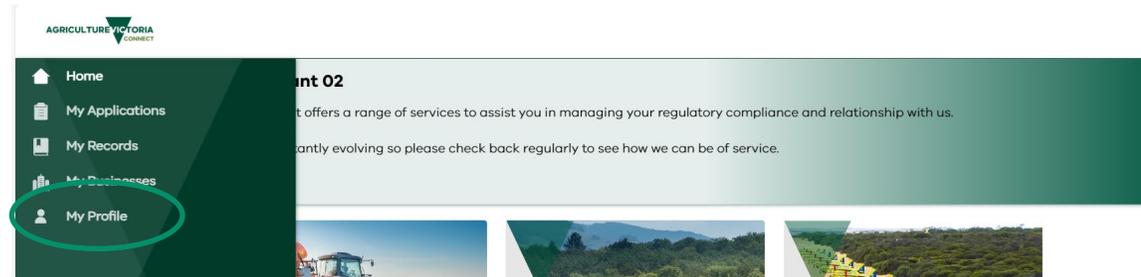
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MY PROFILE – Change password

Select My Profile



Change Password
Current password*

New password*

Confirm new password*



All personal details are viewed and updated here

My Profile

Personal details

First name SP	Middle name ---
Last name Applicant 02	Date of birth 12/12/1976
Mobile phone 0400400400	Home phone ---
Email sp.applicant.02@yopmail.com	

Addresses

Home address 12 Frederick Street St Leonards NSW 2065 Australia	Mailing address 12 Frederick Street St Leonards NSW 2065 Australia
---	--

Apply for Agricultural Chemical User Permit (ACUP)

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WELCOME SCREEN (ACUP Application)

Select
Agricultural
Chemical User
Permit

Welcome SP Applicant 02

Agriculture Victoria Connect offers a range of services to assist you in managing your regulatory compliance and relationship with us.

Our service offering is constantly evolving so please check back regularly to see how we can be of service.



Agricultural Chemical User Permit

An Agricultural Chemical User Permit (ACUP) gives authority to a person to purchase and use certain restricted chemicals in Victoria.

Apply now



Pilot (Chemical Rating) Licence

A Pilot (Chemical Rating) Licence (PCRL) gives authority to a pilot to conduct aerial spraying of agricultural chemicals in Victoria. A Pilot (Chemical Rating) Licence (PCRL) RPA is required for remotely piloted aircraft.

Apply now



Agricultural Aircraft Operator Licence (AAOL)

An Agricultural Aircraft Operator Licence (AAOL) is required by the operator of the aircraft (the owner, leaseholder, borrower of the aircraft) that undertakes aerial spraying in Victoria.

Apply now

AGRICULTURE CHEMICAL USER PERMIT (ACUP)

Check all details are correct and use the My Profile section to update

AGRICULTURE VICTORIA CONNECT

Apply for Agricultural Chemical User Permit

Before you start

Before you start this application, we'd like to let you know of any pre-requisites that may be required and any supporting documents that you may need to provide.

Applicant details

Please check that the details below are correct for this application. If anything needs to be updated, please update your details in [My Profile](#) before starting this application.

First name SP	Middle name ---
Last name Applicant 02	Date of birth 12/12/1976
Mobile phone 0400400400	Home phone ---
Email sp.applicant02@vopmail.com	
Home address 12 Frederick Street St Leonards NSW 2065 Australia	Mailing address 12 Frederick Street St Leonards NSW 2065 Australia

AGRICULTURE CHEMICAL USER PERMIT (ACUP)

Select which ACUP you want to apply for

After selecting Standard, other options (1080 and PAPP and Pindone concentrate) are enabled

This application

Important information

An Agricultural Chemical User Permit (ACUP) is a permit issued to a person, that gives authority to:

- Purchase specified [restricted supply](#) chemicals in Victoria
- Use specified [restricted use](#) chemicals in Victoria

ACUPs do not authorise a person to use agricultural chemicals on another person's property, crop or commodity for a fee or reward (contractors).

What ACUP do you want to apply for?

Agricultural Chemical User Permit

- Standard
- 1080 and PAPP
- Pindone Concentrate
- Fumigants

Agricultural Chemical User Permit - Copper Chromium Arsenic

Ready to proceed

You can now proceed to the application process. Please note that you will be asked to upload relevant evidence or supporting documentation to comply with the qualification requirements of this application.

The fee for this application will be \$123.45 and the licence period is 10 years.

Cancel
Start

Select "Start" to proceed noting the fee amount and licence period notification

ACUP – QUALIFICATIONS

Enter the AusChem registration number as evidence for your authority

Otherwise attach a file containing evidence of qualifications

Application ✓ **Qualifications** Suitability Review Payment

Important Information

To continue with your application, you are required to provide evidence that you are qualified for the authority you are requesting. These qualifications are listed below.

If these qualifications do not match your expectations, please review which authority you are requesting.

Qualification details

To qualify for a new Agricultural Chemical User Permit - Copper Chromium Arsenic, you must have completed the following qualifications:

- Training - FWPSAW3242 - Treat timber (previous equivalent FWPSAW3201, FPISAW3201)

Qualification evidence

You can upload evidence documents for the required qualification in a single of not exceed 5 mb. Accepted file formats for upload are PDF, JPEG, JPG, BMP, GIF, ...

Add documents

Cancel Back **Continue**

Attach file(s)

Drag and drop files here

or

Select file(s)

Name	File	Category
Qualification for ACUP	Qualification for ACUP.pdf	Qualifications

Cancel **Attach**

ACUP – SUITABILITY

If you click "Yes" to having a prior conviction in the last 10 years, you will be asked for more information and be given the option to attach any relevant documents

Application Qualifications **Suitability** Review Payment

1 Important information

Applicants need to declare any convictions within the previous 10 years under the following Acts:

- Agricultural and Veterinary Chemicals (Control of Use) Act 1992
- Drugs Poisons and Controlled Substances Act 1981
- Dangerous Goods Act 1985, Occupational Health and Safety Act 2004
- Environment Protection Act 2017 (formerly the Environment Protection Act 1970)
- Public Health and Wellbeing Act 2008

Have you, or any business that you have been associated with, been convicted of an offence under any of the above Acts in the previous 10 years? *

Yes
 No

Please provide further details of the conviction including the Act, the section of the Act or offence title under which you were convicted and the date of the conviction. *

Remaining: 4000 characters

Suitability Evidence

You may attach a court record of conviction or similar document that contains such details. Please note that each file does not exceed 5 mb. Accepted file formats for upload are PDF, JPEG, JPG, BMP, GIF, PNG, HEIC .

Add documents

Cancel Back **Continue**

ACUP – REVIEW

Expand each section to review application details.

Once reviewed, check box to declare that all details provided are true and correct.

Hit Continue.

The screenshot displays the 'Review' stage of the ACUP application process. At the top, a progress bar shows five steps: Application, Qualifications, Suitability, Review, and Payment. The 'Review' step is currently active, indicated by a downward arrow above it and a dark green circle below it. The other steps have green checkmarks above them, while 'Payment' has a grey circle below it.

Below the progress bar is a light blue box with an information icon and the text: 'Please review your application for Agricultural Chemical User Permit - Copper Chromium Arsenic. Application details can be updated by using the Back button.'

Underneath are four expandable sections, each with a right-pointing chevron:

- > Your details
- > This application
- > Qualifications
- > Suitability

Below these is a 'Declaration(s)' section with a checked checkbox and the text: 'I, Joanne Baldwin hereby declare that the details provided by me in this application process and in any supporting documentation are true and correct, and I understand that it is an offence under the Agricultural and Veterinary Chemicals (Control of Use) Act 1992 (Vic) to make false or misleading statements or omit information that is relevant to a Permit application.'

At the bottom, there are three buttons: 'Cancel', 'Back', and 'Continue'. The 'Continue' button is highlighted with a red oval.

ACUP – PAYMENTS

Review fees, noting that they are and **non-refundable**

Hit proceed to payment

Application Qualifications Suitability Review Payment

Important information

Fees are calculated according to the Monetary Units Act. Fee changes are applied on 1 July annually. For further information about the indexation of fees and penalties, please visit [this page](#) on the Department of Treasury and Finance website

Proceed to pay

The fee for this application is **\$60.40**. Please note that application fees are **non-refundable**.

Please proceed to payment to pay this fee and submit your application.

Cancel Back **Proceed to payment**

ACUP – PAYMENTS

Enter payment details

STEP 1 OF 3 - ENTER PAYMENT DETAILS

The department accepts Visa and Mastercard. 

Reference Number P101-11704-120106

Payment Amount \$60.40 AUD

* Cardholder Name

* Credit Card Number 

* Expiry Date (mm/yy) /

* Card Verification Number (CVN) [What is the CVN?](#)

Next

For any payment enquiries or invoice details please contact the Accounts Receivable Team Ph: (03) 8392 7071 Email: accounts.rev@ecodev.vic.gov.au

ACUP – PAYMENTS

Enter payment details

STEP 1 OF 3 - ENTER PAYMENT DETAILS

The department accepts Visa and Mastercard.  

Reference Number P101-11704-120106

Payment Amount \$60.40 AUD

* Cardholder Name

* Credit Card Number  

* Expiry Date (mm/yy) 08 / 24

* Card Verification Number (CVN) [What is the CVN?](#)

For any payment enquiries or invoice details please contact the Accounts Receivable Team

Confirm payment details

STEP 2 OF 3 - CONFIRM PAYMENT DETAILS

Please confirm your details.

Total Amount \$60.40 AUD

Reference Number P101-11704-120106

Cardholder Name Joanne

Credit Card Number 424242...242

Expiry Date 08/24

* Verification Code Enter the verification code below.



[Generate a new verification code.](#) | [Audio](#)

[Back](#)

[Confirm](#)

For any payment enquiries or invoice details please contact the Accounts Receivable Team Ph: (03) 8392 7071 Email: accounts.rev@ecodev.vic.gov.au

ACUP – PAYMENTS

Notification message will appear with the application reference ID



Thank you for your application for Agricultural Chemical User Permit - Copper Chromium Arsenic. Your application reference is P101-11704.

You can monitor the progress of your application via your My Applications where you can also download your transaction receipt (if a payment was required).

You will be notified of the outcome of your application within 5 business days. If you have any questions in respect to your application, please contact the Biosecurity Services Centre on 1800 678 779.

ACUP

Application will appear "In-Progress" under My Applications tab

The screenshot shows the ACUP dashboard interface. On the left is a dark green sidebar with navigation options: Home, My Applications, My Records, My Businesses, and My Profile. An arrow points from the text on the left to the 'My Applications' tab. The main content area features a status filter bar with 'IN-PROGRESS 1' circled in green. Below this is a table with one application entry.

Application ID	Application Type	Date Submitted	Status
P101-11704	Apply for Agricultural Chemical User Permit	24/04/24	UNDER ASSESSMENT

Apply for Pilot Chemical (Chemical Rating) Licence (PCRL)

OFFICIAL



Energy,
Environment
and Climate Action

WELCOME SCREEN (PCRL Application)

Select Pilot
(Chemical Rating)
Licence

Welcome Joanne Baldwin

Agriculture Victoria Connect offers a range of services to assist you in managing your regulatory compliance and relationship with us.

Our service offering is constantly evolving so please check back regularly to see how we can be of service.



Agricultural Chemical User Permit

An Agricultural Chemical User Permit (ACUP) gives authority to a person to purchase and use certain restricted chemicals in Victoria.

Apply now



Pilot (Chemical Rating) Licence

A Pilot (Chemical Rating) Licence (PCRL) gives authority to a pilot to conduct aerial spraying of agricultural chemicals in Victoria. A Pilot (Chemical Rating) Licence (PCRL) RPA is required for remotely piloted aircraft.

Apply now



Agricultural Aircraft Operator Licence (AAOL)

An Agricultural Aircraft Operator Licence (AAOL) is required by the operator of the aircraft (the owner, leaseholder, borrower of the aircraft) that undertakes aerial spraying in Victoria.

Apply now

PCRL – CHECKLIST (Manned)

Select which endorsement you require, and the checklist will appear

Which endorsement(s) do you require for your Pilot (Chemical Rating) Licence?

Pilot (Chemical Rating) Licence

Manned Aircraft

Remotely Piloted Aircraft

Checklist

Please confirm that you hold a current Commercial Pilot (Aeroplane or Helicopter) Licence or Air Transport Pilot (Aeroplane or Helicopter) Licence endorsed with an Agricultural Pilot (Aeroplane or Helicopter) Rating Grade 1 or 2 under the Civil Aviation Act 1988.

Have you obtained the Pilot Spraysafe accreditation?

Yes

No

Please confirm that you are aware of the responsibilities of a person undertaking aerial spraying under the Agricultural and Veterinary Chemicals (Control of Use) Regulations 2017 in regard to record keeping, aerial spraying equipment and notification of aerial spraying near specified places.

Ready to proceed

You can now proceed to the application process. Please note that you will be asked to upload relevant evidence or supporting documentation to comply with the qualification requirements of this application.

Fees are calculated according to the Monetary Units Act. Fee changes are applied on 1 July annually. For further information about the indexation of fees and penalties, please visit [this page](#) on the Department of Treasury and Finance website.

The fee for this application, if it is completed today, is \$357.75 and the licence will be valid for 3 years.

If you do not complete your application today, the fee will be recalculated at the payment step.

Please note that applicants for a Pilot (Chemical Rating) Licence are eligible for a reduced fee if they apply for an Agricultural Aircraft Operator Licence within 24 hours of applying for their Pilot (Chemical Rating) Licence. The reduced fee of for a combined application will be applied upon the completion of an Agricultural Aircraft Operator Licence application within 24 hours of this application.

Select "Start" to proceed noting the fee amount and licence period notification

PCRL - CHECKLIST

If you do not complete the checklist, an error message will appear



• Error: You must complete the checklist before you can start this application

PCRL – CHECKLIST (Remote)

Which endorsement(s) do you require for your Pilot (Chemical Rating) Licence?

Pilot (Chemical Rating) Licence

Manned Aircraft

Remotely Piloted Aircraft

Checklist

Please confirm you hold a Remote Pilot Licence (RePL) or Unmanned Aerial Vehicle Controller's Certificate as required by the Civil Aviation Safety Authority (CASA) for the RPA to be piloted, unless exempted under Regulation 101.237 of the Civil Safety Aviation Regulations 1998.

Please confirm you are aware of the Exemption under Regulation 101.237 of the Civil Safety Aviation Regulations 1998. To operate a RPA without a RePL, CASA requirements include that the RPA must only be flown over the person's own land, must not be operated for remuneration and must be operated within CASA standard operating conditions. The RPA must also be less than 25kg gross weight.

Please confirm that you will only be piloting remote piloted aircraft that are less than 150kg gross weight (maximum take-off weight).

Have you obtained the Pilot Spraysafe accreditation or equivalent examination from DEECA?

Yes

No

Please confirm you have completed the Agvet Chemical User Course containing the units AHCCHM307 - Prepare and apply chemicals to control pest, weeds and diseases (previously AHCCHM303); and AHCCHM304 - Transport and store chemicals) or previous equivalents.

Please confirm that you are aware of the responsibilities of a person undertaking aerial spraying under the Agricultural and Veterinary Chemicals (Control of Use) Regulations 2017 in regard to record keeping, aerial spraying equipment and notification of aerial spraying near specified places.

Ready to proceed

Please note that applicants for a Pilot (Chemical Rating) Licence (RPA) are eligible for a reduced fee if they apply for an AAOL (RPA) within 24 hours of applying for their PCRL (RPA).

The fee for this application is \$123.45 and the reduced fee for a combined PCRL (RPA) & AAOL (RPA) application will be applied upon the completion of an AAOL (RPA) application within 24 hours. The licence period is 3 years.

If you select a Remotely Piloted Licence only, an alternate checklist will appear to confirm if you have a Spraysafe credentials

If no is selected, you will be asked to confirm completion of the Agvet course

Select "Start" to proceed noting the fee amount and licence period notification

PCRL – CHECKLIST (Combined)

If you select both licences, a combined checklist will appear



Which endorsement(s) do you require for your Pilot (Chemical Rating) Licence?

Pilot (Chemical Rating) Licence

- Manned Aircraft
- Remotely Piloted Aircraft

Checklist

- Please confirm that you hold a current Commercial Pilot (Aeroplane or Helicopter) Licence or Air Transport Pilot (Aeroplane or Helicopter) Licence endorsed with an Agricultural Pilot (Aeroplane or Helicopter) Rating Grade 1 or 2 under the Civil Aviation Act 1988.
- Please confirm that you have obtained the Pilot Spraysafe accreditation or equivalent examination from DEECA.
- Please confirm that you are aware of the responsibilities of a person undertaking aerial spraying under the Agricultural and Veterinary Chemicals (Control of Use) Regulations 2017 in regard to record keeping, aerial spraying equipment and notification of aerial spraying near specified places.
- Please confirm you hold a Remote Pilot Licence (RePL) or Unmanned Aerial Vehicle Controller's Certificate as required by the Civil Aviation Safety Authority (CASA) for the RPA to be piloted, unless exempted under Regulation 101.237 of the Civil Safety Aviation Regulations 1998.
- Please confirm you are aware of the Exemption under Regulation 101.237 of the Civil Safety Aviation Regulations 1998. To operate a RPA without a RePL, CASA requirements include that the RPA must only be flown over the person's own land, must not be operated for remuneration and must be operated within CASA standard operating conditions. The RPA must also be less than 25kg gross weight.
- Please confirm that you will only be piloting remote piloted aircraft that are less than 150kg gross weight (maximum take-off weight).

Have you obtained the Pilot Spraysafe accreditation or equivalent examination from DEECA?

Yes

No

- Please confirm you have completed the Agvet Chemical User Course containing the units AHCCHM307 - Prepare and apply chemicals to control pest, weeds and diseases (previously AHCCHM303); and AHCCHM304 - Transport and store chemicals) or previous equivalents.
- Please confirm that you are aware of the responsibilities of a person undertaking aerial spraying under the Agricultural and Veterinary Chemicals (Control of Use) Regulations 2017 in regard to record keeping, aerial spraying equipment and notification of aerial spraying near specified places.

Ready to proceed

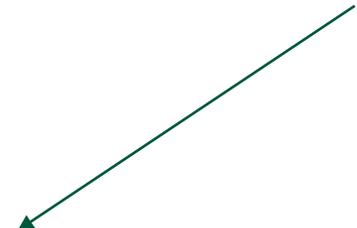
Please note that applicants for a Pilot (Chemical Rating) Licence (RPA) are eligible for a reduced fee if they apply for an AAOL (RPA) within 24 hours of applying for their PCRL (RPA).

The fee for this application is \$123.45 and the reduced fee for a combined PCRL (RPA) & AAOL (RPA) application will be applied upon the completion of an AAOL (RPA) application within 24 hours. The licence period is 3 years.

If no is selected, you will be asked to confirm completion of the Agvet course



Select "Start" to proceed noting the fee amount and licence period notification



PCRL – QUALIFICATIONS

Enter the AusChem registration number as evidence of your authority.

AusChem addresses AHCCHM307 and AHCCHM304.

If there are other qualifications, then applicant cannot proceed without providing additional documents.

Application ✓ Qualifications ▼ Suitability ● Review ● Payment ●

Important Information

To continue with your application, you are required to provide evidence that you have obtained the qualifications required for the authority you are requesting. These qualifications are listed below.

If these qualifications do not match your expectations, please review which authority you are applying for by using the Back button.

Qualification details

To qualify for a new Pilot (Chemical Rating) Licence, you must provide evidence of

- Accreditation - Pilot Spray Safe accreditation from the Aerial Application Association

Qualification evidence

You can upload evidence documents for the required qualification in a single of r not exceed 5 mb. Accepted file formats for upload are PDF, JPEG, JPG, BMP, GIF, P

Add documents

Attach file(s)

Drop and drop files here

or

Select file(s)

Name	File	Category
PCRL Qualification	PCRL Qualification.pdf	Qualifications

Cancel Attach

Cancel Back Continue

PCRL – SUITABILITY

If you select "Yes" to having a prior conviction in the last 10 years, you will be asked for more information and be given the option to attach any relevant documents

Application Qualifications **Suitability** Review Payment

Important information

Applicants need to declare any convictions within the previous 10 years under the following Acts:

- Agricultural and Veterinary Chemicals (Control of Use) Act 1992
- Drugs Poisons and Controlled Substances Act 1981
- Dangerous Goods Act 1985, Occupational Health and Safety Act 2004
- Environment Protection Act 2017 (formerly the Environment Protection Act 1970)
- Public Health and Wellbeing Act 2008

Have you, or any business that you have been associated with, been convicted of an offence under any of the above Acts in the previous 10 years? *

Yes
 No

Please provide further details of the conviction including the Act, the section of the Act or offence title under which you were convicted and the date of the conviction. *

Remaining: 4000 characters

Suitability Evidence

You may attach a court record of conviction or similar document that contains such details. Please note that each file does not exceed 5 mb. Accepted file formats for upload are PDF, JPEG, JPG, BMP, GIF, PNG, HEIC .

Add documents

Cancel Back **Continue**

PCRL – DECLARATIONS

Expand each section to review application details.

Check boxes to declare that all details provided are true and correct.

The screenshot displays a multi-step application process. At the top, a progress bar shows five stages: Application, Qualifications, Suitability, Review, and Payment. The 'Review' stage is currently active, indicated by a downward arrow above it and a dark green circle. Below the progress bar, an 'Important information' box contains a message: 'Please review your application for Pilot (Chemical Rating) Licence. Application details can be updated by using the Back button.' Below this, there are four expandable sections: 'Your details', 'This application', 'Qualifications', and 'Suitability'. The 'Declaration(s)' section is expanded, showing five declaration items, each with a checked checkbox:

- I confirm I hold a current Commercial Pilot (Aeroplane or Helicopter) Licence or Air Transport Pilot (Aeroplane or Helicopter) Licence endorsed with an Agricultural Pilot (Aeroplane or Helicopter) Rating Grade 1 or 2 under the Civil Aviation Act 1988.
- I confirm I hold a Remote Pilot's Licence (RePL) or Unmanned Aerial Vehicle Controller's Certificate as required by the Civil Aviation Safety Authority (CASA) for the RPA to be piloted, unless exempted under Regulation 101.237 of the Civil Safety Aviation Regulations 1998.
- I confirm that I will only be piloting remote piloted aircraft that are less than 150kg gross weight (maximum take-off weight).
- I confirm that I am aware of my responsibilities as a person undertaking aerial spraying under the Agricultural and Veterinary chemicals (Control of Use) regulations 2017 in regard to record keeping, aerial spraying equipment and notification of aerial spraying near specified places.
- I, Joanne Baldwin hereby declare that the details provided by me in this application process and in any supporting documentation are true and correct, and I understand that it is an offence under the Agricultural and Veterinary Chemicals (Control of Use) Act 1992 (Vic) to make false or misleading statements or omit information that is relevant to a Licence application.

At the bottom of the form, there are three buttons: 'Cancel', 'Back', and 'Continue'.

PCRL – PAYMENT

Review fees and time period of valid licence

The screenshot displays a progress bar at the top with five steps: Application, Qualifications, Suitability, Review, and Payment. The first four steps are marked with green checkmarks, while the 'Payment' step is marked with a dark grey circle. Below the progress bar, there are two main sections:

- Important information:** A light blue box containing an information icon and text stating: "Fees are calculated according to the Monetary Units Act. Fee changes are applied on 1 July annually. For further information about the indexation of fees and penalties, please visit [this page](#) on the Department of Treasury and Finance website".
- Proceed to pay:** A light green box containing a checkmark icon and text stating: "The fee for this application, if it is completed today, is \$357.75 and the licence will be valid for 3 years. Please note that application fees are non-refundable." Below this, it says "Please proceed to payment to pay this fee and submit your application." and "Please note that applicants for a Pilot (Chemical Rating) Licence are eligible for a reduced fee if they apply for an Agricultural Aircraft Operator Licence within 24 hours of applying for their Pilot (Chemical Rating) Licence. The reduced fee of for a combined application will be applied upon the completion of an Agricultural Aircraft Operator Licence application within 24 hours of this application."

At the bottom of the page, there are three buttons: "Cancel", "Back", and "Proceed to payment".

PCRL – PAYMENTS

Enter payment details

STEP 1 OF 3 - ENTER PAYMENT DETAILS

The department accepts Visa and Mastercard. 

Reference Number P101-11704-120106

Payment Amount \$60.40 AUD

* Cardholder Name

* Credit Card Number 

* Expiry Date (mm/yy) 08 / 24

* Card Verification Number (CVN) [What is the CVN?](#)

For any payment enquiries or invoice details please contact the Accounts Receivable Team

Confirm payment details

STEP 2 OF 3 - CONFIRM PAYMENT DETAILS

Please confirm your details.

Total Amount \$60.40 AUD

Reference Number P101-11704-120106

Cardholder Name Joanne

Credit Card Number 424242...242

Expiry Date 08/24

* Verification Code Enter the verification code below.



[Generate a new verification code.](#) | [Audio](#)

[Back](#)

[Confirm](#)

For any payment enquiries or invoice details please contact the Accounts Receivable Team Ph: (03) 8392 7071 Email: accounts.rev@ecodev.vic.gov.au

PCRL – APPLICATION ID

A notification will appear confirming your submission and the Application ID

A copy of the correspondence will also be emailed to the applicant

✔ Thank you for your application for Pilot (Chemical Rating) Licence. Your application reference is L101-12015.

You can monitor the progress of your application via your My Applications where you can also download your transaction receipt (if a payment was required).

You will be notified of the outcome of your application within 5 business days. If you have any questions in respect to your application, please contact the Biosecurity Services Centre on 1800 678 779.

- > **Applicant details**
- > **This application**
- > **Qualifications**
- > **Suitability**
- > **Declarations**
- ∨ **Payment details**

The details of your payment are below

Reference number L101-12015-010212	Payment Reference 1121175396	Fee amount AUD 357.75
Paid on 24/04/24	Payment method VISA 424242...242	

[L101-12015_20240424T030504.pdf](#)
Payment Receipt • Joanne Baldwin • 24/04/2024
- ∨ **Correspondence**

[Agriculture Victoria: Application Submitted](#)
Joanne Baldwin • 24/04/2024

Your application (L101-12015) has been submitted

Dear Joanne Baldwin,

We have received your Pilot (Chemical Rating) Licence application. Your application reference is L101-12015.

You can monitor the progress of your application via My Applications in [Agriculture Victoria Connect](#) where you can also download your payment receipt (if a payment was required).

You will be notified of the outcome of your application within 5 business days.

Regards,
Agriculture Victoria

If you require assistance with logging in to Agriculture Victoria Connect, please contact the Biosecurity Services Centre on 1 800 678 779 between 9am and 4:30pm weekdays.

We acknowledge the traditional Aboriginal Owners of Country throughout Victoria, their ongoing connection to this land and we pay our respects to their culture and their Elders past, present and future.

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

We are social

[Privacy](#)

Energy, Environment and Climate Action

PCRL – STATUS

Once submitted the application will sit "In-Progress" of "My Applications"

The screenshot shows the 'My Applications' dashboard. At the top, there are filters for 'INFORMATION REQUIRED 0', 'IN-PROGRESS 2', 'DRAFTS 4', and 'COMPLETED 1'. The 'IN-PROGRESS' filter is selected and underlined. Below the filters, there are 'Refresh' and 'Keyboard' icons. A table lists two applications:

Application ID	Application Type	Date Submitted	Status
L101-11019	Apply for Agricultural Aircraft Operator Licence	10/01/24	UNDER ASSESSMENT
P101-11095	Apply for Agricultural Chemical User Permit	18/12/23	UNDER ASSESSMENT

Once approved, it will appear in the Completed section

The screenshot shows the 'My Applications' dashboard after an update. The filters now show 'INFORMATION REQUIRED 0', 'IN-PROGRESS 1', 'DRAFTS 4', and 'COMPLETED 1'. The 'COMPLETED' filter is circled in green. Below the filters, there are 'Refresh' and 'Keyboard' icons. A table lists one application:

Application ID	Application Type	Date Completed	Status
L101-11016	Apply for Pilot (Chemical Rating) Licence	10/01/24	APPROVED

Apply Agricultural Aircraft Operator Licence (AAOL)

OFFICIAL



Energy,
Environment
and Climate Action

WELCOME SCREEN (AAOL Application)

Select
Agricultural
Aircraft Operator
Licence

Welcome SP Applicant 02

Agriculture Victoria Connect offers a range of services to assist you in managing your regulatory compliance and relationship with us.

Our service offering is constantly evolving so please check back regularly to see how we can be of service.



Agricultural Chemical User Permit

An Agricultural Chemical User Permit (ACUP) gives authority to a person to purchase and use certain restricted chemicals in Victoria.

Apply now



Pilot (Chemical Rating) Licence

A Pilot (Chemical Rating) Licence (PCRL) gives authority to a pilot to conduct aerial spraying of agricultural chemicals in Victoria. A Pilot (Chemical Rating) Licence (PCRL) RPA is required for remotely piloted aircraft.

Apply now



Agricultural Aircraft Operator Licence (AAOL)

An Agricultural Aircraft Operator Licence (AAOL) is required by the operator of the aircraft (the owner, leaseholder, borrower of the aircraft) that undertakes aerial spraying in Victoria.

Apply now

WELCOME SCREEN (AAOL Application)

When applying on behalf of a business, you need to **add the business** first, and be **assigned the correct role**.

See "My Business Slides"

Apply for Agricultural Aircraft Operator Licence

Actions Close

Before you start

Before you start, we'd like to let you know of any pre-requisites that may be required and any supporting documents you may need to provide.

Your details

Please check that the details below are correct. If anything needs to be updated, please update your details in [My Profile](#) before clicking the Start button.

First name SP	Middle name ---
Last name Applicant 02	Date of birth 12/12/1976
Mobile phone 0400400400	Home phone ---
Email sp.applicant.02@yopmail.com	
Home address ---	Mailing address ---

Are you submitting on behalf of a business?*

Yes
 No

If you are making a submission on behalf of a business you must have been assigned the correct user role by a business administrator. If the business you are submitting for does not appear in the list below, please contact the business directly to have your permissions updated.

Entity name
Select a business
Select a business

This application

Important information

An Agricultural Aircraft Operator Licence (AAOL) is required by the operator of the aircraft (the owner, leaseholder, borrower of the aircraft) that undertakes aerial spraying in Victoria.

Please visit [this page](#) on the Agriculture Victoria website for further information.

Cancel Start

AAOL – CHECKLIST (Manned)

If applying on behalf of a business, select the Business Entity name from the dropdown box

Are you submitting on behalf of a business? *

Yes
 No

 If you are making a submission on behalf of a business you must have been assigned the correct user role by a business administrator. If the business you are submitting for does not appear in the list below, please contact the business directly to have your permissions updated.

Entity name *

Air Limited

This application

Important information

An Agricultural Aircraft Operator Licence (AAOL) is required by the operator of the aircraft (the owner, leaseholder, borrower of the aircraft) that undertakes aerial spraying in Victoria.

Please visit [this page](#) on the Agriculture Victoria website for further information.

If a Spraysafe accreditation has not been obtained, an alternate question will appear confirming an equivalent assessment in the last 3 years

Which endorsement(s) do you require for your Agricultural Aircraft Operator Licence?

Agricultural Aircraft Operator Licence

Manned Aircraft
 Remotely Piloted Aircraft

Checklist

Have you obtained the Operation Spraysafe accreditation from the Aerial Application Association of Australia within the previous 3 years?

Yes
 No

An assessment has been undertaken by the Department within the last 3 years to confirm operation to an equivalent standard.

AAOL – CHECKLIST (Manned)

The ready to proceed notification will appear with the **fee** and **time period** of licence

✓ Ready to proceed

You can now proceed to the application process. Please note that you will be asked to upload relevant evidence or supporting documentation to comply with the qualification requirements of this application.

Fees are calculated according to the Monetary Units Act. Fee changes are applied on 1 July annually. For further information about the indexation of fees and penalties, please visit [this page](#) on the Department of Treasury and Finance website.

The fee for this application, if it is completed today, is **\$890.40** and the licence will be valid for **3 years**.

If you do not complete your application today, the fee will be recalculated at the payment step.

Please note that applicants for an Agricultural Aircraft Operator Licence are eligible for a reduced fee if they apply for a Pilot (Chemical Rating) Licence within 24 hours of applying for their Agricultural Aircraft Operator Licence. The reduced fee of for a combined application will be applied upon the completion of a Pilot (Chemical Rating) Licence application within 24 hours.

AAOL – CHECKLIST (Remote)

Select Remotely Piloted Aircraft



Which endorsement(s) do you require for your Agricultural Aircraft Operator Licence?

Agricultural Aircraft Operator Licence

Manned Aircraft

Remotely Piloted Aircraft

Checklist

Do you hold an Unmanned Aerial Vehicle Operator Certificate or RPA Operators Certificate (ReOC) for aerial operations as required by the Civil Aviation Safety Authority (CASA)?

Yes

No

Please confirm you are applying under the Exemption under Regulation 101.237 of the Civil Safety Aviation Regulations 1998. To operate a RPA without a ReOC, CASA requirements include that the RPA must only be flown over the person's own land, must not be operated for remuneration and must be operated within CASA standard operating conditions. The RPA must also be less than 25kg gross weight, unless the pilot holds the appropriate Remote Pilot's Licence.

Please confirm that you will only be operating remote piloted aircraft that are less than 150kg gross weight (maximum take-off weight).

Ready to proceed

You can now proceed to the application process.

Fees are calculated according to the Monetary Units Act. Fee changes are applied on 1 July annually. For further information about the indexation of fees and penalties, please visit [this page](#) on the Department of Treasury and Finance website.

The fee for this application, if it is completed today, is **\$890.40** and the licence will be valid for **3 years**.

If you do not complete your application today, the fee will be recalculated at the payment step.

Please note that applicants for an Agricultural Aircraft Operator Licence are eligible for a reduced fee if they apply for a Pilot (Chemical Rating) Licence within **24 hours** of applying for their Agricultural Aircraft Operator Licence. The reduced fee of for a combined application will be applied upon the completion of a Pilot (Chemical Rating) Licence application within **24 hours**.

Applicant must confirm aircraft is less than 150kg



If the applicant does NOT hold the required certificates, they must confirm they are applying for an exemption



Hit start to continue to the next screen



AAOL – QUALIFICATIONS

Attach the relevant qualifications and hit continue

Application ✓ **Qualifications** Suitability Review Payment

Important Information

To continue with your application, you are required to provide evidence that you have obtained the qualifications required for the authority you are requesting. These qualifications are listed below.

If these qualifications do not match your expectations, please review which authority you

Qualification details

To qualify for a new Agricultural Aircraft Operator Licence, you must provide evidence of

- Accreditation - Operation Spraysafe accreditation from the Aerial Application Association

Qualification evidence

You can upload evidence documents for the required qualification in a single or multiple files. Each file must not exceed 5 mb. Accepted file formats for upload are PDF, JPEG, JPG, BMP, GIF, PNG, HEIC

Attach file(s)

Drag and drop files here or

Name	File	Category
AAOL Qualification	AAOL Qualification.pdf	Qualifications

AAOL – SUITABILITY

If you select "Yes" to having a prior conviction in the last 10 years, you will be asked for more information and be given the option to attach any relevant documents

Application Qualifications **Suitability** Review Payment

Important information

Applicants need to declare any convictions within the previous 10 years under the following Acts:

- Agricultural and Veterinary Chemicals (Control of Use) Act 1992
- Drugs Poisons and Controlled Substances Act 1981
- Dangerous Goods Act 1985, Occupational Health and Safety Act 2004
- Environment Protection Act 2017 (formerly the Environment Protection Act 1970)
- Public Health and Wellbeing Act 2008

Have you, or any business that you have been associated with, been convicted of an offence under any of the above Acts in the previous 10 years? *

Yes
 No

Please provide further details of the conviction including the Act, the section of the Act or offence title under which you were convicted and the date of the conviction. *

Remaining: 4000 characters

Suitability Evidence

You may attach a court record of conviction or similar document that contains such details. Please note that each file does not exceed 5 mb. Accepted file formats for upload are PDF, JPEG, JPG, BMP, GIF, PNG, HEIC .

Add documents

Cancel Back **Continue**

AAOL – DECLARATIONS

Review application details and check the boxes to declare that all details provided are true and correct

▼ This application
Which endorsement(s) do you require for your Agricultural Aircraft Operator Licence?

Agricultural Aircraft Operator Licence

Manned Aircraft

Remotely Piloted Aircraft

▼ Qualifications
To qualify for a new Agricultural Aircraft Operator Licence, you must provide evidence of

- Accreditation - Operation Spraysafe accreditation from the Aerial Application Association of Australia



[Agile Foundations certificate.png](#)
Qualifications • SP Applicant 02 • 22/04/2024

▼ Suitability
Have you, or any business that you have been associated with, been convicted of an offence under any of the above Acts in the previous 10 years?
No

Declaration(s)

I confirm I hold an Unmanned Aerial Vehicle Operator Certificate or RPA Operators Certificate (ReOC) for aerial operations as required by the Civil Aviation Safety Authority (CASA), unless excluded under Regulation 101.237 of the Civil Aviation Regulations 1998

I confirm that I will only be operating remote piloted aircraft that are less than 150kg gross weight (maximum take-off weight).

I, SP Applicant 02 hereby declare that the details provided by me in this application process and in any supporting documentation are true and correct, and I understand that it is an offence under the Agricultural and Veterinary Chemicals (Control of Use) Act 1992 (Vic) to make false or misleading statements or omit information that is relevant to an Licence application.

AAOL – DECLARATIONS

Review fees and time period of valid licence

Application Qualifications Suitability Review Payment

Important information

Fees are calculated according to the Monetary Units Act. Fee changes are applied on 1 July annually. For further information about the indexation of fees and penalties, please visit [this page](#) on the Department of Treasury and Finance website

Proceed to pay

The fee for this application, if it is completed today, is **\$890.40** and the licence will be valid for **3 years**. Please note that application fees are non-refundable.

Please proceed to payment to pay this fee and submit your application.

Please note that applicants for an Agricultural Aircraft Operator Licence are eligible for a reduced fee if they apply for a Pilot (Chemical Rating) Licence within **24 hours** of applying for their Agricultural Aircraft Operator Licence. The reduced fee of for a combined application will be applied upon the completion of a Pilot (Chemical Rating) Licence application within **24 hours**.

Cancel Back **Proceed to payment**

Hit submit to complete your application

AAOL – PAYMENTS

Enter payment details and hit next

STEP 1 OF 3 - ENTER PAYMENT DETAILS

The department accepts Visa and Mastercard. 

Reference Number: L101-12469-022328

Payment Amount: \$890.40 AUD

* Cardholder Name:

* Credit Card Number: 

* Expiry Date (mm/yy): /

* Card Verification Number (CVN): What is the CVN?

For any payment enquiries or invoice details please contact the Accounts Receivable Team Ph: (03) 8392 7071 Email: accounts.rev@ecodev.vic.gov.au

A confirmation notification will appear with application reference number

 Thank you for your application for Agricultural Aircraft Operator Licence. Your application reference is L101-12469.

You can monitor the progress of your application via your My Applications where you can also download your transaction receipt (if a payment was required).

You will be notified of the outcome of your application within 5 business days. If you have any questions in respect to your application, please contact the Biosecurity Services Centre on 1800 678 779.

AAOL – PAYMENT

Payment details and Correspondence will be captured

Payment details

Please refer to fee and payment details below

Reference number	Payment Reference	Fee amount
L101-12469-022328	1120995180	AUD 89
Paid on	Payment method	
22/04/24	VISA 424242...242	

 [L101-12469_20240422T042714.pdf](#)
Payment Receipt • SP Applicant 02 • 22/04/2024

Correspondence

 [Agriculture Victoria: Application Submitted](#)
SP Applicant 02 • 22/04/2024

A copy of the correspondence will also be emailed to the applicant



Your application (L101-12469) has been submitted

Dear SP Applicant 02,

Air Limited

We have received your Agricultural Aircraft Operator Licence application. Your application reference is L101-12469.

You can monitor the progress of your application via My Applications in [Agriculture Victoria Connect](#) where you can also download your payment receipt (if a payment was required).

You will be notified of the outcome of your application within 5 business days.

Regards,
Agriculture Victoria

If you require assistance with logging in to Agriculture Victoria Connect, please contact the Biosecurity Services Centre on 1 800 678 779 between 9am and 4:30pm weekdays.

We acknowledge the traditional Aboriginal Owners of Country throughout Victoria, their ongoing connection to this land and we pay our respects to their culture and their Elders past, present and future.

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

We are social
  

[Privacy](#)



AAOL – STATUS

Once submitted the application will sit "In-Progress" of "My Applications"

Home
My Applications
My Records
My Businesses
My Profile

INFORMATION REQUIRED 0 **IN-PROGRESS 2** DRAFTS 8 COMPLETED 7

Refresh

Application ID	Application Type	Date Submitted	Status
L101-12469	Apply for Agricultural Aircraft Operator Licence	22/04/24	UNDER ASSESSMENT
L101-12070	Apply for Pilot (Chemical Rating) Licence	28/02/24	UNDER ASSESSMENT

Once approved, it will appear in the Completed section

My Applications

INFORMATION REQUIRED 0 IN-PROGRESS 2 DRAFTS 4 **COMPLETED 2**

Refresh Keyboard

Application ID	Application Type	Date Completed	Status
L101-11019	Apply for Agricultural Aircraft Operator Licence	11/01/24	APPROVED
L101-11016	Apply for Pilot (Chemical Rating) Licence	10/01/24	APPROVED

Respond to RFI

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RESPOND TO RFI

Any applications that are waiting for RFI response, will appear under "Information Required" section.

The screenshot shows a dashboard with a sidebar on the left containing navigation options: Home, My Applications, My Records, My Businesses, and My Profile. The main content area has a header with filters: INFORMATION REQUIRED (1), IN-PROGRESS (0), DRAFTS (0), and COMPLETED (2). A 'Refresh' button is located on the right. Below the filters is a table with the following data:

Application ID	Application Type	Date of Information requested	Status
P101-11703	Apply for Agricultural Chemical User Permit	23/04/24	PENDING INFORMATION

Click on ID to open application

RESPOND TO RFI

Update comments field and attach documentation, before hitting Submit

P101-11703
Apply for Agricultural Chemical User Permit

Respond to information request

Please provide following information before your application can be further processed.

Information required
Please provide further information including additional documentation

Response / Comments*

Confirmation of court documents are attached

Remaining: 3956 characters

Additional documents

Make sure each file does not exceed 5MB and are one of the follow

Add documents

Uploaded documents

No items

Attach file(s)

Drag and drop files here

or

Select file(s)

Name	File	Category
Agile Foundations certificate	Agile Foundations certificate.png	Additional document

Cancel Attach

Cancel Save **Submit**

✓ Thank you for providing the information.

You can monitor the progress of your application via your My Applications section. You will be notified of the outcome of your application within 2-5 business days. If you have any questions in respect to your application, please contact the Biosecurity Services Centre on 1800 678 779.

Notification will appear advising outcome in 2-5 days

Renew or add endorsements

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RENEW OR ADD ENDORSEMENT

There's two paths:

- 1) Create an account
- 2) Update profile
- 3) Enter token

OR

- 1) Account already created
- 2) Go to my Records
- 3) Connect to existing authorities
- 4) Enter token
- 5) Then:
- 6) Click on the authority in the connected authorities list
- 7) Action menu
- 8) Renew or Add endorsement

RENEWAL REMINDERS

- Renewal Notifications are sent out 60 days before expiry.
 - This is **BOTH via email and letter** (for migrated permits/licences)

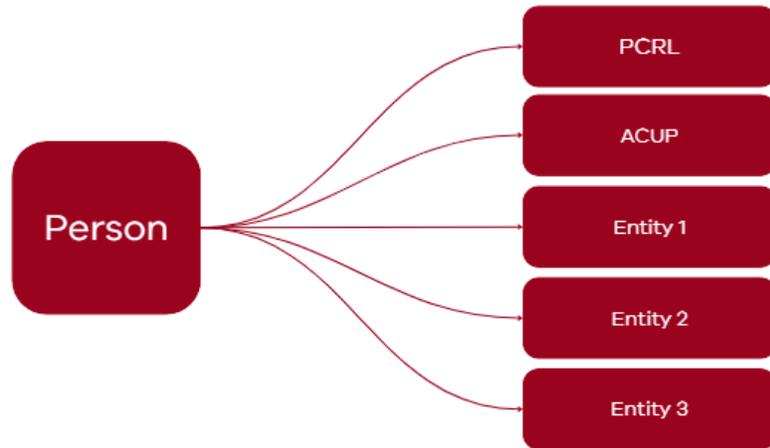
- Then a Reminder goes out **15 days before expiry**.
 - This applies to **email ONLY**

- A Notice of Expiry goes out on the day after expiry.
 - This applies to **email ONLY**

AUDIT TRAIL

Version No.	Date	Update Description	Who
01	11.01.24	1 st draft completed	Joanne Baldwin
02	15.01.24	Review and updates provided	Avneesh Rupal
03	15.01.24	Updates provided	Nicole Olsen
04	08.04.24	Updated with Add/Remove Roles	Joanne Baldwin
05	22.04.24	Revised old screen shots, Added payments, and Add a token	Joanne Baldwin
06	23.04.24	Review and updates provided	Avneesh Rupal
07	24.04.24	Updated ACUP and PCRL, Payments, Revised screens shots	Joanne Baldwin
08	22.05.24	Added Renewals process and Reminder's schedule (reviewed by Damien)	Joanne Baldwin
09	23.05.24	Formally handover manual to BSC for future updates and management	Joanne Baldwin

AV CONNECT ACTORS - EXTERNAL



All functions in AV Connect must be performed by a person

A person is uniquely identified in AV Connect via their email address

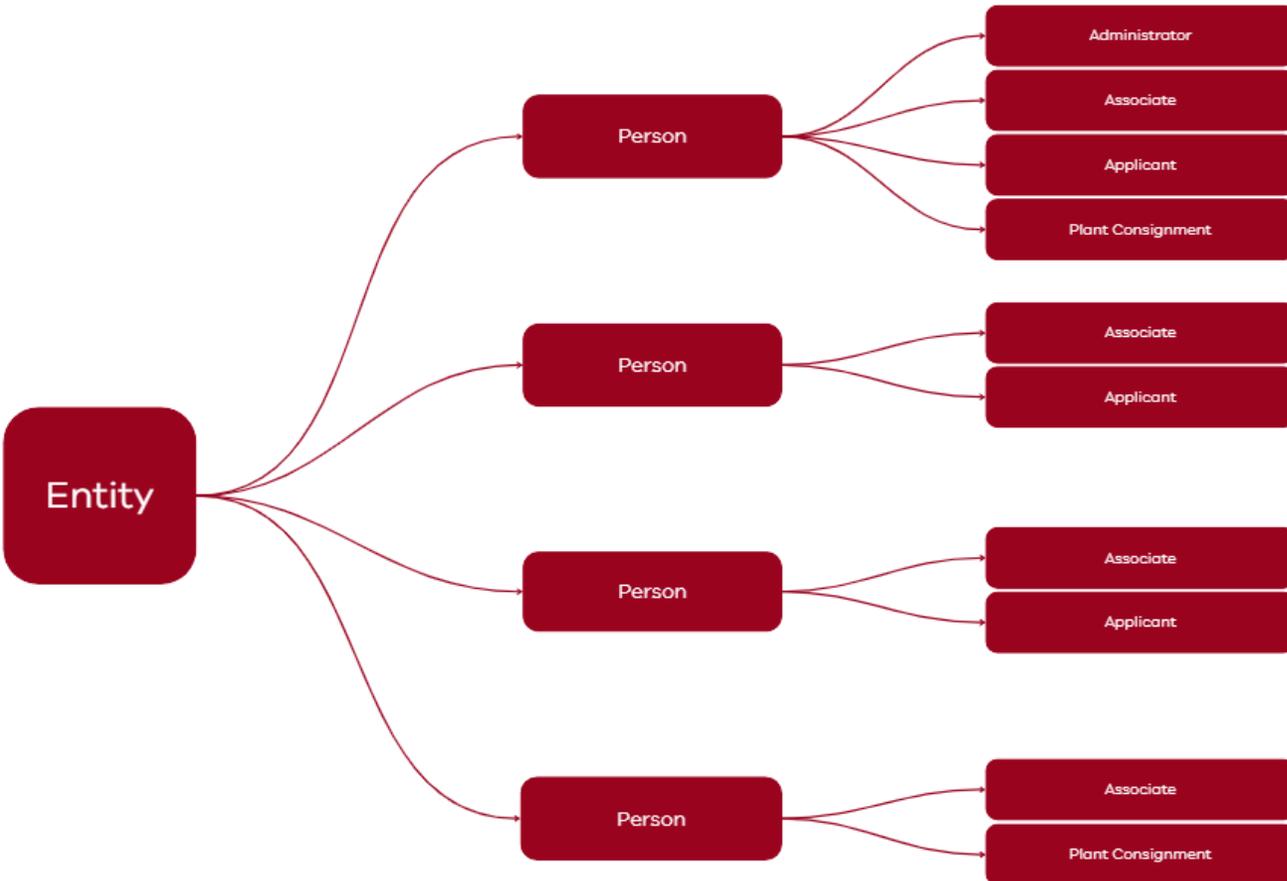
If an email address needs to be updated, for release 1, please log a request with the BTS service desk

A person can be associated to multiple entities

The person is responsible for maintaining their records in AV Connect

Other than for migrated persons entities, it is not anticipated that Ag Vic staff would edit Person records

AV CONNECT ACTORS - EXTERNAL



An entity can have multiple persons associated to it

Each associated person can have multiple different roles

The roles determine which regulatory processes a person can perform on behalf of the Entity

The Business Administrator role is responsible for maintaining the Entity in AV Connect

Other than for migrated entities, it is not anticipated that Ag Vic staff would edit Entity records