New Matters Variation

A new matters variation is used to add additional, completely separate voyages onto an existing temporary licence. For more information relating to temporary licences and new matters variations, please visit the Frequently Asked Questions page.

**Please note:** This flowchart is representative only and does not replace the legislation. Please refer to the Coastal Trading (Revitalising Australian Shipping) Act 2012 to confirm legislative requirements.

Legend

| Process undertaken by the applicant |
| Process undertaken by the Shipping Business Unit (SBU) |

### New Matters Summary

<table>
<thead>
<tr>
<th>Cost</th>
<th>$400</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultation period</td>
<td>2 business days</td>
</tr>
<tr>
<td>Processing timeframe</td>
<td>7 business days</td>
</tr>
</tbody>
</table>

The SBU confirms with the applicant the total number of voyages to be authorised under the licence.

Upon confirmation, the SBU sends the application out for a 2 business day consultation period.

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The SBU publishes the details of new matters applications received each day on the Department’s website.

### Notice in Response (NIR) Received

- An NIR stops the clock for considering applications

### No NIR Received

- Applicant must negotiate with general licence holders who provided NIR and notify Minister of the outcome

### Application submitted to the Minister’s Delegate for consideration

- Minister’s Delegate reviews the application

#### Application Refused

- Applicant notified in writing of the decision and reason for decision
- Details of the application are published on the Department’s website after each refusal

#### Application Granted

- New Matters variation approved, new voyages added to licence.
- Details of the application are published on the Department’s website at the start of the next month
- Applicant submits voyage notifications before, and voyage reports after each voyage authorised under the licence
- Voyage reports are published on the Department’s website twice per month

- The Minister’s Delegate must consider new matters applications within 7 business days of date received

- Voyage notifications must be submitted at least 2 business days before the actual loading date of the voyage.
- Voyage reports must be submitted no later than 10 days after the completion of the voyage.