PIC Registration and Amendment System (PRAS)

New Application Guide

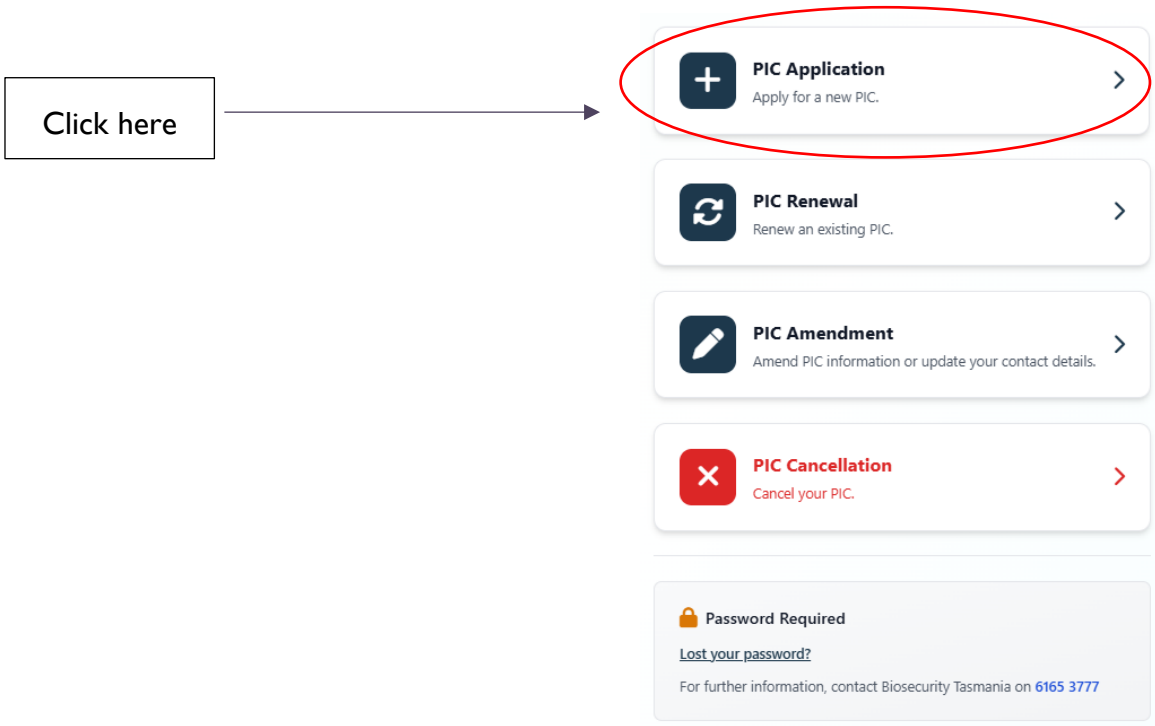
Step 1: Getting Started

Visit the Property Registration and Amendment Page.

Link: [Home | PIC Registration and Amendment System]

Step 2: New PIC Application

On the right-hand side of the screen click 'PIC Application'.



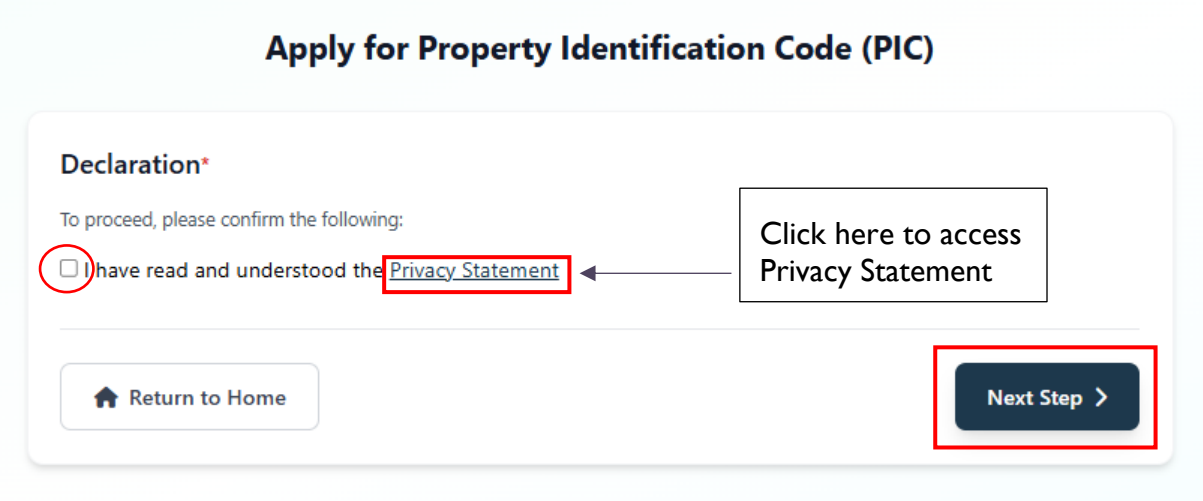
Department of
Natural Resources and Environment Tasmania

Tasmanian Government

Step 3: Declaration

Confirm you have read and understood the privacy statement.

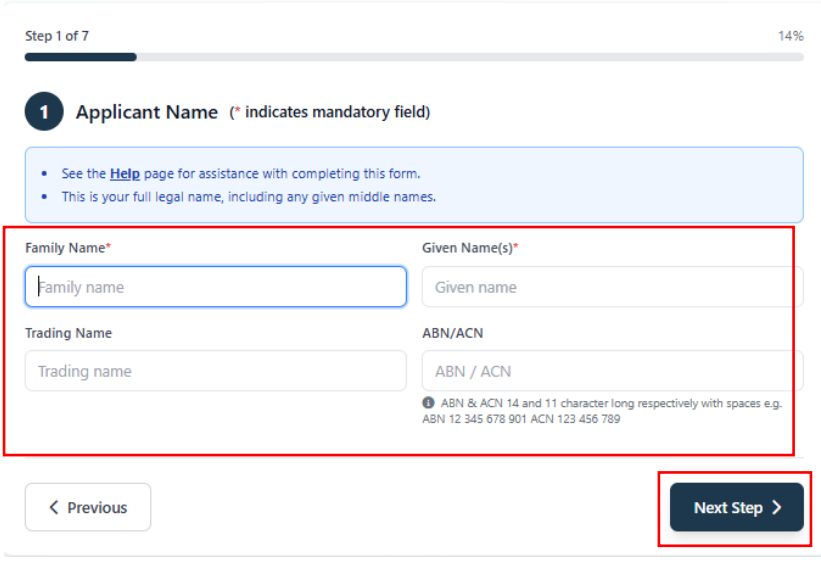
To access the Privacy Statement, click on the Privacy Statement link. Once you have read and undertood the Privacy Statement, confirm by clicking the tick box and click ‘Next Step’.



Complete the application form/steps:

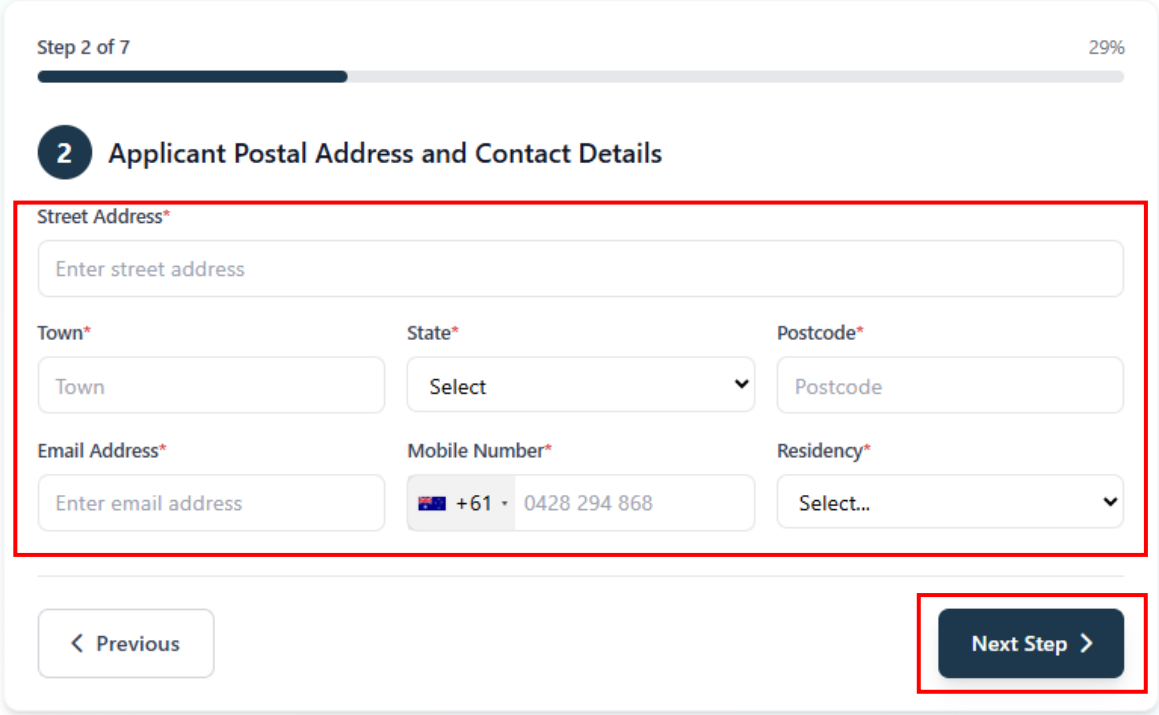
Step 4: Applicant Details

- Enter Applicant Name and business details (if any), in the text boxes provided.
- Click ‘Next Step’.



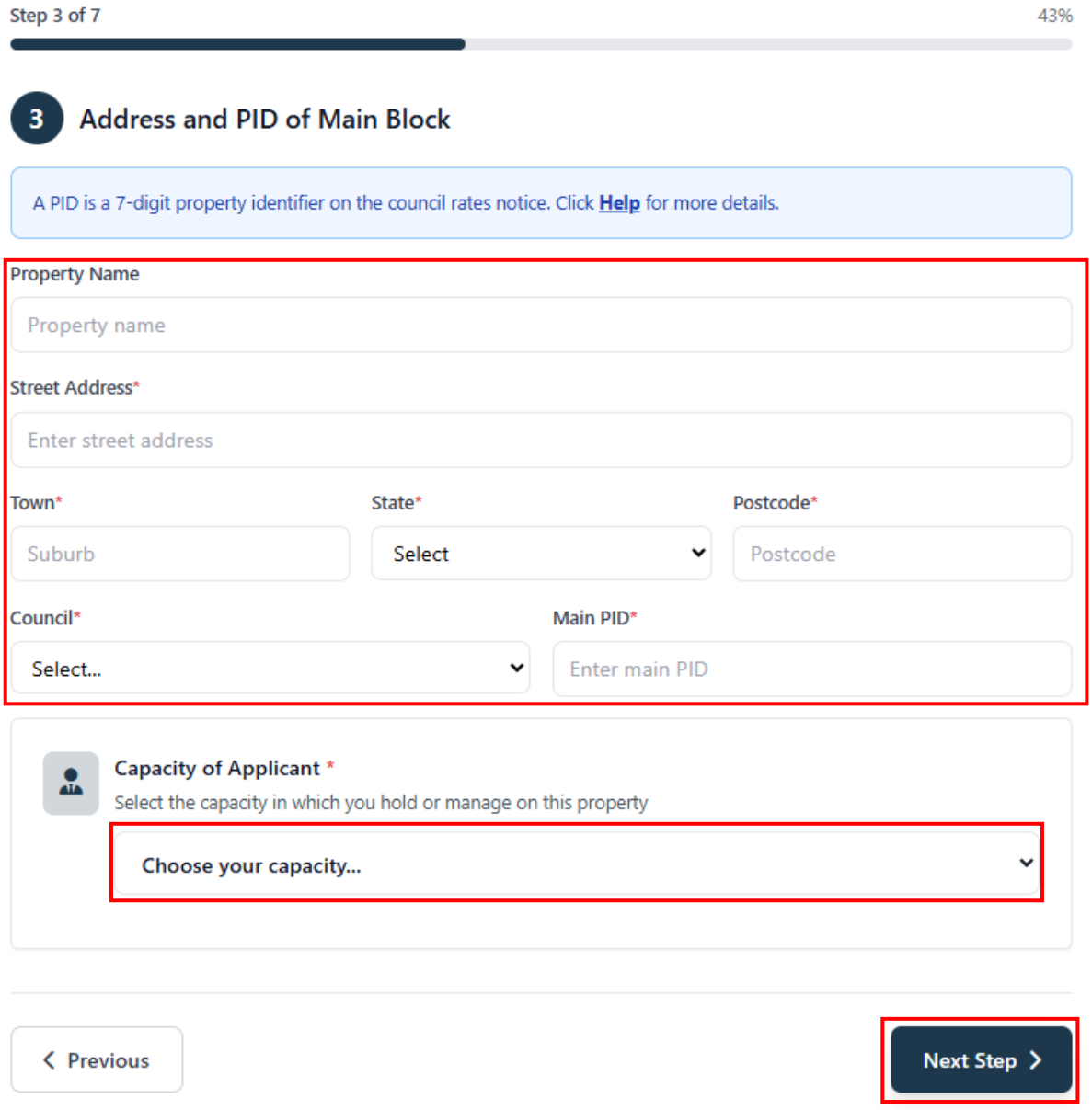
Step 5: Postal Address

- Enter your Postal Address details.
- Enter your email address, mobile number and residency details from the drop-down box.
- Click ‘Next Step’.



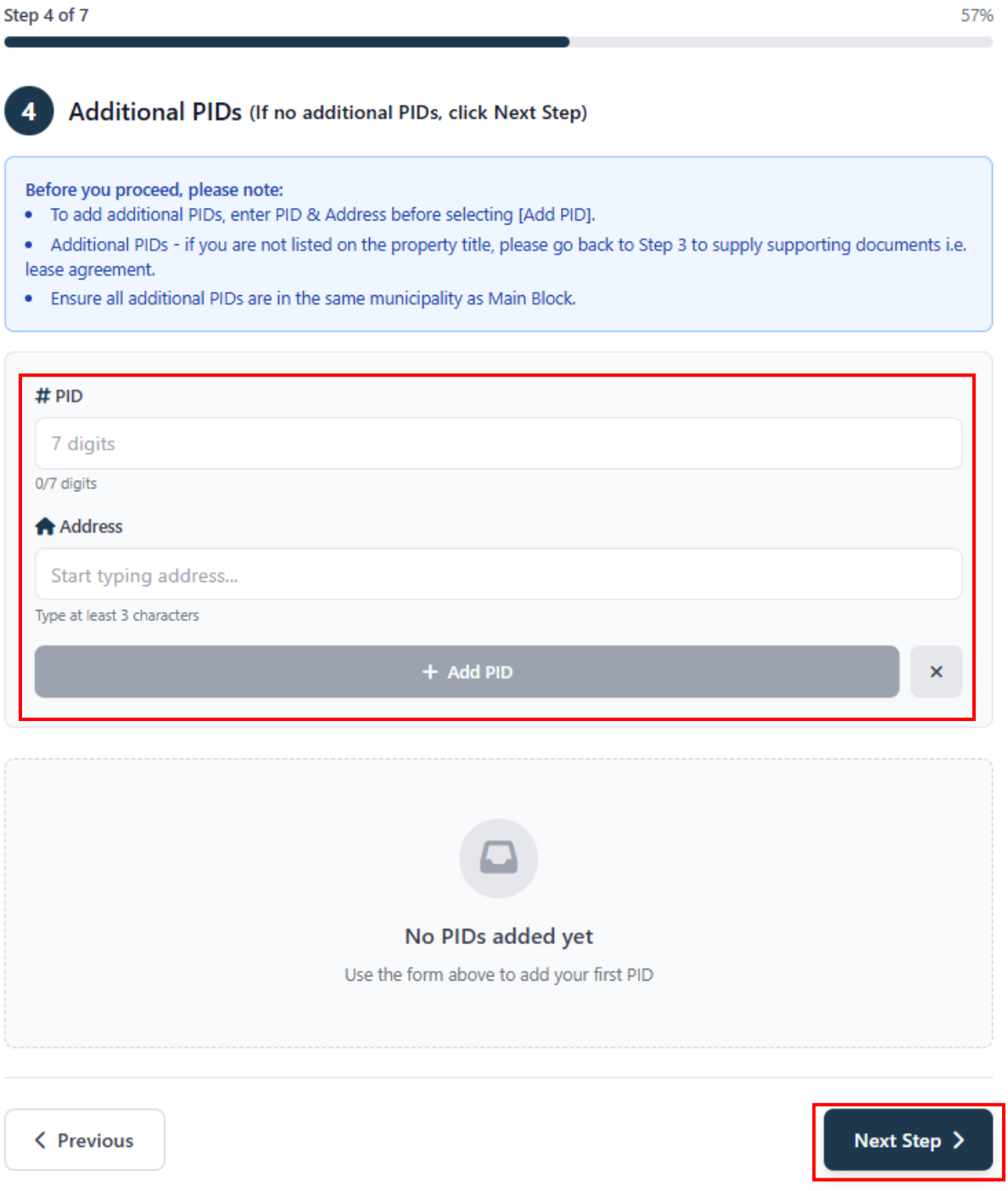
Step 6: Main Property Details (the main property the PIC will be allocated to)

- Enter the Property Name (if there is one), and the Main Property Address.
- Select the property Council region from the drop-down box.
- Provide the Property Identification Number (PID) (available on your council rates notice).
- Select the Capacity in which you are associated to this property by clicking the drop-down box.
- Click 'Next Step'.



Step 7: Additional Properties (if applicable)

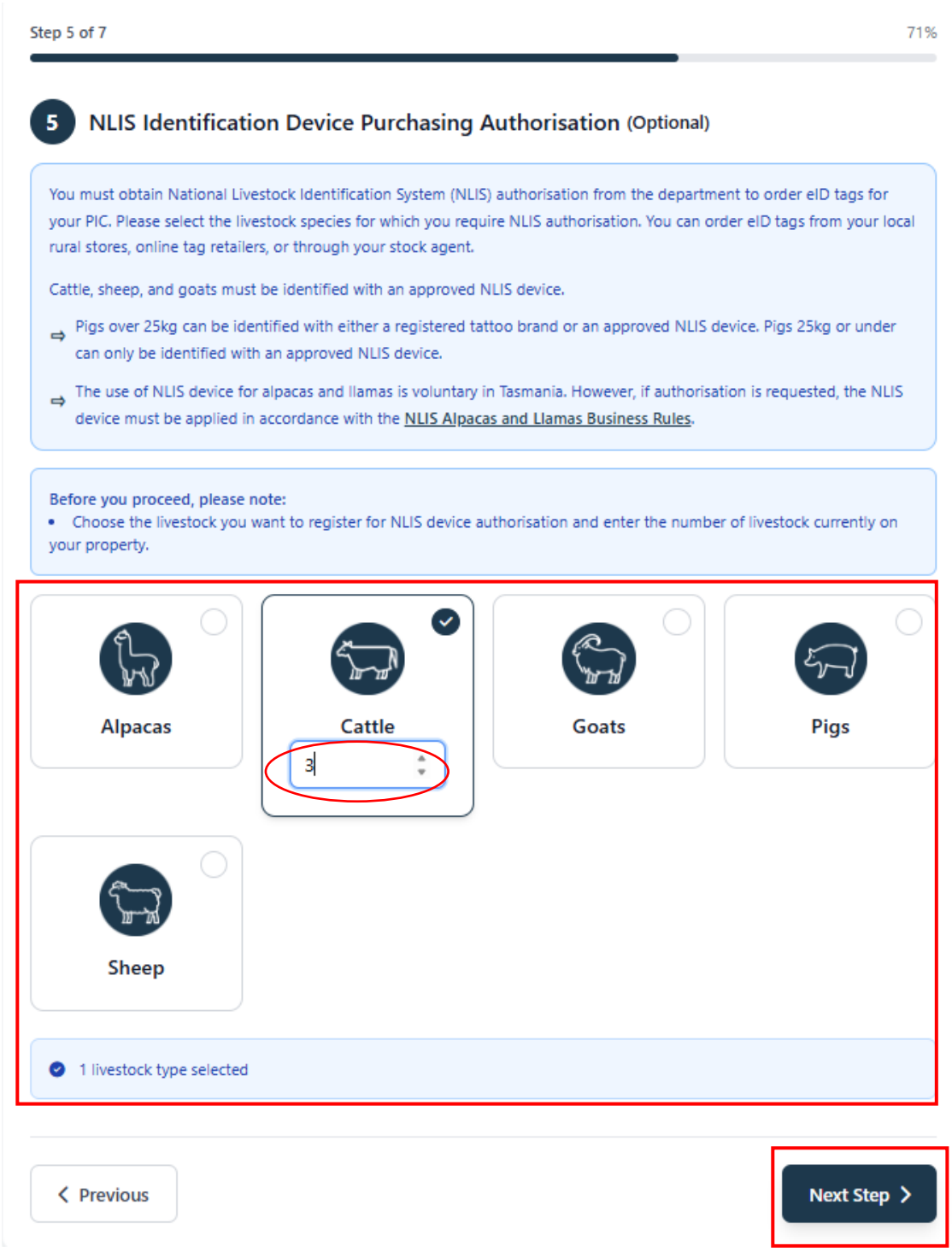
- Enter details for any additional properties, including their PID. Multiple properties can be added one at a time. Any additional PIDs must be in the same municipality as the main property.
- Select '+ Add PID' to include more properties.
- Click 'Next Step'.



Step 8: Livestock Details

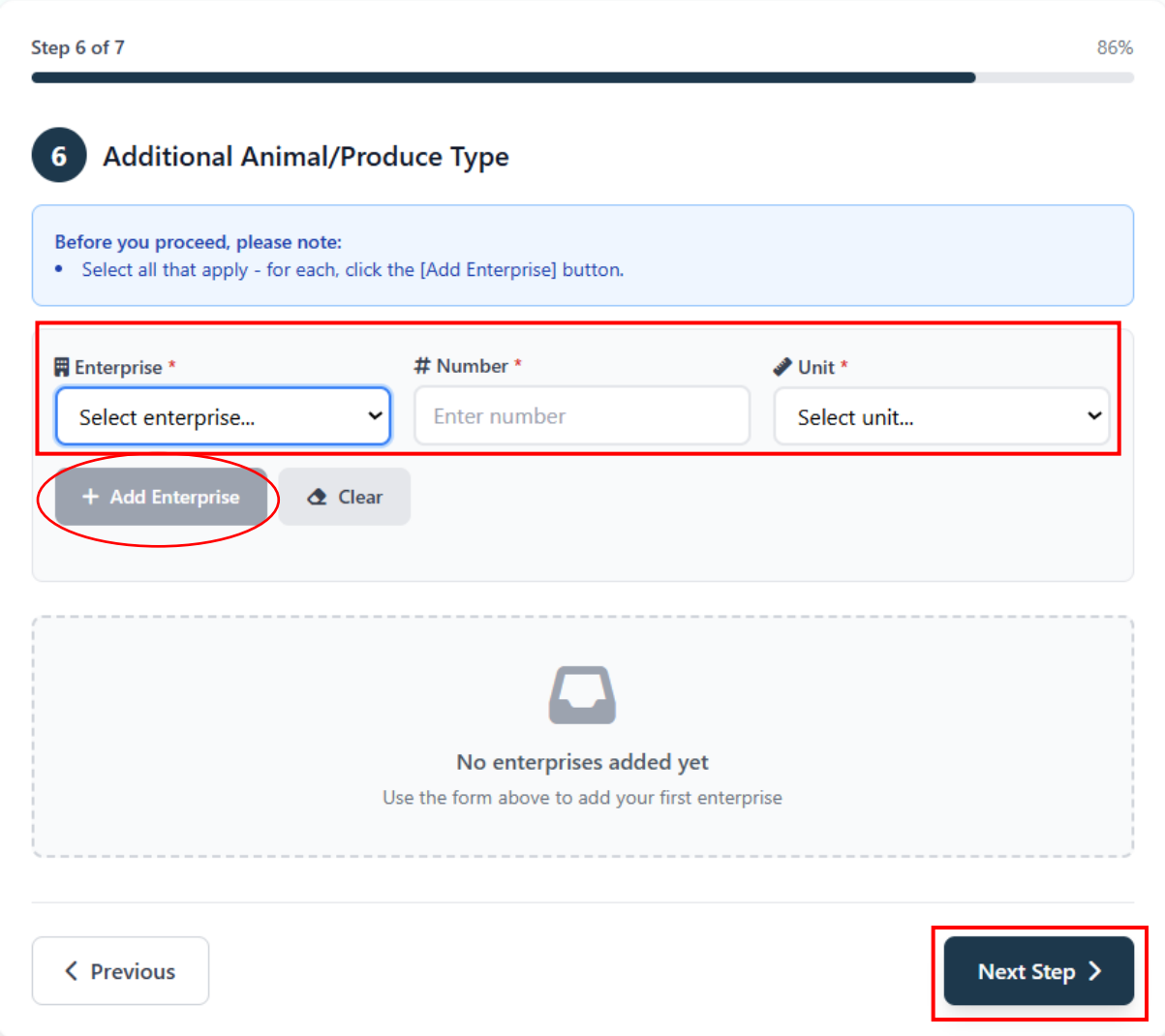
Select the livestock associated with the property and enter the number of livestock currently on your property using the arrow buttons. If you do not have the below livestock on the property, leave this section blank (other enterprise types are in the next step).

- Click ‘Next Step’.



Step 9: Additional Enterprise Information

- Add any additional products or enterprises (e.g. walnut trees). If you do not have any additional enterprise on the property, leave this section blank.
- Complete the following fields:
    - Enterprise: Type of farming activity
    - Number (#): Quantity
    - Unit: Measurement type (e.g. number of animals, trees etc)
- Click on Add Enterprise (multiple enterprise can be added one at a time)
- Click ‘Next Step’.



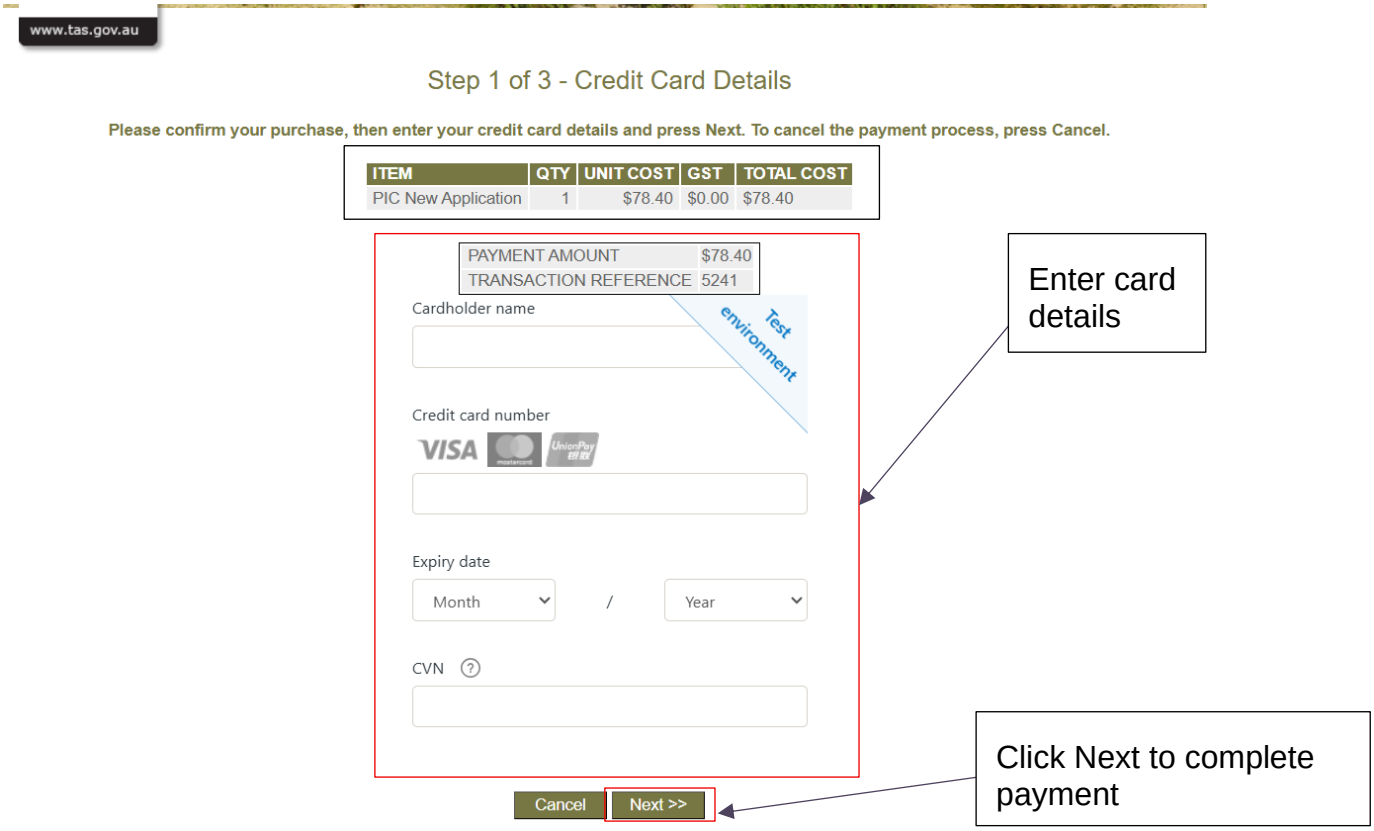
Step 10: Review and Submit

- Review all the entered information by clicking the drop-down arrow on the left-hand side of each section. Make any edits by clicking the ‘Edit’ button on the right-hand side of the section that requires editing.
- Select that you have reviewed and verified the application in the declaration drop-down box.
- Click ‘Proceed to Payment’ to complete the application. (If Payment is not required it will show a thank you screen).

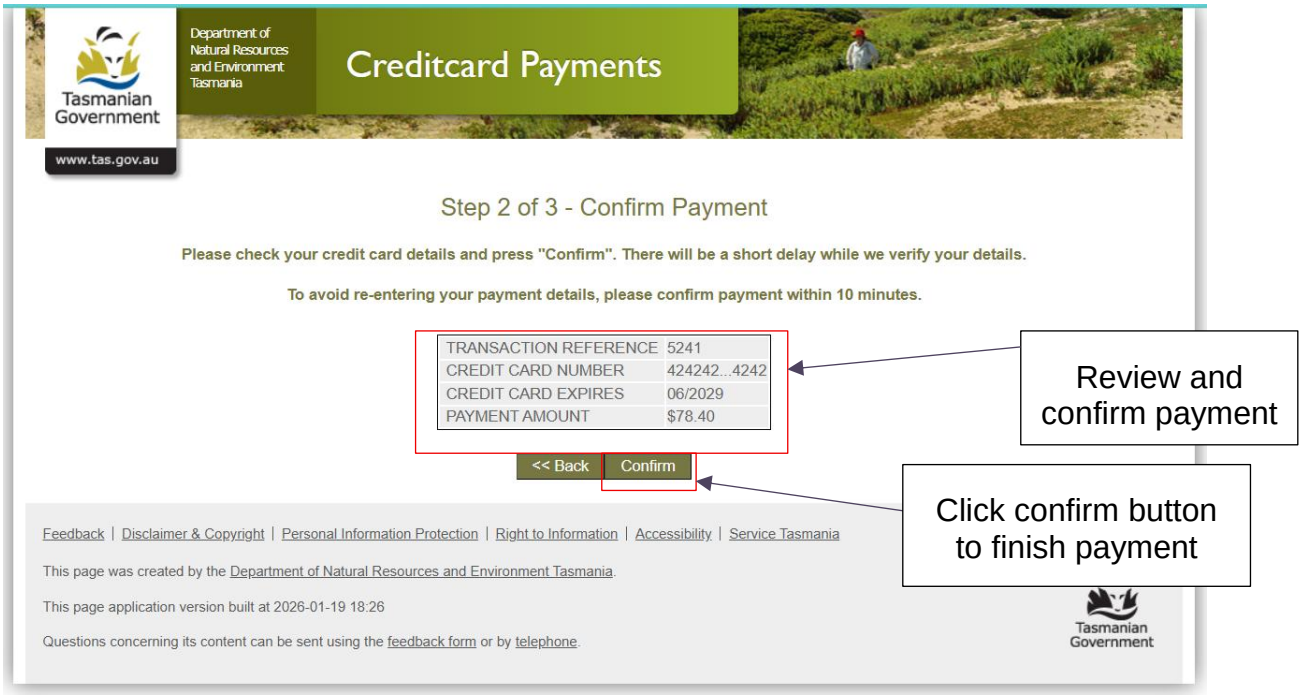
Payment

Step 11: Enter Payment Details

- Enter your credit card details and click ‘Next’ to review and submit payment.

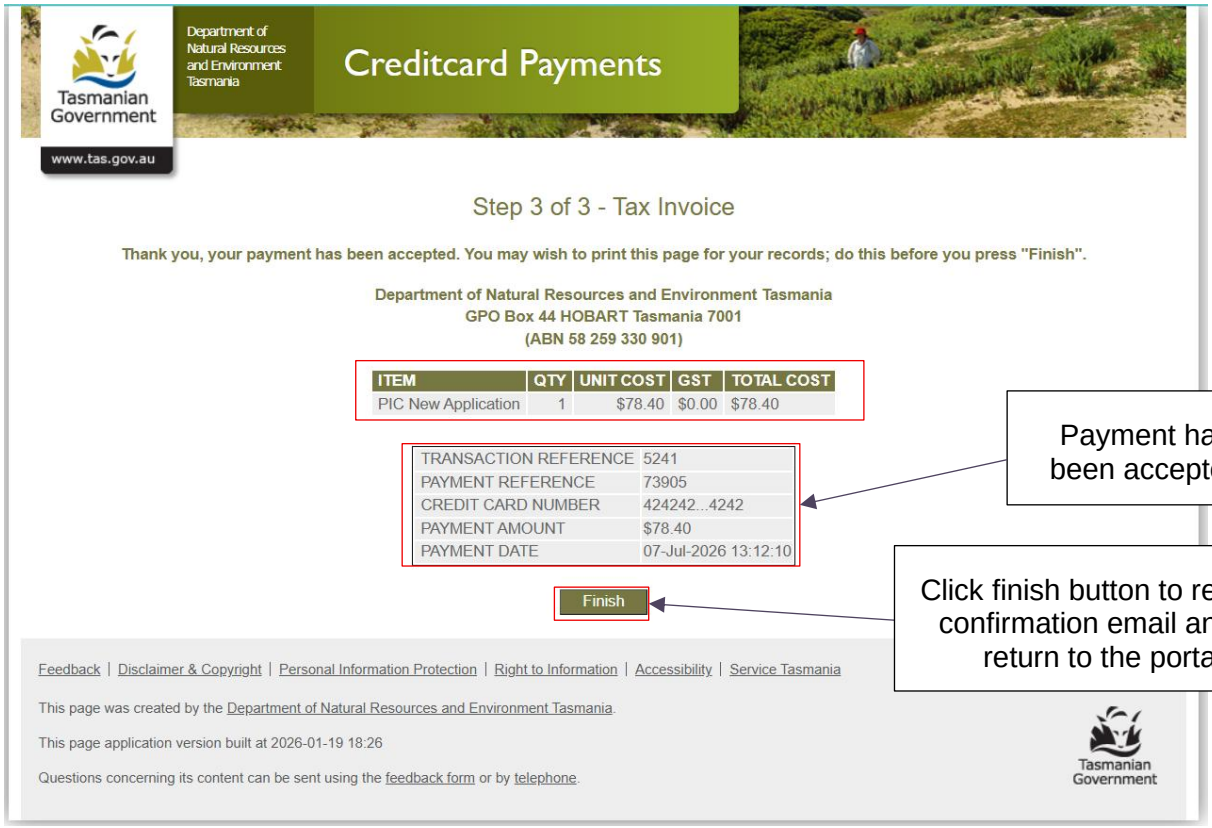


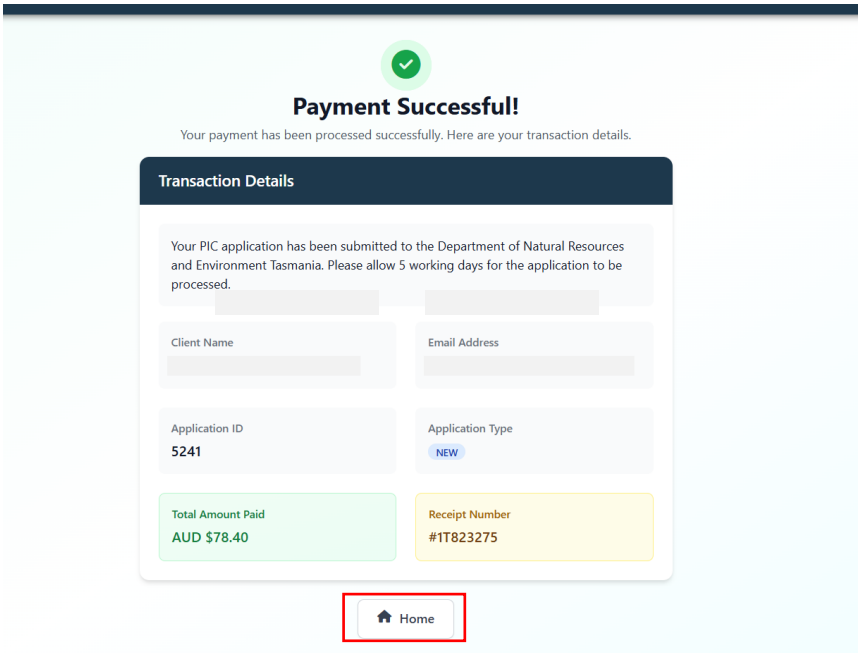
- Confirm payment by clicking the ‘Confirm’ button



Step 12: Payment Confirmation

- Review payment confirmation notice and click the finish button to send this payment confirmation to your email.



Payment Success

You should be redirected to this page after clicking the finish button. Click ‘Home’ to return back to your main account.