

Overseas Payload Permit

Application Guidelines

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Disclaimer

Guidelines are not legally binding other than to the extent they refer to binding legislation, identified throughout.

These guidelines for the application of overseas payload permits should be read in conjunction with the *Space (Launches and Returns) Act 2018* (the Act) and the *Space (Launches and Returns) (General) Rules 2019* (the General Rules). These guidelines do not exclude, limit or replace the requirements of the Act or General Rules. If there is any ambiguity or inconsistency, the Act and/or General Rules have precedence.

This publication is not legal or professional advice. Persons rely upon this publication entirely at their own risk and must take responsibility for assessing the relevance and accuracy of the information in relation to their circumstances.

Version control

Version	Date	Details
1.0	July 2022	Initial issue.
2.0	December 2022	New version incorporating changes to structure and aligning with other guidelines.
2.1	December 2023	Updated to reflect changes to application process, now managed through Regulatory Applications Hub.
2.2	October 2026	Updated to include additional detail regarding application process, other regulations and feedback, complaints and appeals.

Approved by the General Manager National Space Safety Office.

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1. Introduction

1.1 About the *Space (Launches and Returns) Act 2018*

Australia is committed to ensuring a safe, stable and sustainable outer space environment by building a culture of safety and sustainability within the Australian space sector.

The [*Space \(Launches and Returns\) Act 2018*](#) (the Act) sets out a regime for the regulation of space activities carried out either from Australia or by Australians overseas. The objects of the Act include seeking to ensure a reasonable balance is achieved between:

- the removal of barriers to participation in space activities and the encouragement of innovation and entrepreneurship in the space industry
- the safety of space activities, and the risk of damage to persons or property as a result of space activities.

The Act also implements certain Australian obligations under United Nations space treaties. Australia is a founding member of the Committee on the Peaceful Uses of Outer Space and is party to the United Nations space treaties.

The Act includes powers for the Minister to make rules by legislative instrument. The rules support effective operation of the Act. They are intended to provide clear information and a streamlined process relevant to the approval of an activity under the Act. There are currently three legislative instruments setting out rules under the Act (collectively the Rules):

- the [*Space \(Launches and Returns\) \(General\) Rules 2019*](#) (General Rules) provide detail on the application requirements and additional criteria for approvals under the Act (other than Australian high power rocket permits)
- the [*Space \(Launches and Returns\) \(High Power Rocket\) Rules 2019*](#) (High Power Rocket Rules) provide detail on the application requirements and additional criteria for approval of high power rocket permits
- the [*Space \(Launches and Returns\) \(Insurance\) Rules 2019*](#) (Insurance Rules) provide detail relating to insurance and financial requirements applicable to certain approvals under the Act.

1.2 About these guidelines

These guidelines explain the authorisation process for an overseas payload permit.

The relevant legislation for an overseas payload permit is the Act, the General Rules and the Insurance Rules.

These guidelines are not legally binding other than to the extent they refer to binding legislation. Therefore these guidelines should be read in conjunction with the Act and the General Rules. Guidelines do not exclude, limit or replace the requirements of the legislation. If there is any ambiguity or inconsistency, the Act and/or General Rules have precedence.

You can find a glossary of terms used in these guidelines in section 8. [Glossary](#).

1.3 Role of the Applicant

An applicant (you/your) is responsible for applying for an overseas payload permit, where required, meeting all legislative obligations as required by the Act, General Rules and Insurance Rules, as well as any conditions placed on the permit.

1.4 Role of the Australian Space Agency

The Australian Space Agency (we/us/the Agency) is a division of the Department of Industry, Science and Resources (the Department). The Department, through the Agency and its National Space Safety

Office, is responsible for administering the Act, and associated Rules, and publishes information to assist applicants to navigate application and assessment processes for their activities.

The Agency is headquartered in Adelaide, South Australia, with staff in most capital cities.

1.5 Role of the Minister or their delegate

The Minister makes the decision whether to grant an overseas payload permit, taking into account advice from the Agency and only if they are satisfied that an application meets certain criteria (see [2.4 Criteria for granting an overseas payload permit](#)).

The Minister may delegate to another person, or position, any or all of their powers under the Act (except the power to make rules under subsection 110(1) of the Act).

2. Overseas payload permit overview

2.1 Who should apply?

You will need an overseas payload permit if you are an Australian national who owns some or all of any space object that will be launched using a launch vehicle from a facility or place outside Australia. This applies to both orbital and suborbital launches.

An Australian national is an Australian citizen, an Australian resident, a body corporate (for example a company registered in Australia) or a commonwealth, state or territory government (see [8. Glossary](#)).

A space object is an object the whole or part of which will travel beyond and/or come back from a distance of 100km above mean sea level. A space object can be any part of such an object, even if the part only goes some of the way towards and/or back from an area beyond the distance of 100km above mean sea level (see [8. Glossary](#)).

Payload commonly refers to an object that travels beyond or returns from over 100km above mean sea level, excluding the launch vehicle. For example, it can refer to an entire satellite, a satellite bus, or anything the bus carries. It also captures any object, including experiments, that the launch or return vehicle carries, even where the experiment does not leave the vehicle.

NOTE: A return of a space object requires a separate return authorisation, [return authorisation for an overseas payload](#) or an authorisation certificate. If your space object is intended to be returned (whether overseas or to Australia) contact us for additional guidance (see [7. Contacting us](#)).

2.2 What is the purpose of an overseas payload permit?

Overseas payload permits ensure that a space object or objects launched outside of Australia by an Australian national are assessed as safe with minimal risk to persons or property or to the security, defence or international relations of Australia. Overseas payload permits also ensure that Australia, as a launching state and responsible party, meets its obligations under various international obligations including United Nations space treaties.

2.3 What does an overseas payload permit authorise?

An overseas payload permit may authorise the launch of one or more space objects, or a particular series of launches of space objects appropriate to authorise by a single permit, from a specified facility or place outside Australia using a specified launch vehicle.

2.4 Criteria for granting an overseas payload permit

In granting an overseas payload permit, the Minister or their delegate must be satisfied that:

- there is sufficiently low probability that the launch or launches will cause substantial harm to public health or public safety or cause substantial damage to property, and
- there are no reasons relevant to the security, defence or international relations of Australia that the permit should not be granted, and
- any part of the space object or objects concerned that is owned by the applicant (or the whole object if the applicant owns the whole object) is not and does not contain a nuclear weapon or weapon of mass destruction of any other kind, and
- any part of the space object or objects concerned that is owned by the applicant (or the whole object if the applicant owns the whole object) does not contain a nuclear power source, unless the Minister has previously provided written approval
- insurance and financial requirements have been satisfied for each launch under the permit*.

NOTE:* The specified minimum amount of insurance (set out in the Insurance Rules) is \$0.

Consider your insurance and financial requirements for your proposed activity. You may want to seek independent advice on your insurance needs.

2.5 Addressing the criteria throughout your application

You should provide evidence-based material that addresses the criteria throughout your application, using the requirements specified in Part 4 Division 2 of the General Rules (see [Section 4. Application Requirements](#)).

Important: You should clearly explain how any information and evidence you are providing is relevant to and addresses the criteria listed above.

2.6 Permit conditions

Your permit will likely include conditions relating to the following:

- period in which your launch must be completed
- requirements to provide relevant information, including but not limited to:
 - any changes to organisational structure or duties or functions of individuals named in your application
 - orbital parameters of the space object
 - any change of ownership of the space object
 - any accident or incident involving the space object
 - communication with the space object
 - when any end of mission manoeuvres are commenced, and when the space object de-orbits
- an obligation to act in accordance with the laws of the nation state where the launch facility is located.

There may be additional conditions relevant to the circumstances. Penalties may be imposed if you do not comply with the conditions of your permit (see [2.7 Offences and civil penalties](#)).

2.7 Offences and civil penalties

The Criminal Code applies to all offences against the Act.

You commit an offence if you are an Australian national and:

- a space object is launched from a fixed or mobile facility or place outside Australia, and
- you are a responsible party for the launch, and
- the launch is not authorised by an overseas payload permit held by any person, and
- no authorisation certificate covering the launch is held by any person.

The maximum penalty for this offence is:

- for an individual - imprisonment for 10 years or a fine of 5,500 penalty units or both
- for a body corporate - a fine of 100,000 penalty units.

These matters are outlined in section 14 of the Act.

The penalty for breaching a condition of an overseas payload permit is 1,000 penalty units. This matter is outlined in section 46D of the Act.

3. Application and assessment process

3.1 Preparing an application

Before applying you should read and understand these guidelines.

If you are applying for your first overseas payload permit, or if you are unsure of any aspect of the application process, engage with us early to discuss.

Your application must be made in writing and in English. If a required document is not in English, your application must also include an English language translation.

3.2 Submitting evidence-based material

Our assessment is evidence-based. You should include materials to support your claims. Supporting materials should be robust, sufficiently detailed and appropriate for the scope and complexity of your proposed activity. We generally do not consider self-declared statements of compliance against the requirements in the Act and General Rules to be sufficient.

We provide guidance on the information and documents you must submit. It remains, however, your responsibility to obtain the evidence required in your application, including other government approvals. We will not prepare material for these approvals.

Submission of information as set out in these guidelines, and provision of guidance by us as you prepare your application, does not guarantee that the Minister or delegate will be satisfied that all criteria have been met and decide to grant a permit.

You may contact us during the assessment period if you need to make amendments to your application, for example if information becomes outdated or incorrect before you have been granted an authorisation. This ensures the Minister or delegate's consideration is based on current and accurate information.

NOTE: There are other authorisations you may need in order to launch and manage a space object outside Australia, including but not limited to licences for communication with the satellite or payload (see [Australian Communications and Media Authority – Radio-communications licences](#)) and export licences for relevant technology (see [Defence Export Controls](#)). We recommend you initiate discussion with the appropriate authority early to understand the requirements and timeframes.

3.3 Document management

Good document management (including version control, consistency across documents, and updates to parent documents) is important throughout the application process. It supports a smooth and efficient assessment, especially if you make changes and updates during the application process and for subsequent or related applications.

3.4 Application fees

There are no application fees for an overseas payload permit under the Act.

3.5 Submitting an application

To apply for an overseas payload permit you apply directly to the National Space Safety Office.

You should submit your application through the [Regulatory Applications Hub](#) and provide supporting materials in line with the [application requirements](#), demonstrating you meet the [criteria for granting an overseas payload permit](#). If you have any issues submitting your application form, contact us for guidance (see [7. Contacting us](#)).

An application form can be found on our [website](#).

3.6 Combined application form - Overseas Payload Permit and Return Authorisation for an overseas payload

The Combined application form - Overseas Payload Permit and Return Authorisation for an overseas payload, is for applicants that require both an Overseas Payload Permit and a linked Return Authorisation for the same payload/s.

The form combines the information required for both authorisations. You should note that the Overseas Payload Permit and Return Authorisation remain separate authorisations with their own distinct application requirements, as outlined in the [Space \(Launches and Returns\) Act 2018](#) and the [Space \(Launches and Returns\) \(General\) Rules 2019](#).

For more information, please refer to the Combined Application – Overseas Payload Permit and Return Authorisation for an overseas payload.

3.7 Authorisation process

There are five steps in the authorisation process:

Steps in the authorisation process:	
1. Pre-application	<p>Read these guidelines, download and complete your application form and prepare your supporting documents, keeping in mind that our assessment is evidence-based. Include robust supporting material that is proportionate to the scope and complexity of your proposed activity.</p> <p>We encourage early engagement with the National Space Safety Office and can provide feedback on draft applications.</p>
2. Regulatory Applications Hub	<p>You create an account in the Regulatory Applications Hub (if you don't already have an account).</p> <p>You initiate a New Application in the Regulatory Applications Hub. You will be asked to provide some details about yourself, your organisation and the type of permit, licence or authorisation you are wanting to apply for.</p> <p>You can then add your application form, and any other documents you choose to provide, to your corresponding application in the Regulatory Applications Hub.</p> <p>You should submit your application with complete information at least 3 months prior to the payload handover or shipping in preparation for launch. Please note that some applications (depending on their complexity) may require additional time to assess. You should also consider other key dates when applying for a permit including shipping and integration and share these dates with the NSSO as part of your application.</p>

Steps in the authorisation process:

<p>3. Acceptance of complete application</p>	<p>We first check that your application contains sufficient information and evidence against each of the requirements in the Act and the General Rules for an overseas payload permit (see 4. Application requirements).</p> <p>Our assessment will not commence until you have supplied complete information about the following:</p> <ul style="list-style-type: none"> • the applicant • organisational structure and personnel • the launch (noting that options for the proposed launch facility and vehicle may be provided and later confirmed) • the payload • launch safety • debris mitigation strategy and orbital debris assessment • signed declaration and undertaking in relation to the payload (See 4.4 Information about payload) • contract details. <p>If we consider your application does not contain sufficient information to proceed, we will notify you and provide feedback. We approach this as an iterative process and understand there may be several iterations until we consider an application is complete. Assessment will only begin once we have received all required information.</p> <p>Timeframes are heavily dependent on the timely provision of complete application documentation and any further information we may request.</p> <p>In limited circumstances we may accept a signed declaration and undertaking or copies of relevant contracts after you have submitted your application, within an agreed timeframe.</p> <p>You may also provide information updates.</p>
<p>4. Assessment</p>	<p>We conduct an assessment of your application against the criteria (see 2.4 Criteria for granting an overseas payload permit).</p> <p>We may request further information or clarification to support our assessment.</p> <p>We then make a recommendation to the Minister (or delegate).</p>
<p>5. Decision</p>	<p>The Minister (or delegate) makes the decision on whether an overseas payload permit should be granted, considering advice from the Agency.</p> <p>The Minister or delegate, through the Agency, may request further information or clarification to support their decision.</p>

3.8 Timing for assessment and decision

We aim to assess and obtain a decision for an overseas payload permit application within 3 months from acceptance of a complete application.

Timeframes may vary over the course of our assessment based on your submission of required information and the complexity of your activity, including if you make changes to material during the assessment process.

If key information is missing, inaccurate or not at an appropriate level of detail, we will request additional information and provide you with a reasonable amount of time to respond. If we do not receive information within agreed timeframes, we may pause assessment until we receive sufficient information to recommence.

Important: your launch provider may require you to have all necessary approvals in place before handover or integration of your payload. You should commence the application process with this in mind.

3.9 Radiocommunications and International Telecommunication Union filing

If your space object contains one or more radiocommunications devices you should provide details of your International Telecommunication Union (ITU) filing in your application. This information will support your application and confirm the space object will meet international obligations in relation to radiocommunications. The [Australian Communications and Media Authority \(ACMA\)](#) is the relevant authority for applications and advice relating to radiocommunications in Australia.

[ITU Radio Regulations](#) require space objects to be fitted with devices to ensure immediate cessation of their radio emissions by telecommand, whenever such cessation is required under the ITU Radio Regulations (see section 22.1 of the ITU regulations).

For each radio on board you should describe:

Frequency		Power	ITU satellite system (or statement why not applicable)	Notes
Minimum (MHz/GHz)	Maximum (MHz/GHz)			

3.10 Other Australian regulatory approvals that may be applicable

Space activities are subject to authorisations and oversight from authorities other than the Australian Space Agency.

They may include:

- Customs regulations, including biosecurity
- Export of defence and strategic goods
- See 3.9 for radiocommunications licensing for communication with satellites.

It is your responsibility to contact relevant agencies and understand the regulation your space activity needs to meet. We recommend you enquire early to avoid delays, noting that lead times for approvals differ between agencies. We can support you to find the right point of contact at relevant agencies.

4. Application requirements

Application requirements describe the information we use to assess whether you have met the criteria for granting an overseas payload permit (see 2.4). As you develop your application material, you should regularly reflect on and describe how the information and evidence you provide relates to these criteria.

We ask you for information about:

- you, your company, and which persons or entities have ownership, control or direction
- your organisational structure and personnel
- the launch
- the payload
- launch safety
- your debris mitigation strategy
- contracts.

4.1 Information about the applicant

This information supports confirmation that your application is valid under the Act and the General Rules, and supports assessment of matters relevant to security, defence, and Australia's international relations.

General Rules, section 74

You must provide the following:

- applicant name
- name, position and contact details of an individual who will act as the contact for the application
- Australian Business Number (ABN), if any
- Australian Company Number (ACN), if you are applying as a company registered under the *Corporations Act 2001*
- information about which persons or entities have ownership, control, or direction of the applicant, including the nationality of those persons or entities.

4.2 Organisational structure and personnel

This information supports assessment of whether your organisation has appropriate oversight, and accountability arrangements in place for the proposed overseas payload activity. The description of your organisational structure, including the chain of command and the duties and responsibilities of each position, supports assessment of whether responsibilities, authority, and oversight are clearly allocated and whether personnel responsible for key aspects of the activity are suitably qualified and experienced to carry out their responsibilities.

General Rules, section 75

You must provide the following information about the organisation applying:

- a description of organisational structure, including chain of command
- duties and responsibilities of each position in the chain of command.

And for each of the following individuals:

- your chief executive officer or equivalent
- everyone in a position within your organisational structure that has or would have authority or oversight in relation to building a payload proposed to be launched or integrating it with a launch vehicle. You must specify what authority or oversight the person has.

- everyone in a position within your organisational structure that would have authority or oversight in relation to communicating with a payload after it is launched.

You must provide the following information:

- name, date of birth and place of birth
- address of usual place of residence
- relevant qualifications and experience
- how long the individual has occupied their current position.

4.3 Information about launch

This information helps us understand the proposed launch arrangements for your payload, including the intended mission, launch location, launch vehicle and launch timing. It supports assessment of the safety, suitability and maturity of the proposed launch by providing information about applicable safety requirements in the launch jurisdiction, how you will meet those requirements, and the operational history of the proposed launch facility/ies and launch vehicle/s.

The Department publishes a Standard Launch Facility List on the [Overseas Payload Permit webpage](#). If you propose to use a facility and vehicle combination on that list, identify the facility and provide the version number or publication date of the list you used in your application form.

General Rules, section 76

You must provide the following information for each launch:

- a description of the purpose of the launch
- the facility or place from which the launch is proposed to be conducted, including the latitude, longitude and elevation of the launch
- the proposed launch vehicle
- the launch period and launch window.

If the information for the launch period and launch window is not available, and your application relates to a series of launches, you may instead include:

- a period during which the series is proposed to occur
- the estimated launch period and launch window for each launch.

You should provide sufficient detail to provide a clear picture of the reason and intention of the launch. For example, the launch may be a cargo resupply mission to the International Space Station, a multi-payload rideshare launch carrying several small satellites, or a dedicated launch procured for the space object.

It is possible to include multiple facilities and launch vehicles in your application if there are alternative launches that may be used. Please list all possible launch facility and launch vehicle combinations in your application. For rideshare missions, please provide a brief statement identifying the safety standards governing the launch (for example, identifying certificates or safety standards for the launch site).

You should include the launch vehicle name and specific variant.

4.4 Information about payload

This information helps us to assess the payload against the criteria for granting an overseas payload permit, including safety and security. You must provide information about your payload's purpose, operation, manufacture, proposed trajectory or orbit, and any planned return to Earth. We may require additional information depending on the nature and capabilities of the payload. We may give particular attention to first-of-kind technologies, payloads that gather information using sensors or image capturing, or payloads returning to Earth, or payloads with rendezvous, proximity, operations and docking (RPOD) capability.

General Rules, section 77

You must provide the following information in relation to each payload:

- payload description and purpose
- manufacturer of each payload subsystem and country of manufacture

Subsystem	Component	Manufacturer	Country of Manufacture

- proposed trajectory and (if applicable) orbit of the payload
- whether the payload is intended to return from space, and if so:
 - approximate timing of the return
 - intended location of the return
 - description of the intended return process
- information required for the registration of the payload under paragraph 1 of Article IV of the [Convention on Registration of Objects launched into Outer Space](#) (Registration Convention) including:
 - name of launching State or States
 - an appropriate designator of the space object or its registration number
 - date and territory or location of launch
 - basic orbital parameters, including:
 - nodal period
 - inclination
 - apogee
 - perigee
 - general function of the space object.

The application must include:

- a declaration that any part of the payload in which you have an ownership interest, (or the whole payload if you have an ownership interest in the whole payload) is not and does not contain a nuclear weapon or a weapon of mass destruction (you should use this [declaration template](#))
- an undertaking that you will:
 - not operate the payload in a manner that causes Australia to be liable for any damage under the [Liability Convention](#)
 - not operate the payload in a manner that you know, or ought reasonably to have known, will negatively affect national security.

If the payload contains a nuclear power source, the Minister's approval must be sought. If the Minister's written approval has been obtained, your application must include a copy of the approval.

NOTE: A return of a space object requires a separate return authorisation or an authorisation certificate. If your space object is intended to be returned (whether overseas or to Australia) contact us for additional guidance.

We recommend registering the space object for tracking with an appropriate space situational awareness service.

4.5 Launch safety

This information supports assessment that the proposed launch meets the safety-related criteria for granting an overseas payload permit.

If you are using a facility and vehicle combination from the standard launch facility list published by the Department, this information has already been assessed. You can find the standard launch facility list on the [Overseas Payload Permit page](#).

If you're not using a facility from that list, information you provide about applicable overseas safety requirements and the recent launch history of the relevant facility using the proposed launch vehicle supports assessment of whether risks to public health, public safety and property are appropriately understood and managed.

General Rules, section 78

For each proposed facility that is not included on the Standard Launch Facility List, you must provide:

- safety requirements that will apply to each proposed launch in the country where the launch is to take place (for example, information about the relevant regulations that apply to the launch and the status of any associated licences or permits)
- all publicly available information about launches or attempted launches in the past five years at the facility or place from which the launch is proposed using the kind of launch vehicle proposed to be used.

If your application includes both listed and unlisted facilities, provide this information for each unlisted facility and launch vehicle combination.

4.6 Debris mitigation strategy

Your debris mitigation strategy and orbital debris assessment help us assess how debris-related risks associated with your payload will be managed throughout its mission, including during operation and at end of life. You should consider applicable debris mitigation guidelines and standards when developing the payload design, concept of operations and disposal approach, as early planning can reduce risks and avoid later changes to the payload or mission.

General Rules, section 79

You must provide the following*:

- a debris mitigation strategy applicable and proportionate to your mission (based on an internationally recognised guideline or standard for debris mitigation, which you identify), including:
 - any mitigation measures planned for orbital debris arising from the proposed launch or launches (including from payloads)
 - an orbital debris assessment.

Examples of appropriate mitigation measures for potential orbital debris from your proposed launch, including from payloads, include measures to address the following:

- how debris may be limited during normal operations
- how the potential for break-ups during operational phases will be minimised
- how the probability of accidental collision in orbit will be limited
- how the potential for post-mission break-ups as a result of stored energy will be minimised
- how the long-term presence of payloads and launch vehicle orbital stages in the low-earth orbit region or in geosynchronous earth orbit will be limited after the end of the mission.

Your strategy must also contain an orbital debris assessment.

Examples of an internationally recognised guideline or standard include, but are not limited to:

- the Space Debris Mitigation Guidelines of the Committee on the Peaceful Uses of Outer Space
- the Inter-Agency Space Debris Coordination Committee's Space Debris Mitigation Guidelines.

These guidelines identify several measures:

- limiting the release of debris during normal operations
- avoiding intentional destruction and other harmful activities
- limiting the long-term presence of spacecraft and launch vehicle orbital stages in the low Earth orbit region after mission end.

Orbital debris assessments may be in the form of an orbital debris assessment report (ODAR). Examples of internationally recognised orbital debris assessment models that may be used to perform the required analyses are [NASA's Debris Assessment Software](#) and the European Space Agency's [Debris Risk Assessment and Mitigation Analysis](#) tool.

***NOTE:** If your application is for a payload that is a subsystem, or you will not have control of the overall functions and manoeuvres of the space object, you can provide an overarching debris mitigation strategy and orbital debris assessment.

4.7 Contracts

This information helps us understand the contractual arrangements that exist between you and other parties involved in the launch or launches. It supports our assessment of the roles, responsibilities and liabilities associated with the activity, and whether those arrangements are consistently reflected throughout the application.

General Rules, section 80

You must provide copies of any contracts entered, and information on any contracts that you propose to enter, for the purposes of the launch or launches. This includes, but is not limited to:

- contracts with the persons undertaking the launch
- contracts for others to undertake activities connected with a launch
- contracts for the use or lease of facilities.

In limited circumstances we may accept copies of relevant contracts after you have submitted your application, within an agreed timeframe.

4.8 Additional information

You can provide other material that helps demonstrate you have met the criteria for granting an overseas payload permit. It also helps us consider relevant matters not fully covered by the other application requirements.

General Rules, section 81

You may include any other information relevant to demonstrating whether the criteria in the Act for granting an overseas payload permit are met (See [2.4 Criteria for granting an overseas payload permit](#)). Examples may include:

- any foreign regulatory approvals that you have sought for the activity
- any foreign regulatory approvals that another related party to the activity has sought for the activity.

4.9 If you are granted a permit

If the Minister or delegate grants a permit:

- it will specify the day it comes into force and the period it remains in force (which may be a particular event instead of a specified time)
- it is granted subject to conditions

- the Minister or delegate can, by written notice, extend or further extend the period the permit remains in force.

5. Keeping us informed

When you have been granted a permit, you must notify us in writing if there are any changes to the information submitted in your application. Depending on the circumstances, your overseas payload permit may need to be varied, transferred, suspended or revoked.

5.1 Overseas payload permit variations

You may apply for a variation to an overseas payload permit, including:

- varying the launch facility or place, the launch vehicle or conditions of the permit
- extending the period of the permit.

When applying for a variation you should include a description and reason for the variation, and any supporting material you believe will assist the Minister in deciding.

The Minister may also vary, revoke or transfer your overseas payload permit on their own initiative. If the Minister considers there may be grounds to do this, they must:

- give you written notice of the Minister's opinion specifying the reasons for that opinion, and
- invite you to make a written submission to the Minister about the matter within a reasonable period specified in the notice.

In deciding whether to vary, revoke or transfer the permit, the Minister must consider your written submission.

The Minister may suspend your permit:

- if you have contravened a permit condition
- if insurance and financial requirements are not considered to be satisfied
- if for reasons relevant to the security, defence or international relations of Australia, the permit should be suspended.

5.2 Transferring an overseas payload permit

Your overseas payload permit may be transferred on application by the transferee. The transfer application must include all material required for an overseas payload permit application. This may be information or materials included in your original application if that information or material is still correct.

The requirement to provide a debris mitigation strategy may be met by the transferee providing a copy of your strategy, along with a statement that the launch will be conducted with the same strategy.

5.3 Post launch reporting

Your permit will contain conditions relating to post launch reporting. As soon as practicable after the launch of your space object, you should submit an Overseas Payload Permit Post-Launch Report on the template provided. The report contains information about:

1. the launch date and time (UTC)
2. the name and location of the launch facility.
3. a summary of the outcome of the launch including details about whether the rocket launch was successful or not, whether the object deployed as intended, and if there were any reported issues.
4. whether there was an accident or incident involving the space object.

You should return the completed report to us by email.

Important: this report does not cover all reporting requirements. Your permit may be subject to additional activity-specific conditions that you need to report on. You should update us if further information becomes available.

6. Feedback, complaints and appeals

6.1 Feedback and complaints

We welcome your feedback, which assists us to continually improve.

We treat all complaints seriously and will handle your complaint in a professional and confidential manner. Making a complaint won't affect your relationship with us.

To give feedback or make a complaint, complete the [Feedback and complaint](#) form on the Department of Industry, Science and Resources website.

To help us best respond to you:

- be clear about the issues
- provide details about the issue including any steps taken to try to resolve the issue
- provide any supporting evidence or documentation
- let us know your desired outcome or resolution
- get back to us as soon as you can
- treat our staff with courtesy and respect.

When we receive your complaint we:

- acknowledge we've received your complaint within 5 business days
- forward it to the relevant area who will respond and keep you informed
- resolve issues within 20 business days where possible.

At the end of the process, you will receive the decision in writing.

If you are not happy with the outcome of your complaint, you can:

- contact the [Commonwealth Ombudsman](#)
- write to [our ministers](#) or your [local member of Parliament](#)

6.2 Administrative Review Tribunal

You may make an application to the [Administrative Review Tribunal](#) for review of any decision of the Minister or their delegate under section 61 of the Act, including imposing particular conditions on your permit.

We recommend you contact the Administrative Review Tribunal as soon as possible to discuss what time limitations may be associated with your application for review.

7. How we use your information

7.1 Confidential information

We collect information:

- to assess applications to conduct space activities
- to monitor a permit, licence or certificate holder's compliance with their obligations under the Act, the relevant rules and the conditions of their permit, licence or certificate
- to facilitate the registration of space objects.

We will treat the information you give us as confidential if it meets all the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential at the time you provide the information
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

Unless the information you provide to us is identified as confidential information, we may share your information with other government agencies or third parties for a relevant Commonwealth purpose such as:

- the administration and assessment of your application
- to ascertain if there is any reason why a licence or permit should not be granted
- to third parties for the purposes of conducting a technical review of your application, under a deed of confidentiality.

We may disclose confidential information:

- to our Commonwealth employees and contractors, to help us to assess your application
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to the Prime Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if:

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

7.2 Personal information

We must treat your personal information according to the [Australian Privacy Principles](#) (APPs) and the [Privacy Act 1988](#) (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

You can read the [Privacy Policy](#) on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

7.3 Freedom of information

All documents in the possession of the Australian Government are subject to the [Freedom of Information Act 1982](#) (Cth) (FOI Act). The purpose of the FOI Act is to give members of the public

rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

8. Contacting us

We encourage you to contact us early in planning for any space activity that requires authorisation under the Act. Early engagement may help to resolve questions specific to your activity.

Email NSSO@space.gov.au

Phone 1800 487 182 (within Australia)
 +61 2 6276 1166 (outside Australia)

Head office: Lot 14, McEwin Building, North Terrace, Adelaide, SA 5000

Post: National Space Safety Office
 Australian Space Agency
 GPO Box 2013
 Canberra ACT 2601

9. Glossary

Term	Definition
Act	The Space (Launches and Returns) Act 2018 .
Australian national	The meaning is defined in the Space (Launches and Returns) Act 2018 : <ul style="list-style-type: none"> • an Australian citizen • an Australian resident • a body incorporated by or under a law of the Commonwealth, of a State or of a Territory, or • the Commonwealth, a State or a Territory
Australian resident	The meaning is defined in the Space (Launches and Returns) Act 2018 : An individual who resides in Australia and is the holder (within the meaning of the Migration Act 1958) of a permanent visa (within the meaning of that Act).
Australian Space Agency	A division of the Department. The Agency, through the National Space Safety Office, is responsible for administering the Act and the Rules.
Authorisation certificate	The meaning is defined in the Space (Launches and Returns) Act 2018 : A certificate issued under section 46U of the Act by the Minister to cover conduct that would otherwise be prevented under the Act.
Department	The Department of Industry, Science and Resources.
General Rules	The Space (Launches and Returns) (General) Rules 2019
High Power Rocket Rules	The Space (Launches and Returns) (High Power Rocket) Rules 2019
Insurance Rules	The Space (Launches and Returns) (Insurance) Rules 2019
Minister	Means the Commonwealth Minister responsible for the Space (Launches and Returns) Act 2018 .
Return Authorisation for an overseas payload application	The meaning is defined in the Space (Launches and Returns) Act 2018 : An application for a return authorisation where each return to be authorised meets the following criteria: <ul style="list-style-type: none"> • the return is to a place or area outside Australia • the space object to be returned will be carried as a payload by another space object that does not require a return authorisation
Payload	Payload can commonly refer to an entire satellite, a satellite bus, or anything the bus carries. It also captures any object that the launch or return vehicle carries, but which may not leave the vehicle.
Penalty unit	A standard amount of money used to determine the maximum penalty for a breach of law.. Penalty units are automatically indexed on 1 July every three years in line with the All Groups Consumer Price Index (CPI).

Term	Definition
Personal information	<p>Has the same meaning as in the Privacy Act 1988 (Cth):</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ul style="list-style-type: none"> • whether the information or opinion is true or not; and • whether the information or opinion is recorded in a material form or not
Space object	<p>The meaning is defined in the Space (Launches and Returns) Act 2018:</p> <ul style="list-style-type: none"> • an object the whole or a part of which is to go into or come back from an area beyond the distance of 100km above mean sea level • any part of such an object, even if the part is to go only some of the way towards or back from an area beyond the distance of 100km above mean sea level.
Standard return application	<p>The meaning is defined in the Space (Launches and Returns) Act 2018:</p> <ul style="list-style-type: none"> • An application for a return authorisation other than an overseas payload return application.
United Nations space treaties	<p>The meaning is defined in the Space (Launches and Returns) (General) Rules 2019:</p> <p>The United Nations space treaties means the following:</p> <ul style="list-style-type: none"> • the Liability Convention • the Registration Convention • the Outer Space Treaty • the Moon and other Celestial Bodies Agreement, and • the Astronauts and Objects Agreement.