

# Local Communities and Indigenous Peoples Platform

## LCIPP Pacific Regional Gathering – Visa Application Guidelines

For the 2023 LCIPP Pacific Regional Gathering, participants travelling internationally will be required to create an ImmiAccount on the Australian Department of Home Affairs website.

### Applying for a VISA (suggest using Google Chrome web browser if possible)

1. Create an [Individual ImmiAccount](#) account

## Create an Individual ImmiAccount

To create an individual ImmiAccount select [Create an ImmiAccount](#).

2. Fill in the required details and click continue (bottom right corner).

**Create an ImmiAccount - Step 1 of 2**

### Services Required

Fields marked \* must be completed.

What type of online services do you need? \*  Individual [?](#)  
 Organisation (including agents) [?](#)

Select the online services you need  Apply for a visa or citizenship (including sponsorship and nomination)  
*Included in all Individual ImmiAccounts*  
 LEGENDcom (requires the purchase/join of an annual subscription)

### New User Details

Family name \*  [?](#)  
Given names  [?](#)  
Phone \*   
Mobile phone   
Specify an email address to be used for account notifications - such as password resets.  
This should be an address where only you read the emails rather than a group email address.  
Email address \*  [?](#)  
Confirm email address \*

3. Create a password, set up security questions, and click submit (bottom right corner).

### Account details

#### Login details

You can use your email address as a username or enter a different username if you prefer.  
After you have created your account you will not be able to change your username.

Username \*  [?](#)

Password must be a minimum of fourteen (14) characters **and** include at least one (1) character from three (3) of the four (4) groups below:

- lower-case characters (a-z)
- upper-case characters (A-Z)
- digits (0-9)
- punctuation and special characters (~!@#%&\*()\_+={}|~.?)

New password \*   
Re-type new password \*

#### Secret questions and answers

Note: you will need to remember the exact answers to these questions if you forget your password.

Question 1 \*  [?](#)  
Answer 1 \*

Question 2 \*   
Answer 2 \*

Question 3 \*   
Answer 3 \*

#### Security alerts

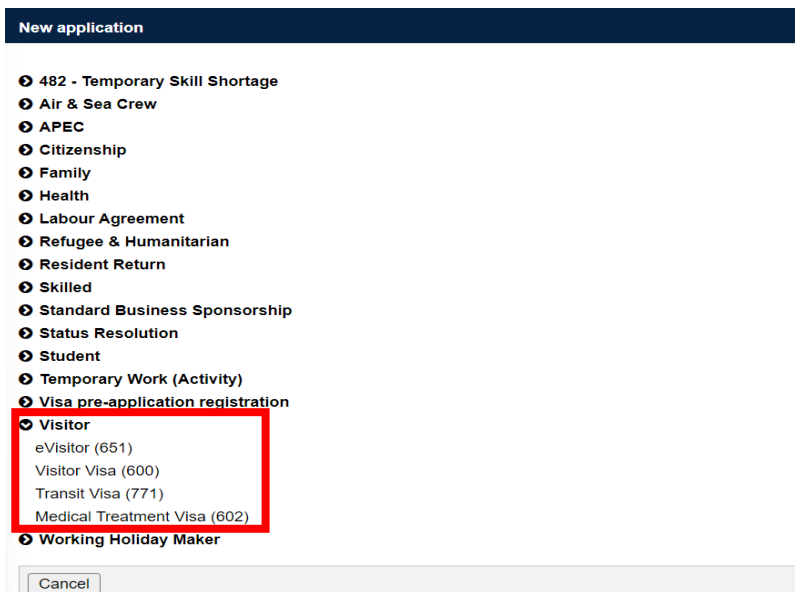
ImmiAccount will send you alerts to help protect the security of your account. Select whether you wish to receive alerts about the following:

- Change name details
- Successful logon
- Change password

4. Once an ImmiAccount has been created, you will need to confirm your ImmiAccount address by clicking the confirmation link received in your email inbox shortly after clicking submit.
5. You should now be able to see the following home screen. Click on 'New application' (see red box below).



6. This will take you to the below page. If you are a participant, attendee or speaker that **will not be working, performing or otherwise be paid to contribute at the event\***, you may be eligible for the 'Visitor' visa options (see red box below). This includes representatives of NGOs, IGOs, and Governments. Specifically, you may be eligible for one of the following (click each link for more information).
  - a. [Visitor \(subclass 600\)\(Business stream\) visa](#).
    - i. **Suitable for participants from any country (including the Pacific Region).**
    - ii. Participants who are acting as a representative of a foreign government may be eligible for a waiver of the visa application charges under this visa type. Supporting evidence will be required.
  - b. [eVisitor \(subclass 651\)\(Business Stream\) visa](#).
    - i. **Suitable for participants from Europe** (see [eligible passports](#)).
    - ii. Note – there is no associated fee with this visa.



\*Event delegates receiving funding from the UNFCCC Secretariat, a government department, or the Indigenous Peoples' Organisation are not considered to be working or being paid to attend the Gathering. It is advised however, that evidence or information regarding such funding be mentioned in the invitation letter provided by the Gathering organisers be uploaded to support the visa application, and to be considered by the visa delegate when assessing the application.

7. Fill in your personal application details.
- a. When you reach the **Principal business activity in Australia** page in the application, please input the following information

**Principal business activity in Australia**

Intended business activity: Meetings

Details of Activity: Pacific Regional Gathering

Location of conference or meeting: Sheraton Grand Mirage Resort. 168-190 Port Douglas Rd, Port Douglas, QLD 4877, Australia.

Date from: 16 October 2023

Date to: 20 October 2023

Organisation: Indigenous Peoples Organisation – Australia

Country: Australia

Address: 55 Pyrmont Bridge Road

Suburb/Town: Pyrmont

State/Territory: Sydney, NSW

Postcode: 2099

**Contact Person Details**

Family name: Eatock

Given names: Cathryn

Position: Co-Chair, Indigenous Peoples Organisation - Australia

**Contact telephone numbers**

Phone: leave blank as information is not required

Mobile: leave blank as information is not required

**Electronic communication**

Email address: [admin@ipoa.org.au](mailto:admin@ipoa.org.au)

- b. Continue filling out your application including attachments

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8. **Biometrics and biodata** if you are requested to provide biometric data for your visa application, which may involve the requirement to travel, please follow the below steps.
- On the 'Attach documents' page of your visa application, the below pop-up should appear if you have not provided all requested information.



## Providing supporting evidence

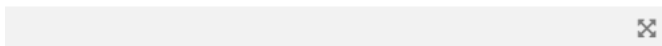
Not all required evidence has been provided. The department strongly recommends that all required evidence be provided before submitting to assist in processing the application.

Explain why evidence cannot be provided at this time\*

If the applicant chooses to exit the application without submitting and does not return to access the application within 30 days, all associated attachments will be deleted.

Cancel

Confirm



- In the text box provided, we recommend participants write the following justification: 'I am attending the UNFCCC Local Communities and Indigenous Peoples Pacific Regional Gathering. I have been advised by the event organisers to request my biometric information requirements are waived due to the short time until the event is hosted and complications in arranging additional travel prior to the Gathering.'
- Please include written justification for other documents and information you may not have been able to provide.
- If you complete the above, you should not need to provide biometric data, or undertake any additional travel.

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9. Once the application for a 'Visitor (subclass 600)(Business stream) visa' has been completed up to the 'submit now' button, return to the 'My applications' tab. This tab will list your application – the status of your application needs to be Ready to submit or incomplete.

My applications | My payments | Manage groups | Related links | Help and support

**My applications summary**

New application | Import application | Submit applications

Advanced search

List of applications

Sort by: Last updated | Refresh

DEE, Wen (16 Nov 2000)  
Visitor  
Ready to submit

- Click the + sign on the left side of the relevant application. This will expand the available options.
- Select the 'send' option (highlighted below), which will open the send application screen.

DEE, Wen (16 Nov 2000)  
Visitor  
Ready to submit

Reference No	EGNNIOQEC3	Last updated	19 Sep 2023
Type	Visitor Visa (600)	Date submitted	

Edit | Copy | Delete | Send | Submit | Attach documents

- Input [unfccinclusion@dcceew.gov.au](mailto:unfccinclusion@dcceew.gov.au) into the email address and click on the 'confirm' button. This will send your application to the Australian Government to pay for your visa application fee.

## Send Application



Use this feature to send an application on your list to the list of another ImmiAccount holder. Once you have sent the application it will no longer be available on your list of applications.

Name	DEE, Wen (16 Nov 2000)
Reference	EGNNIOQEC3
Type	Visitor Visa (600)

Enter the email address and/or username for the account to which you wish to send this application.

Email Address

Username

Cancel Confirm

- d. Once the Australian Government has paid for your visa application fee, the application will be returned to you.
- e. Submit form for processing.

### **Technical support**

If you are still unable to send the application to the [unfccinclusion@dcceew.gov.au](mailto:unfccinclusion@dcceew.gov.au) account for payment, please lodge a [ImmiAccount Technical Support Form \(homeaffairs.gov.au\)](#) to escalate the issue. Please also email [unfccinclusion@dcceew.gov.au](mailto:unfccinclusion@dcceew.gov.au) about the issue so we can ask for the case to be prioritised.

### **Alternative means of payment**

If you have difficulty with the above payment steps, **another option is to use BPAY from the payment screen.** This will require the applicant to progress the application to payment section and select BPAY. The system will then generate an invoice which can be sent to [unfccinclusion@dcceew.gov.au](mailto:unfccinclusion@dcceew.gov.au) for payment. The payment must be received within 3 days otherwise the application will not be accepted and a new application will be required.

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