**Section 265 – Nature Conservation (Animals) Regulation 2020**

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| **RECEIPTING DETAILS ONLY**DATE RECEIPTED

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RECEIPT NUMBER

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AMOUNT RECEIVED

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RECEIPTED BY (NAME AND OFFICE)

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 | **Amendment to a standard, specialised or advanced licence (native animal keeping) or a recreational wildlife licence** |
| **Important information for applicants**This form can be used to apply for an amendment to: * an existing licence to change the person in charge or activity location,

add dangerous snakes, or* to upgrade a standard licence to a specialised or advanced licence;
* to upgrade a specialised licence to an advanced licence; or
* to update an existing recreational wildlife licence.

Amendments mentioned above can also be made via the Department of Environment and Science (the department) website at:<https://www.business.qld.gov.au/running-business/environment/online-services>. Requested information will enable your application to be processed as prescribed by the *Nature Conservation Act 1992* (the Act) and Nature Conservation (Animals) Regulation 2020 (the Animals Regulation)*.* Your application must be assessed, and an authority granted by the chief executive before you can proceed with the proposed activity. **Your application may take up to 40 business days to process.**Before lodging this application, you should be familiar with the requirements of the Act and the Animals Regulation available from the Office of the Queensland Parliamentary Counsel website <http://www.legislation.qld.gov.au>. If you have queries about how to complete this form correctly or need guidance contact Permits and Licensing on **1300 130 372 option 4**.  |

**Terms and Conditions**

**Permits, licences and authorities**

Queensland's native wildlife is protected by legislation that aims to conserve biodiversity by protecting native plants and animals and their habitat. All native plants, birds, reptiles, mammals, and amphibians are protected, along with some invertebrates, freshwater fish, the estuary stingray, and the grey nurse shark.

Other aquatic species are protected by the [Department of Agriculture and Fisheries](https://www.daf.qld.gov.au/), the [Great Barrier Reef Marine Park Authority](http://www.gbrmpa.gov.au/) and the Australian Government.

A licensing system helps us protect native wildlife species. By regulating the sustainable taking, keeping, using, or moving of native animals we contribute to the maintenance of viable wild populations of plants and animals.

The type of approval(s) you will need depends upon a number of things, including:

* The nature and purpose of your proposed activity;
* The tenure of the area in which you intend to undertake your activity; and
* The species of wildlife concerned.

Note: Corporations must have an office in Queensland to be eligible to apply for an authority. The Act and the subordinate Regulations may be found online on the Office of the Queensland Parliamentary Counsel website at <http://www.legislation.qld.gov.au>

**Privacy statement for wildlife permits**

Information you provide assists the department in administering animal and plant licences, permits and authorities granted under the Act.

Some information may be provided to the Department of Agriculture and Fisheries; Queensland Health; Queensland Police Service and the Australian Defence Force in order to investigate biosecurity or health issues or allegations of unlawful activity.

Some information, where relevant, may also be sent to non-government organisations such as the RSPCA Qld and the Queensland Wildlife Rehabilitation Council for the purpose of improving standards of native animal care.

Personal information in relation to your permit will not be disclosed to any other parties without your consent, unless authorised or required by law.

More information on our commitment to privacy is available on the department’s website at <https://www.des.qld.gov.au/help/legal/privacy>. For specific privacy information or enquiries please email privacy@des.qld.gov.au

**Completion of this form**

# To enable your application to be processed you must answer all sections and acknowledge you have read the ‘terms and conditions’ by checking the box in section 1.

# If you do not complete all sections, sign, date the application form and pay the prescribed fee (if required), your application will be returned to you as an invalid application.

# You may only lodge this application if you have accepted the above terms and conditions

# [ ]  I accept the above terms and conditions.

|  |
| --- |
| WILDLIFE LICENCE OR AUTHORITY NUMBER |
|       |
| AUTHORITY TYPE |
|       |
| NAME OF WILDLIFE LICENCE OR AUTHORITY HOLDER  |
|       |
| Registered / residential address as listed on your current licence |
|       |

1. **What is the licence or authority number that you wish to amend?**
2. **Update applicant registered / residential address** – leave blank if not applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| RESIDENTIAL ADDRESS (not a post office box) | Suburb | State | POST CODE |
|       |       |       |       |

(WRITE ‘AS ABOVE’’ IF SAME AS registered/RESIDENTIAL ADDRESS)

|  |  |  |  |
| --- | --- | --- | --- |
| POSTAL ADDRESS | Suburb | State | POST CODE |
|       |       |       |       |

1. **Update applicant contact details** – leave blank if not applicable.

|  |  |
| --- | --- |
| EMAIL address |       |
| Phone type[ ]  Home phone [ ]  Office phone[ ]  Mobile phone  | Area code      | Phone number (NOTE: 10 digits including area code)      |

1. **Update person in charge** – leave blank if not applicable

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TITLE | \* first name | Middle name | \* Surname | \* DATE OF BIRTH |
|       |       |       |       |       |

**Person in charge residential address**

|  |  |  |  |
| --- | --- | --- | --- |
| \* RESIDENTIAL ADDRESS (not a post office box) | \* Suburb | \* State | \* POST CODE |
|       |       |       |        |

(WRITE ‘AS ABOVE’’ IF SAME AS RESIDENTIAL ADDRESS)

|  |  |  |  |
| --- | --- | --- | --- |
| POSTAL ADDRESS |  Suburb | State | POST CODE |
|       |       |       |       |

**Person in charge contact details** –email and phone contact is mandatory

|  |  |
| --- | --- |
| EMAIL address |       |
| Phone type[ ]  Home phone [ ]  Office phone[ ]  Mobile phone  | Area code      | Phone number: NOTE: 10 digits (INCLUDING area code)      |

1. **Update activity location** – leave blank if not applicable

[ ]  same as the applicant registered / residential address; or

[ ]  a different location.

Provide the new activity location address. This must not be a post office box**.**

|  |  |  |  |
| --- | --- | --- | --- |
| \* Physical street address  | \* Suburb | \* State | \* POST CODE |
|       |       |       |       |

**AND**

|  |  |
| --- | --- |
| \* LoT number | \* Plan number |
|       |       |

**Important information**

Section 80 of the Animals Regulation requires a licensee to notify the chief executive before or immediately after, a relevant change happens and apply to the chief executive for an amendment of the licence to reflect the change.

Relevant change, in relation to an animal authority, means a change of any of the following –

(a) the name of the holder of the authority;

(b) the postal, residential, or business address of the holder stated in the authority;

(c) if the holder is a corporation—

(i) the person in charge of the activity carried out under the authority; or

(ii) the person in charge of the licenced premises for the authority;

(d) the licenced premises for the authority.

(e) if an animal is kept under the authority – the place where the animal is kept

A penalty applies to a beach of this requirement.

1. **Upgrade a standard, specialised or advanced licence**
2. Are you applying to upgrade to a specialised or advanced licence?

[ ] No – **go to section 8** [ ] Yes

1. Which upgrade are you applying for?

[ ] Standard to a specialised licence

* Use this application if you wish to keep up to a maximum total of 50 animals:
	+ class 1 animals - birds, reptiles, and amphibians; and
	+ class 2 animals - birds, reptiles, and amphibians (including dangerous snakes with special approval); and
	+ an unlimited number of protected scorpions (genus Urodacus) and tarantulas (family *Theraphosidae*).
* The specialised licence holder is prevented from trading an animal within six (6) months of acquisition.
* The specialised licence holder is authorised to breed animals in their possession and offspring can be sold or given away once they are no longer dependant on parent/s.
* Where a specialised licence holder exceeds the maximum limit of 50 animals, for example via a breeding event, the licence holder must notify the department who will direct the holder to either:
	+ upgrade their licence to an advanced licence where practical; or
	+ humanely dispose of reproductive material (i.e. eggs); or
	+ seek approval to sell or give away the animals once they are no longer dependent on their parent/s.

[ ]  Standard to an advanced licence

* Use this application if you wish to keep, breed and trade:
	+ an unrestricted number of class 1 or class 2 animals (birds, reptiles, and amphibians) (including dangerous snakes with special approval); and
	+ an unlimited number of protected scorpions (genus Urodacus) and tarantulas (family *Theraphosidae*).
* The advanced licence holder is authorised to trade an animal at any time from acquisition. There are no restrictions on trade.
* The advanced licence holder is authorised to breed animals in their possession, and offspring can be sold or given away once they are no longer dependant on parent/s.

[ ]  Specialised to an advanced licence

* Use this application if you wish to keep, breed and trade:
	+ an unrestricted number of class 1 or class 2 animals (birds, reptiles and amphibians) (including dangerous snakes with special approval); and
	+ an unlimited number of protected scorpions (genus Urodacus) and tarantulas (family *Theraphosidae*).
* The advanced licence holder is authorised to trade an animal at any time from acquisition. There are no restrictions on trade.
* The advanced licence holder is authorised to breed animals in their possession, and offspring can be sold or given away once they are no longer dependant on parent/s.

Notes: Under section 115 (4) and (5) of the Nature Conservation (Animal) Regulation 2020, a person may keep, buy, sell, or give away dangerous snakes if the location (the licenced premises) is the permit holders’ primary place of residence. Meaning, a person may only trade dangerous snakes from their residential address only, not from a commercial premises. This application must be accompanied by the appropriate fee.

1. **Code of practice**

[ ]  I have the necessary skills, experience, and equipment to keep relevant animals under this licence in accordance with the Code of practice - Captive reptile and amphibian husbandry and/or Code of practice - Aviculture.

1. **Are you applying to: (select relevant response)**

[ ] Keep dangerous snakes on a specialised or advanced licence – **go to section 10**

[ ] Amend the address of an existing specialised licence, advanced licence or recreational wildlife licence which endorses the keep of dangerous snakes – **go to section 11(g)**

[ ] Neither of the above – **go to section 14**

1. **What level dangerous snakes does the application refer to?**

[ ]  Tier 1 – First-level dangerous snakes

[ ]  Tier 2 – Second-level dangerous snakes

[ ]  Tier 3 – Third-level dangerous snakes

Applications for dangerous snakes will be assessed in accordance with the[*Assessment guideline for applications to keep dangerous snakes on specialised and advanced licences*](https://environment.des.qld.gov.au/__data/assets/pdf_file/0017/90503/gl-wl-rwl-restricted-reptiles-assessment.pdf)*.* Applicants are advised to read the guideline prior to providing supporting information. In this document ‘dangerous snake’ means all reptiles in the family of Elapidae.

1. **To obtain a specialised or advanced licence to keep dangerous snakes please provide the following documents with your application.**
2. **Mandatory documents. Required for applications with dangerous snake endorsements:**

[ ]  First aid certificate – delivered by a recognised provider. The certificate must be current at time of application.

|  |  |  |  |
| --- | --- | --- | --- |
| Certificate number | Provider | Expiry date | Certificate attached |
|       |       |       | [ ]  Yes |

[ ]  A certificate indicating that you have successfully completed a training course concerning the keeping and safe handling of reptiles and amphibians, including venomous snakes.

Provide details:

|  |  |  |  |
| --- | --- | --- | --- |
| Certificate number | Provider | Expiry date | Certificate attached |
|       |       |       | [ ]  Yes |

**Demonstrating experience in keeping first-level, second-level, or third-level dangerous snakes.**

1. Provide evidence to demonstrate at least one of the following:

[ ]  Have held a standard, specialised, or advanced licence, recreational wildlife licence without authorisation for dangerous snakes for a minimum of 12 months; or

[ ]  Have held a standard, specialised, or advanced licence, or recreational wildlife licence under a former licensing system, without authorisation for dangerous snakes for a minimum of 12 months; or

[ ]  Are currently the holder of an equivalent licence in another State or Territory.

Provide details of licence held in another State or Territory:

|  |  |  |  |
| --- | --- | --- | --- |
| Licence Number | State | Expiry date | Copy of Licence attached |
|       |       |       | [ ]  Yes |

**OR**

1. Evidence of current or previous employment or involvement in the reptile industry working with dangerous snakes. Tick any that apply.

[ ]  Employed by a specialist or advance licence holder or equivalent.

Provide details:

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[ ]  Employed by the holder of an exhibition or demonstrator permit for dangerous snakes e.g. zoo, demonstrator or equivalent.

Provide details:

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[ ]  You have held a damage mitigation permit for a minimum of 12 months or have been employed by the holder of a damage mitigation permit for a similar period, where your function included the capture of venomous snakes.

 Provide details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Licence Number | Licence holder  | Expiry date | Copy of Licence attached | Copy of return of operations attached (if applicable) |
|       |       |       | [ ]  Yes | [ ]  Yes |

[ ]  Held a farming or harvesting licence for a minimum of 12 months or have been employed by the holder of a farming or harvesting licence (i.e. for snake venom) or equivalent.

 Provide details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Licence Number | Licence holder | Expiry date | Copy of Licence attached | Copy of return of operations attached (if applicable) |
|       |       |       | [ ]  Yes | [ ]  Yes |

[ ]  A written reference(s) from a former or current employer or another person who keeps reptiles under a licence, under whose supervision you handled and maintained a captive population of reptiles and amphibians, including venomous snakes, over an extended period of time, as well as providing proof of their own skills and experience.

|  |  |  |
| --- | --- | --- |
| Name of reference | Contact details of reference | Referee report attached |
|       |       | [ ]  Yes |

**OR**

1. References from two (2) herpetologists who are recognised as being of high standing in the scientific research community attesting to the applicant’s ability to identify, handle and maintain a population of captive reptiles and amphibians, including venomous snakes, as well as providing proof of their own skills and experience.

Provide details:

|  |  |  |
| --- | --- | --- |
| Name of First reference | Contact details of First reference | Referee report attached |
|       |       | [ ]  Yes |
| Name of second reference | Contact details of second reference | Referee report attached |
|       |       | [ ]  Yes |

Note: You may also provide photocopies of papers or journal articles, of which you are the principal author, concerning research into the biology or conservation of native reptiles and amphibians in the wild, including venomous snakes.

**AND**

1. **Demonstrated experience in handling and husbandry of dangerous snakes**

Provide relevant photos or videos which demonstrate:

[ ]  Handling and husbandry skills

[ ]  Cleaning and maintaining enclosures

**AND**

1. **Answer the following questions in full:**

[ ]  Outline your experience with keeping snakes, particularly keeping venomous snakes, e.g. have you previously kept snakes, including venomous snakes under a licence.

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[ ]  Describe the safety procedures you will apply when handling or moving venomous snakes.

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[ ]  What security procedures do you have/will you have in place for keeping venomous snakes? Provide photos of secure enclosures and tools used to handle venomous snakes.

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[ ]  What animal enclosures and security procedures do you have in place (e.g. safety/warning signs on doors and species labels on enclosures)? Provide relevant photos.

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[ ]  Are you planning to breed venomous snakes and, if so, are you aware of the restrictions on numbers allowed to be held?

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[ ]  Provide a list of all venomous snakes currently in your possession, including quantities.

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1. **Facilities for the keeping of dangerous snakes**

Provide relevant photos or videos of the room or enclosures which demonstrate that the facilities for the species housed are in accordance with the Code of practice – Captive reptile and amphibian husbandry.

Provide photos or videos of:

[ ]  Individual housing for elapids

[ ]  Snake-proofing of all enclosures

[ ]  Gaps no greater than 1 millimetre in width

[ ]  Cleaning and maintaining enclosures

[ ]  Labelling of all enclosures with species, common name, and number of occupants (if breeding)

[ ]  First aid equipment for a snakebite is present:

[ ]  Rolled crepe bandages (minimum two)

[ ]  Pictogram of medical procedures

[ ]  Equipment required for handling venomous snakes may include:

[ ]  Hook [ ]  Hide box

[ ]  Grasping tongs [ ]  Hoop bag

[ ]  Jigger / head press

[ ]  Feeding tongs / forceps

[ ]  Clear tubes – clear rubber or PVC tubes

1. **Determining incompatible land use**

Limits may be applied on how many dangerous snakes are permitted if the address where the animals will be kept is within 100 metres of the following areas. Tick all that apply.

[ ]  A location within 100 metres of a densely populated area.

[ ]  A location within 100 metres of a public use area

[ ]  sport and recreation zones e.g. developed parks, playgrounds or playing fields, gymnasiums, public swimming pools, tennis courts, etc.

[ ]  community facilities zone e.g. educational establishments, hospitals, transport networks (that is a train or bus station)

[ ]  centre zones e.g. shopping centres, restaurants and entertainment areas, office buildings, etc.

[ ]  tourist accommodation zones e.g. hotels, motels, and caravan parks, etc.

[ ]  None of the above.

1. **Have you provided all relevant information and evidence as required in sections 10 to section 12?**

[ ]  Yes

[ ]  No - Information requested above enables your application to be assessed in accordance with the [Assessment guideline for applications to keep dangerous snakes on specialised and advanced licences](https://environment.des.qld.gov.au/__data/assets/pdf_file/0017/90503/gl-wl-rwl-restricted-reptiles-assessment.pdf). Insufficient information may result in a processing delay or result in refusal of your application. An assessment officer may contact you regarding this response.

1. **Other amendment**

Provide details for an amendment not mentioned in all sections above. Leave blank if not applicable.

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1. **Wildlife Suitability**

During the past three (3) years, have you (or an associate) been convicted of: (i) an offence against the Act; or (ii) an animal welfare offence under the *Animal Care and Protection Act 2001*;or (iii) an offence relating to wildlife against another Act, or an offence, however described, equivalent to an offence mentioned under (i) or (ii) under the law of another State or country?

[ ]  Yes – an assessment officer will contact you regarding this response.

[ ]  No

Note: An associate, of a person whose suitability to hold an animal authority is being considered, means –

1. If the person is a corporation – each executive officer of the corporation; or
2. If the person is an individual – another person who –
3. is, or is intended to be, regularly or usually in charge of the individual’s activity or business, or proposed activity or business, that relates, or is intended to relate, to the authority; or
4. regularly directs staff for the activity or business in their duties; or
5. is, or is intended to be, in a position to control or substantially influence the activity or business, or proposed activity or business.
6. **Applicant signature**

|  |  |
| --- | --- |
| APPLICANT’S NAME      |  |
| APPLICANT’S SIGNATURE | DATE      |
| if the APPLICANT is a corporation, please indicate your position in the corporation      |
|  |
| 1. **Applicant checklist**

[ ]  All sections on application form completed, signed, and dated.[ ]  Supporting information and accreditation attached.Fees – application and record book (if applicable)[ ]  cheque or money order (attached)[ ]  credit card – you will be contacted by Permits and Licensing. **Please make all cheques or money orders payable to Department of Environment and Science** | Please return your completed application to:**Permits and Licensing** **Department of Environment and Science**GPO Box 2454Brisbane QLD 4001Enquiries: **1300 130 372 option 4** Email: palm@des.qld.gov.au |

A schedule of fees information sheet, codes of practice and assessment guideline may be obtained from the department’s website <http://www.des.qld.gov.au> or by contacting the Permits and Licensing on 1300 130 372.