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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **RECEIPTING DETAILS ONLY**  DATE RECEIPTED   |  |  |  | | --- | --- | --- | |  |  |  |   RECEIPT NUMBER   |  | | --- | |  |   AMOUNT RECEIVED   |  | | --- | | $ |   RECEIPTED BY (NAME AND OFFICE)   |  | | --- | |  | | **Amendment to an existing licence, permit or authority (animals)**  **(other than a standard, specialised or advanced licence; or a research permit)** |
| **Important information for applicants**  This form can be used to apply for an amendment to an existing animal authority (e.g. change of person in charge, activity location, species or for another reason).  Some amendments mentioned above can also be made via the Department of Environment and Science (the department) 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 (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 *Nature Conservation Act 1992 (the* Act) and Nature Conservation (Animals) Regulation 2020 (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 several 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 subordinate Nature Conservation Regulations may be found online on the Office of Queensland Parliamentary Counsel website at <https://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 *Nature Conservation Act 1992*.

Some information may be provided to the Departments 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](mailto: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, and date the application form, 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.

1. **What is the licence, permit or authority number that you wish to amend?**

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

1. **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

If you are adding multiple relevant persons attach a separate sheet with details.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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

details are the same as the applicant registered / residential address; or

a new activity location.

Provide the new 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 –

1. the name of the holder of the authority;
2. the postal, residential, or business address of the holder stated in the authority;
3. 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;

1. the licenced premises for the authority;
2. if an animal is kept under the authority – the place where the animal is kept.

A penalty may apply to a beach of this requirement.

1. **Other amendment** – for example, to add a new species or another change - leave blank if not applicable

|  |
| --- |
| DETAILS OF WHAT AMENDMENT IS REQUIRED AND THE REASONS FOR THE AMENDMENT: |

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’s signature**

|  |  |
| --- | --- |
| APPLICANT’S NAME |  |
| APPLICANT’S SIGNATURE | DATE |

1. **Applicant checklist**

|  |  |
| --- | --- |
| All questions on application form completed, signed, and dated. | Please return your completed application to:  **Permits and Licensing**  **Department of Environment and Science**  GPO Box 2454  Brisbane QLD 4001  Enquiries: **1300 130 372 option 4**  Email: [palm@des.qld.gov.au](mailto:palm@des.qld.gov.au) |
| Supporting information and accreditation attached. |
| Fees |
| 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** |

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.