

Private Wildlife Licence Application Form

Wildlife Basic Licence

Authorises the holder to possess, keep, breed, buy, sell and dispose of any wildlife (whether alive or dead) listed in Schedules 2 & 7 of the Wildlife Regulations 2013 for non-commercial purposes.

Wildlife Advanced Licence

Authorises the holder to possess, keep, breed, buy, sell and dispose of any wildlife (whether alive or dead) listed in Schedules 2, 3 & 7 of the Wildlife Regulations 2013 for non-commercial purposes.

Wildlife Specimen Licence

Authorises the holder to possess, keep, buy, sell and dispose of prepared or mounted specimens of any dead wildlife for non-commercial purposes.

About this Application

The minimum age for applicants is 10 years of age. A licence will only be issued to you at your Primary Residential Address. This form is not valid after 30 June 2021.

1. Your personal details

Mr/Mrs/Ms	First name	Other name/s	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	Gender (<i>select one</i>)	Concession (<i>select one</i>)	
<input type="text" value="dd/mm/yyyy"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Intersex	<input type="checkbox"/> Yes / <input type="checkbox"/> No	

To receive a concession on the cost of your licence, you must include a photocopy of your pension card with this application.

2. Your residential address

This Licence authorises you to possess wildlife for 'non-commercial purposes' at your primary residential address (as specified in the licence), unless subject to lawful trade or treatment by a registered veterinarian.

Property name (<i>Name of house, farm or building if applicable</i>)	Flat / Unit No.	House/Lot No.
<input type="text"/>	<input type="text"/>	<input type="text"/>
Street name or PO Box		
<input type="text"/>		
City/Suburb/Town	Postcode	
<input type="text"/>	<input type="text"/>	

3. Your postal address

If the same as the above address, please write 'As above'

Property name (<i>Name of house, farm or building if applicable</i>)	Flat / Unit No.	House/Lot No.
<input type="text"/>	<input type="text"/>	<input type="text"/>
Street name or PO Box		
<input type="text"/>		
City/Suburb/Town	Postcode	
<input type="text"/>	<input type="text"/>	

4. Your contact details

Telephone No.

Mobile No.

Email

5. Prior convictions

Have you been convicted of any offence in Victoria under the *Wildlife Act 1975* or the *Prevention of Cruelty to Animals Act 1986* within the last 10 years? If "Yes", give details below:

Description of offence

Year

State

6. For applicants under 18 years of age:

a) Parental permission for you to apply for a wildlife licence

I, being the person named below as the parent or legal guardian of the Applicant, give my permission to make this application.

Name of Parent or Legal Guardian

Signature of Parent or Legal Guardian

Daytime Contact Telephone No.

Date

dd/mm/yyyy

b) Parental permission for you to possess venomous snakes

I, being the person named below as the parent or legal guardian of the Applicant, give my permission for the possession of venomous snakes if this application is successful.

Yes If 'Yes', you must attach documentary evidence of your competency in the safe-handling of venomous snakes.

No Contact the DELWP Customer Service Centre on 136 186 for details.

Name of Parent or Legal Guardian

Signature of Parent or Legal Guardian

Daytime Contact Telephone No.

Date

dd/mm/yyyy

7. Do you have any wildlife in your possession at the time of this application?

If 'yes' please provide further information below. Please attach a separate sheet if more space is required.

Species

Quantity

Alive / Dead

Licence No.

8. Collection, use and disclosure of personal information

Privacy and Data Protection Act 2014

The Department of Environment, Land, Water and Planning (DELWP) is committed to protecting personal information provided by you in accordance with the principles of the Victorian privacy laws. The information you provide will be used to monitor compliance with licence conditions and to provide information about any changes to legislative requirements. Your contact details may also be used by DELWP or its contracted service providers under confidentiality agreements to survey you about your experience with DELWP or to seek feedback related the keeping of wildlife. A licence may not be issued if the information required is not provided.

The information you provide will also be made available to any authorised law enforcement agency.

You may access the information you have provided to DELWP by contacting the Customer Service Centre on 136 186.

9. Declaration by Applicant

I understand that there are penalties for making a false declaration and that any licence issued as a result of a false declaration will be cancelled, and may affect my eligibility to keep wildlife in the future, and that all details provided by me on this form are true and correct. I also consent to the collection, use and disclosure of my personal information for the purposes described in Part 8.

Signature of Applicant

Date

dd/mm/yyyy

10. What type of licence are you applying for?

Select [x] to indicate the licence type and term you require.

Wildlife Basic Licence 30 September 2021 **or** 30 September 2023

Wildlife Advanced Licence 30 September 2021 **or** 30 September 2023

Wildlife Specimen Licence 30 September 2023

11. How much will my licence cost?

If your application is approved, you will receive a Payment Notice showing the amount payable and options for payment.

The amount payable is calculated in accordance with Regulation 19(3) of the Wildlife Regulations 2013, taking into account the annual rate (below), the number of months (or part months) remaining of the term, less 50% concession (if eligible).

Licence type	Annual rate
Wildlife Basic Licence	\$99.23
Wildlife Advanced Licence	\$183.64
Wildlife Specimen Licence	\$14.81

*Annual rates (above) effective from 1 July 2019

12. Evidence of identity

Please attach a legible copy of one current government-issued document which shows your name and current address or one government-issued document which shows your name and a supporting document showing your current residential address. For applicants under 18 years of age, please provide a copy of your birth certificate (or extract) and evidence of identity for the parent or guardian who has signed your application in Part 6.

Examples of acceptable Government-issued documents		Examples of supporting documentation (only required if your government-issued identity document does not include your current address)
Australian driver licence	Medicare card	Council rate notice
Australian firearms licence	Australian citizenship certificate	Utility bill
Centrelink or social security card	ImmiCard	Motor vehicle registration
Veteran's Affairs card	Defence Force identity card	Property lease/rental agreement
Proof of Age card issued by a state or territory government		Electoral enrolment

It is not necessary to have the copy of your document certified or witnessed. Once your identity has been verified, all documents provided for this purpose will be destroyed. For further information about evidence of identity in relation to a wildlife licence, see www.wildlife.vic.gov.au or contact DELWP on 136 186.

13. Application lodgement process

1. Send your completed application, a copy of your evidence of identity documents and concession entitlement (if applicable) via:

Email:	wildlifelicensing@delwp.vic.gov.au
Post:	DELWP Permissions Delivery 475 Mickleham Rd Attwood VIC 3049

2. If your application is approved, a Payment Notice will be sent to you for payment within 30 days.
3. When your payment is processed, your Wildlife Licence and *Protected Wildlife Record Book* will be sent to you.

Please note: If applying by mail, please allow at least 3 weeks to receive your licence.
If applying by email, please allow at least 2 weeks to receive your licence.
Incomplete or incorrect applications may delay approval of your application.

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To receive this publication in an alternative format, please contact DELWP on 136 186 or email customer.service@delwp.vic.gov.au. You can also contact DELWP via the National Relay Service on 133 677 or www.relayservice.com.au.

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