

Commercial Wildlife Licence Application Form (Natural Person)

About this Application

Use this form to apply for a commercial wildlife licence in the name of a natural person.

If you wish to apply for a licence in the name of a commercial entity, please use the Commercial Wildlife Licence Application Form (Body Corporate).

This form is not valid after 30 June 2019.

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 (select one) | | Private Telephone / Mobile No. |
| <input type="text"/> dd/mm/yyyy | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Intersex | | <input type="text"/> |

2. Residential address

| | | |
|--|----------------------|----------------------|
| 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. Trading as

A business or trading name can be associated with a licence issued to a natural person)

| | |
|--|-----------------------|
| Registered business name <i>(optional)</i> | ABN <i>(optional)</i> |
| <input type="text"/> | <input type="text"/> |

4. Business operating address

(It is a regulatory requirement that the premises where the wildlife will be held are included as the specified premises for the licence)

| | | |
|--|----------------------|----------------------|
| 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"/> | |

5. Business postal address

Property name (*name of house, farm or building if applicable*)

Flat / Unit No.

House/Lot No.

Street name or PO Box

City/Suburb/Town

Postcode

6. Business contact details

Primary business telephone no.

Other (*optional*)

Email

7. Licence term

Select [x] your preferred duration of the licence you are applying for:

30 June 2019

30 June 2021

8. Licence type

Select [x] the type of licence that you are applying for:

Wildlife Controller
(\$289.00)*

Wildlife Demonstrator
(\$538.99)*

Wildlife Processor
(\$710.94)*

Wildlife Dealer
(\$826.54)*

Wildlife Demonstrator (Short Term)
(\$134.75)

Wildlife Farmer
(\$710.94)*

Wildlife Displayer
(\$741.29)*

Wildlife Taxidermist
(\$588.12)*

* Fees are indicative only for a 1 year licence. The licence fee will be calculated on a pro-rata basis from the date the application is approved. Do not send payment with your application. If your application is successful, a payment notice will be sent to you.

9. Additional information

- Applicants seeking a Wildlife Dealer, Demonstrator, Displayer, Processor or Farmer licence must attach:
 - A plan of the area applied for showing all buildings, fences, yards, shelters, watering and feeding facilities; and
 - Enclosure design and specifications, materials to be used in construction of facilities, enclosure layout, holding pens, shelters, watering and feeding facilities.
- Applications for Wildlife Demonstrator or Displayer Licences must also include the design, specifications and materials to be used in the construction of any pits to be used for displaying or demonstrating dangerous or venomous wildlife during travelling displays or demonstrations. Pits must be designed, constructed and maintained to:
 - Allow the safe display or demonstration of dangerous wildlife from within the enclosure;
 - Prevent the escape of any dangerous or venomous wildlife from within the enclosure; and
 - Ensure the walls of the enclosure are constructed from solid and sturdy materials with no gaps or holes that may allow a person outside the enclosure to protrude any part of their body through the walls.

10. Are you taking over an existing business that has wildlife in stock?

Yes Wildlife Licence No. of current business

No

Name of previous owner (or business name)

When do you intend to take over the premises?

dd/mm/yyyy

11. Register of employees (Please attach a separate sheet if more space is required)

Employee 1

| | | | |
|------------------------------------|---|----------------------|------------------------------------|
| 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 (select one) | | Private telephone |
| <input type="text"/> dd/mm/yyyy | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Intersex | | <input type="text"/> |
| Role/Position | | | Start date |
| <input type="text"/> | | | <input type="text"/> dd/mm/yyyy |
| <i>Residential Address</i> | | | |
| Flat / Unit / House No. | Street name or PO Box | | |
| <input type="text"/> | <input type="text"/> | | |
| City/Suburb/Town | | | Postcode |
| <input type="text"/> | | | <input type="text"/> |

Employee 2

| | | | |
|------------------------------------|---|----------------------|------------------------------------|
| 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 (select one) | | Private telephone |
| <input type="text"/> dd/mm/yyyy | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Intersex | | <input type="text"/> |
| Role/Position | | | Start date |
| <input type="text"/> | | | <input type="text"/> dd/mm/yyyy |
| <i>Residential Address</i> | | | |
| Flat / Unit / House No. | Street name or PO Box | | |
| <input type="text"/> | <input type="text"/> | | |
| City/Suburb/Town | | | Postcode |
| <input type="text"/> | | | <input type="text"/> |

12. Collection, use and disclosure of personal and business contact 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.

Disclosure of business details

If your application is successful, your business details (including your name, trading name, business telephone and location) may be disclosed to members of the public seeking to contact you about the wildlife-related services you are authorised to provide under that wildlife licence.

- YES, please disclose my business contact details NO, please do not disclose my business contact details

13. 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 12."

Signature of applicant

Date

14. 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 | Council rate notice |
| Australian firearms licence | Utility bill |
| Centrelink or social security card | Motor vehicle registration |
| Veteran's Affairs card | Property lease/rental agreement |
| Medicare card | Electoral enrolment |
| Proof of Age card issued by a state or territory government | |
| Australian citizenship certificate | |
| ImmiCard | |
| Defence Force identity card | |

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 contact DELWP on 136 186.

15. Checklist

| | |
|--|---|
| <input type="checkbox"/> National Police Certificate | A copy of a National Police Certificate issued in the name of the applicant, is required for all commercial wildlife licence applications. This certificate must be issued within two years of date of application. |
| <input type="checkbox"/> Additional information | As specified in Part 9 for all commercial wildlife licence applications except for Wildlife Taxidermist and Wildlife Controller licences. |
| <input type="checkbox"/> Evidence of identity | Required for all commercial wildlife licence applications. |
| <input type="checkbox"/> Application signed | Copies of documentation showing evidence of identity must be attached. |

Send your completed application:

Wildlife Licensing
Department of Environment, Land, Water and Planning
475 Mickleham Rd
Attwood VIC 3049

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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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