Authority to Control Wildlife Application Form

Due to the impacts of COVID-19, you are encouraged to submit your application via email (see page 4 for details). Application forms returned via post or fax may be subject to delays greater than 6 weeks.

1. Applicant’s personal details

<table>
<thead>
<tr>
<th>Title</th>
<th>First Name</th>
<th>Other Given Names</th>
<th>Family Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Gender</th>
<th>DELWP Customer Number (if known)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Applicant’s residential address

<table>
<thead>
<tr>
<th>Property Name (Name of house, farm or building if applicable)</th>
<th>Flat/Unit No.</th>
<th>House/Lot No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Name</th>
<th>City/Suburb/Town</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Applicant’s postal address (if same as above, please write “as above”)

<table>
<thead>
<tr>
<th>Property Name (Name of house, farm or building if applicable)</th>
<th>Flat/Unit No.</th>
<th>House/Lot No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Name</th>
<th>City/Suburb/Town</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Applicant’s contact details (Please circle your preferred contact)

<table>
<thead>
<tr>
<th>Telephone – Mobile</th>
<th>Telephone – Private</th>
<th>Telephone – Business</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Applicant’s relationship to the land with the wildlife problem: (Tick ONE box which best describes this)

- [ ] Land owner
- [ ] Land manager
- [ ] Lessee
- [X] Business Owner/Director
- [ ] Employee (Specify position)

6. Business name (ONLY complete if the land is owned under the name of a business)

<table>
<thead>
<tr>
<th>Business name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
7. Description and location of land where you plan to control wildlife

(Crown Allotment Number(s) must be supplied – see your Rates Notice or Shire Office). Include CFA Map Book Map No., Square No. & House No, if applicable.

Road Location  (e.g. No. 2010 Plenty Rd, 2km west of intersection with Centre Rd)

Postcode  Municipality (e.g. Southern Grampians Shire)  Land where wildlife is to be controlled is either: (Tick applicable box)

Private land  Crown land

Approximate area in hectares  Land Use Zone  Current land use (e.g. Cropping wheat, cattle grazing, apple orchard, etc)

8. Species and total number of wildlife causing property damage or health and safety risks

Please provide a count or your best estimate of the number of animals that are the source of the problem. Attach a separate sheet if applying to control more than four species.

<table>
<thead>
<tr>
<th>Species</th>
<th>Number causing damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

9. Description of damage or health and safety risks resulting from wildlife

The description should outline the type and extent of damage to property including buildings, fences, pasture, crops or livestock. Any issues related to human health and safety should also be included (for example, hazards to aircraft safety, fouling of produce or property or aggressive behaviour). Attach a separate sheet if required.
10. What non-lethal control methods are you currently taking to manage the issues identified in section 9?

Include any measures you have taken with regards to fencing or restricting wildlife access to property or crops. Attach a separate sheet if required.

11. What methods are you proposing to undertake to manage the wildlife problem?

For example: scaring, shooting, trapping and shooting, trapping and release, destroying eggs and nests.

12. Acknowledgment by applicant

I, (name of applicant) ............................................................................................................................ being the applicant for this Authority to Control Wildlife, acknowledge that it is an offence under Section 58B of the Wildlife Act 1975 to provide false or misleading information in, or in connection with, the application for an Authority to Control Wildlife and I state that the information that I have provided is true, correct and complete.

SIGNATURE of Applicant  ……………………………………………………………  DATE signed  ………………………………

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 set out in the Victorian privacy laws. This privacy statement applies to the collection and use of personal information, voluntarily provided by you, in relation to administration of licences and authorisations administered under the Wildlife Act 1975.

The information you provide will be used to assess your application, administer any relevant licences or authorisations and carry out compliance relating to those licences or authorisations.

DELWP or its contracted service providers under confidentiality agreements may survey you about your experience with DELWP. You may apply for access to your personal information at any time to confirm that it is accurate and up to date, upon payment of a prescribed fee (if any). Enquiries should be directed to the DELWP Customer Service Centre on 136 186.

An authorisation may not be issued if the information required is not provided.
Submitting your application

Once your application for an Authority to Control Wildlife has been completed and signed, please submit it to your local DELWP Office. Due to the impacts of COVID-19, you are encouraged to submit your application via email. Application forms returned via post or fax may be subject to delays greater than 6 weeks.

**Port Phillip region**

atcw.portphillipregion@delwp.vic.gov.au

or

Permissions Lead
DELWP
Private Bag 15
Ferntree Gully Delivery Centre VIC 3156
Fax: 9210 9230

**Gippsland region**

gippsland.environmentalcompliance@delwp.vic.gov.au

or

Permissions Lead
DELWP
574 Main Street
Bairnsdale VIC 3875
Fax: 5152 6865

**Hume region**

atcw.hume@delwp.vic.gov.au

or

Permissions Lead
DELWP
1683 Healesville – Kinglake Road
Toolangi VIC 3777
Fax: 5962 9354

**Grampians region**

grampians.compliance@delwp.vic.gov.au

or

Permissions Lead
DELWP
402 Mair St
Ballarat VIC 3350

**Barwon South West region**

bsw.environmentalcompliance@delwp.vic.gov.au

or

Permissions Lead
DELWP
PO Box 115
Colac VIC 3250
Fax: 5233 5500

**Loddon Mallee region**

atcw.lmr@delwp.vic.gov.au

or

Permissions Lead
DELWP
PO Box 3100
Bendigo Delivery Centre
Bendigo VIC 3551
Fax: 5448 4982
Guide to applying for an Authority to Control Wildlife

Victoria is home to a diverse range of wildlife, including a number of species not found anywhere else in the world. Native wildlife in Victoria, including all birds, mammals, reptiles and amphibians, is protected under the *Wildlife Act 1975*. It is illegal to wilfully disturb protected wildlife or to destroy protected wildlife without approval. You may apply to DELWP for an ATCW to scare, disperse, trap or destroy wildlife if it is:

- damaging buildings, pasture, crops or other property
- posing a risk to human health and safety, or
- impacting on biodiversity.

**Applying for an ATCW**

*You are encouraged to return your application via email. Application forms returned via post or fax may be subject to delays greater than 4 weeks.*

If you require an ATCW, you should complete an ATCW application form and submit it to DELWP. Please complete all sections of the application form to avoid delays.

Your ATCW application will be assessed by a DELWP officer who may inspect your property to confirm the damage being caused by wildlife. Under the requirements of the *Wildlife Act 1975* and DELWP policy, an ATCW will only be issued if the DELWP officer is satisfied that it is necessary to manage the problem and that all practical non-lethal control methods have been exhausted.

If you are seeking to control wildlife on Crown land you must have the permission of the Crown land manager.

**Non-lethal control**

All practical non-lethal control methods must be exhausted before you apply for an ATCW for lethal control. There are a number of long-term solutions available to manage wildlife damage that do not require an ATCW. For example, fencing or netting to exclude animals, planting different types of crops, or planting at different times. While lethal control may seem like the immediate answer, it is time-consuming and often must be repeated to be effective.

An ATCW is required by law to disturb wildlife through scaring, harassing, dispersing, trapping or translocating. For example, a landholder using a gas gun to frighten birds from their orchard would require an ATCW, while a landholder using netting and a scarecrow would not.


**Lethal control**

If you have explored other methods for managing wildlife and consider that lethal control is your last resort, you must apply for an ATCW.

If you have been issued with an ATCW you may arrange for someone else to control wildlife on your behalf. This person is known as your agent. Although you are no longer required to list agents on your ATCW application you still may be legally responsible for their actions. It is recommended that you specifically discuss the conditions of the ATCW with your agent. You must give a copy of the ATCW to any agents because anyone controlling wildlife is required by law to carry a copy of the ATCW.

Anyone shooting wildlife must also comply with the *Firearms Act 1996*. Shooters are required by law to hold an appropriate firearms licence. Depending on the location, you may be required by law to obtain a ‘Public Place Permit’ from Victoria Police before shooting wildlife. Penalties apply for non-compliance. For more information about matters regarding firearms please visit [www.police.vic.gov.au/firearms](http://www.police.vic.gov.au/firearms) or call 1300 651 645.

**Engaging licensed Wildlife Controllers**

You may engage a licenced Wildlife Controller to manage wildlife on your behalf. Wildlife Controllers may control unprotected wildlife (except deer) and native reptiles under their licence even if you don’t have an ATCW. However, for all other wildlife, you must be issued with an ATCW before the Wildlife Controller can control wildlife on your behalf.
Common wombats – revocation of the Order in Council

Common wombats (*Vombatus ursinus*) are now protected wildlife everywhere in Victoria. It is illegal to disturb or to destroy protected wildlife without an Authority to Control Wildlife (ATCW) from the Conservation Regulator.

**Acting on your ATCW**

All ATCWs include strict conditions to ensure that animals are controlled humanely. You, and anyone acting on your behalf, are required by law to comply with the ATCW conditions. If you don’t comply, your authorisation may be suspended or cancelled and you may be taken to court and fined.

DELWP recommends that you and/or your agent undertake firearm competency training prior to shooting wildlife.