

# Authority to Control Wildlife Application Form

If you wish to participate in the Kangaroo Pet Food Trial please complete the trial-specific application form: *Authority to Control Wildlife Application Form - Kangaroo Pet Food Trial*. For more information about the trial, including whether you are eligible to participate, see the DELWP factsheet *Kangaroo Pet Food Trial: information for landholders*.

To apply for a Drought Relief Authority to Control Wildlife (ATCW), please check this box  and refer to the information provided under the heading 'Drought Relief ATCW' on page six, for guidance on how to complete this form.

## 1. Applicant's personal details

Mr/Mrs/Ms	First Name	Other Given Names	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Sex (M/F)	DELWP Customer Number (if known)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

## 2. Applicant's residential address

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

## 3. Applicant's postal address (if same as above, please write "as above")

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

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

Telephone – Mobile	Telephone – Private	Telephone – Business	Email address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Land owner   
  Land manager   
  Lessee   
  Business Owner/Director   
  Employee (Specify position)

.....

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

## 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)	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Private land	<input type="checkbox"/> Crown land
Approximate area in hectares	Land Use Zone	Current land use (e.g. Cropping wheat, cattle grazing, apple orchard, etc)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

### 8. Species and 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.

	Species	Number
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>

### 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 actions 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 activities 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). Enquires 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 the 'ATCW Coordinator' at the office closest to you in the DELWP Region in which the property is located [see below for details].

### Port Phillip Region

ATCW Coordinator  
DELWP  
Private Bag 15  
Ferntree Gully Delivery Centre VIC 3156  
Fax: 9210-9230  
Email: [atcw.portphillipregion@delwp.vic.gov.au](mailto:atcw.portphillipregion@delwp.vic.gov.au)

### Gippsland Region

#### **Areas east of Sale**

ATCW Coordinator  
DELWP  
574 Main Street  
Bairnsdale VIC 3875  
Fax: 5152-6865  
Email: [gippsland.environmentalcompliance@delwp.vic.gov.au](mailto:gippsland.environmentalcompliance@delwp.vic.gov.au)

#### **Sale & areas west of Sale**

ATCW Coordinator  
DELWP  
71 Hotham Street  
Traralgon VIC 3844  
Fax: 5172-2100  
Email: [gippsland.environmentalcompliance@delwp.vic.gov.au](mailto:gippsland.environmentalcompliance@delwp.vic.gov.au)

### Hume Region

#### **Seymour**

ATCW Coordinator  
DELWP  
PO BOX 879  
Seymour VIC 3660

#### **Toolangi**

ATCW Coordinator  
DELWP  
1683 Healesville – Kinglake Road  
Toolangi VIC 3777  
Fax: 5962-9354

#### **Wangaratta**

ATCW Coordinator  
DELWP  
PO Box 1084  
Wangaratta VIC 3677  
Fax: 5721-4423

#### **Wodonga**

ATCW Coordinator  
DELWP  
PO BOX 303  
Wodonga VIC 3689  
Fax: (02) 6043-7910

### Grampians Region

#### **Ballarat**

ATCW Coordinator  
DELWP  
402 Mair St  
Ballarat VIC 3350

#### **Horsham**

ATCW Coordinator  
DELWP  
110 Natimuk Road  
Horsham VIC 3400

### Barwon South West Region

#### **Colac**

ATCW Coordinator  
DELWP  
PO Box 115  
Colac VIC 3250  
Fax: 5233-5500

#### **Warrnambool**

ATCW Coordinator  
DELWP  
PO Box 105  
Warrnambool 3280  
Fax: 5561-9988

### Loddon Mallee Region

#### **Bendigo**

ATCW Coordinator  
DELWP  
PO Box 3100  
Bendigo Delivery Centre  
Bendigo VIC 3551  
Fax: 5448-4982  
Email: [atcw.lmr@delwp.vic.gov.au](mailto:atcw.lmr@delwp.vic.gov.au)

#### **Mildura**

ATCW Coordinator  
DELWP  
PO Box 905  
Mildura VIC 3500  
Fax: 5051-4523  
Email: [atcw.lmr@delwp.vic.gov.au](mailto:atcw.lmr@delwp.vic.gov.au)

#### **Swan Hill**

ATCW Coordinator  
DELWP  
PO Box 501  
Swan Hill VIC 3585  
Fax: 5032-9682  
Email: [atcw.lmr@delwp.vic.gov.au](mailto:atcw.lmr@delwp.vic.gov.au)

## 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. The most common approval is an Authority to Control Wildlife (ATCW). 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.

### Non-lethal control

It is DELWP policy that all practical non-lethal control options 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.

If you would like more information about non-lethal control methods that do not require an ATCW please refer to the fact sheets on DELWP's wildlife website: <https://www.wildlife.vic.gov.au/managing-wildlife/wildlife-management-and-control-authorisations> or call the DELWP Customer Service Centre on 136 186.

### Lethal control

If you have explored other options 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 require by law to obtain a 'Populous 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.

### Applying for a standard ATCW

If you require an ATCW, you should complete an ATCW application form and submit it to DELWP. The form requires you to note:

- the species and number of wildlife (based on a count or your best estimate) that is causing the problem (section 8)
- the type and extent of the damage caused by the wildlife (section 9)
- what management actions you have attempted to manage the wildlife problem that do not require an ATCW (i.e. actions that are *not* scaring, harassing, chasing or shooting) (section 10)
- your proposed control method (e.g. scaring, shooting, trapping and shooting, trapping and release, destroying eggs and nests) (section 11).

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 options have been exhausted.

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

You can get an application form by calling the DELWP Customer Service Centre on 136 186 or by visiting a DELWP regional office or the DELWP wildlife website <https://www.wildlife.vic.gov.au/managing-wildlife/wildlife-management-and-control-authorisations>.

## Drought Relief ATCW

As part of the Victorian Government's response to deteriorating seasonal conditions and increased drought in Victoria, DELWP has implemented a Drought Relief ATCW. This is applicable to landholders located in drought affected areas only. Presently, the drought affected Local Government Areas (LGAs) in Victoria are:

- East Gippsland and Wellington.

Only landholders of a property located in these two LGAs are eligible to apply for a Drought Relief ATCW. A Drought Relief ATCW provides drought affected landholders that are experiencing damage to their properties caused by wildlife, with priority access to the ATCW system via a faster application assessment process. It is intended to provide relief from short term damage caused by wildlife sooner.

A Drought Relief ATCW is limited to one application per property and has a duration of one month. It will be issued for both non-lethal and lethal control methods in circumstances where both control methods are practical. Applicants are strongly encouraged to trial non-lethal methods in the first instance or a combination of both methods where suitable.

To apply for a Drought Relief ATCW please **ensure** that you have marked the corresponding check box at the beginning of this application form (page one) and complete the following:

1. Complete all sections on this form except for section 10.
2. Take date stamped and if possible geotagged (see information below) photographs and/or video that confirm the description of the damage and the location of the property recorded in section 9 on the application form. This can be done using a smart phone, camera or video camera. If your ability to provide the requested evidence is limited, please contact your local DELWP office to discuss this further, **prior** to submitting your application.
3. Submit the application with the photographs/video to DELWP according to the instructions on page four.

The following are examples of evidence that applicants can provide to validate the description of damage and the location of the property they have recorded on their application form:

- Time/date stamped time series of geotagged photographs (digital files) (e.g. photos of crop/orchards/lettuce before, during and after impact from the wildlife species). This may be augmented with video footage showing wildlife accessing/eating/trampling the asset.
- Photographs or video of the wildlife on the property to demonstrate numbers.
- Photographs of kangaroo pellets (with feature to enable determination of scale).
- Photographs of bite marks on fruit (individual trees/across orchard), spats, pips, etc.
- Photographs of burrow structures (entrances, collapsed tunnels).
- Photographs of damaged fences.

Applications can be submitted electronically or in hard copy. If you prefer to submit a hard copy of your application, you can still submit your evidence electronically via email, however, you must ensure that you record that you have submitted your evidence separately via email on your application form. Applicants who choose to use the postal system to submit their application and receive correspondence from DELWP, need to take into account the time required to send and receive information through this system and that this may cause delays to the processing of their application.

Geotagging is when geographical information about where a photo was taken is recorded as part of the digital photo file. Smartphones have software that enables this function, which can be simply turned on or off in the phones settings. If you have a smartphone and are unsure of how to enable this feature on your device, a quick search on the internet will provide straightforward guidance on how to do this according to your smartphone's software (e.g. Android, iOS). In addition, there is a variety of other technology that can be utilised for geotagging such as certain apps that can be used in conjunction with digital cameras that do not have an integrated GPS receiver; GPS units that have inbuilt cameras, etc.

DELWP recognises that many applicants will not have the necessary equipment or knowledge to provide geotagged photographs/video if they do not have a smartphone. If you do not have a smartphone and are not able to geotag the evidence you are providing as a part of your application, please record this on your application form under the description of damage section.

A DELWP officer will assess your application and they will contact you to conduct a phone interview as a part of this assessment. Due to the expedited assessment process, Drought Relief ATCW applications will be processed within 10 business days of receipt of a complete application. To prevent unnecessary delays to the processing of your application, please ensure that you have provided all the required information on the application form. DELWP is unable to process incomplete applications and may need to follow up with the applicant or request that the application form be resubmitted. The 10 business day processing time will only start upon receipt of a complete application.

Under the requirements of the *Wildlife Act 1975*, an ATCW will only be issued if DELWP is satisfied that it is necessary to manage the problem. A Drought Relief ATCW must still comply with all the relevant legislation that is applicable to a standard ATCW and the applicant is still responsible, by law, for strictly complying with the conditions included in the authorisation (see below under Acting on your ATCW).

## 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.

DELWP also recommends that you read the *National Code of Practice for the Humane Shooting of Kangaroos and Wallabies for Non-Commercial Purposes* before shooting kangaroos. For a copy of the code visit the Commonwealth Department of Environment website: <http://www.environment.gov.au/biodiversity/wildlife-trade/publications/national-codes-practice-humane-shooting-kangaroos-and-wallabies>.

## **Kangaroo Pet Food Trial**

The Victorian Government has started a trial to allow the meat from kangaroos controlled under ATCWs to be processed for pet food. The trial was initially open to landowners in the following local government areas (LGAs): Ararat, Benalla, Horsham, Mansfield, Mitchell, Murrindindi, Northern Grampians, Pyrenees, Southern Grampians, Strathbogie, Wangaratta and Yarriambiack. The trial area was later extended to include Glenelg, Greater Bendigo, Loddon and West Wimmera LGAs. The trial runs from 31 March 2014 to 31 March 2019.

To participate in the trial, kangaroos must be controlled by a shooter who is listed in the food safety plan of a licensed pet meat processing facility. Landholders cannot control the kangaroos themselves and transport them to a pet meat processing facility. Pet food processors are not allowed to receive kangaroos shot by landholders. Penalties apply to processors for non-compliance.

Landholders must provide a PIC (Property Identification Code) on the Kangaroo Pet Food Trial ATCW application form. If you don't have a PIC please contact DELWP customer service centre on 136 186.

For more information about the trial please see the fact sheets on DELWP's wildlife website: <https://www.wildlife.vic.gov.au/our-wildlife/kangaroos/kangaroo-pet-food-trial> or call the DELWP Customer Service Centre on 136 186.