



Guidelines for the completion of Regulation 17 application for Licence to take Fauna for Scientific Purposes

Please note the following:-

Where proposed activities may have an impact on the values of a World Heritage property or other values regulated by the *Commonwealth Environment Protection and Biodiversity Conservation Act 1999*, where appropriate the applicant is encouraged to contact the Commonwealth Department of Sustainability, Environment, Water, Population and Communities at the same as making application to Department of Parks and Wildlife (DPaW) (formerly Department of Environment and Conservation) for research approval under DPaW administered legislation to reduce assessment and production delays. DPaW may transmit applications involving activities in World Heritage properties to the respective World Heritage Advisory Committee.

GENERAL

If any applicant for a Reg.17 licence will not or cannot adhere to these requirements which form part of the licence, then NO licence will be issued.

(1) RETURNS

Reg.17 licence applicants are to note and fulfil the following condition associated with this licence.

'Within one month of the expiration of this licence (or at such other time or times as the Director General may determine) the holder shall furnish to the Director General a return setting out in full detail the number of each species of fauna taken during the currency of the licence, the localities where the species was/were taken and the method of handling of such fauna and disposal of specimens. A copy of any paper or report resulting from this research should be lodged in due course with the Director General. In the case of consultants, a list of the fauna handled, the localities involved and a copy of the interpretive data prepared should be lodged.'

Fauna Survey Returns System

Returns of fauna taken under a Regulation 17 'Licence to Take Fauna' may take several forms such as a written letter, thesis, report, published paper etc. forwarded to the Senior Fauna Licensing Officer (Fauna). In addition to this, in October 2008 Department of Parks and Wildlife (DPaW) (formerly Department of Environment and Conservation) introduced a means of collecting, collating and making fauna data available to licence holders online. This is called *Fauna Survey* and it is now compulsory for licence holders to provide information on the species observed and the locations at which they were recorded in the approved .csv file format. DPaW provides the server for data storage, a website to make returns online and a return template system which must be used to submit all data. All licence holders must see the following website and use the template provided online to fill in the data using the fields specified.

ALL Regulation 17 licence holders must make returns online, in the fauna survey return data format shown on the website.

www.dec.wa.gov.au/fauna_returns

(2) EXPORTS - Within Australia

In the case of an applicant who wishes to send material collected under a Reg.17 licence out of Western Australia (WA) to other parts of Australia then application for a WA State Government Department of Parks and Wildlife (DPaW) Reg.18 export licence must be made prior to transport.

After collecting activities have been completed, the licensee or authorised agent must apply for this export licence and specify in writing:

- the number and types of specimens (keyed-out and identified as accurately as possible)
- the dates and locations from where they were collected
- date of shipment
- name and address of receiver

Note that Import licenses may need to be obtained from the relevant State Government 'receiving' state or territory.

DPaW export licenses can be applied for by letter, fax 08 9219 8242 or by e-mail to wildlifelicensing@dpaw.wa.gov.au.

There is no fee for bone fide scientific **exports** and at least three (3) working days must be allowed for processing complete and correct applications.

EXPORTS - Outside Australia

As above for exports within Australia and:-

Additionally, Federal Government export licenses need to be applied for prior to shipment of collected material out of Australia.

Application is to be made to [International Wildlife Trade](#), Department of Sustainability, Environment, Water, Populations & Communities - www.environment.gov.au, GPO BOX 787, CANBERRA, A.C.T. 2601.

Telephone +61 02 6274 1900, facsimile +61 02 6274 1921 or e-mail wildlifetrade@environment.gov.au.

Costs will be determined on enquiry.

(3) SPECIMEN LODGEMENT

Reg.17 licence applicants are to note and fulfil the following conditions associated with this licence.

All holotypes and syntypes and a half share of paratypes of species or subspecies permitted to be permanently taken under this licence shall be donated to the Western Australian Museum. Duplicates (one pair in each case) of any species collected which represents a significant extension of geographic range shall be donated on request to the Western Australian Museum.

To prevent any unnecessary collecting in this state, all specimens and material collected under the authority of this license shall, on request, be loaned to the Western Australian Museum (WAM). Also, the unused portion or portions of any specimen collected under the authority of this license shall be offered for donation to the WAM or made available to other scientific workers if so required.

To liaise with the relevant curator (or delegate) of Western Australian Museum Collections and Research Facility, Kew Street, Welshpool Western Australia 6106. Postal: Locked Bag 49, Welshpool DC. WA 6986, phone +61 8 9212 3700, fax +61 8 9212 3882 or e-mail reception@museum.wa.gov.au. Web: www.museum.wa.gov.au.

In order to facilitate these requirements, both overseas residents and non West Australian-based Australian resident licensees should donate all collected specimens, samples etc. to the WAM prior to their departure. WAM will then take their share entitlement as above and then forward the balance to the collector at his or her nominated address. As the WAM has export clearance then this negates the need for export licence application as previously discussed above.