



ACT
Government

Territory and Municipal Services

Application for a license under Chapter 11 of the *Nature Conservation Act 2014*

Chapter 6 of the *Nature Conservation Act 2014* creates offences for activities in relation to native species (Flora and Fauna). However, some activities may be carried out under a licence issued by the Conservator of Flora and Fauna. It is the applicant's responsibility to apply for licences for proposed activities that may be an offence under the Act.

A person may apply to the conservator for a licence, and the application must:

- a) Be in writing; and
- b) State the activity of the licence; and
- c) Include complete details of suitability information about
 - i) The applicant; and
 - ii) If the applicant is a corporation – each influential person for the applicant; and
 - iii) If someone other than the applicant is to have management or control of the activity for the licence – each person who is to have management or control; and
 - iv) The activity of the licence

The conservator must be satisfied that a person is suitable to hold a licence.
s265 of the *Nature Conservation Act 2014* provides suitability information.

- Application will be considered on the information provided in this application.
- Failure to provide full details may result in delays or return of application.
- A decision about the licence application will be made within the required time as defined in s273 (4) of the *Nature Conservation Act 2014*, provided all relevant requirements of the application are complied with. Required time means the latest of the following:
 - a) If the conservator gives the applicant a personal information notice under s267 – 28 days after the day the conservator receives the stated information;
 - b) If the conservator gives the applicant an activity information notice under s270 – 28 days after the day the conservator receives the information.
- The Conservator must, not later than the required time –
 - a) Decide the application; and
 - b) Tell the applicant about the decision on the application.
- The outcome of an application cannot be guaranteed and should not be anticipated.
- If space on the form is not sufficient, please attach additional documents.

Please forward all complete applications to tams.lc@act.gov.au

1. Applicant details.

Given name:
Surname:
Business name (where applicable):
Address: (including post code)
Postal Address (where different to the address listed above):

Current ACT licence number:	Date of birth:
Home phone:	Business phone number:
Mobile:	Fax:
Email:	

2. Please describe in sufficient detail the proposed activity/activities for which the licence is sought.

Fauna

2.1 I hereby apply for a licence to: *(tick appropriate box)*

- | | |
|---|--|
| <input type="checkbox"/> Keep an animal | <input type="checkbox"/> Sell up to 10 animals |
| <input type="checkbox"/> Import an animal into the Australian Capital Territory | <input type="checkbox"/> Sell between 11-100 animals |
| <input type="checkbox"/> Export an animal from the Australian Capital Territory | <input type="checkbox"/> Sell more than 100 animals |

2.2 Please indicate below, the purpose for which the animals are being kept:

- | | | |
|---|--|--|
| <input type="checkbox"/> Private collection | <input type="checkbox"/> Scientific and zoological | <input type="checkbox"/> Public exhibition |
| <input type="checkbox"/> Breeding | <input type="checkbox"/> Educational | <input type="checkbox"/> Other |

Flora

2.3 I hereby apply for a licence to: *(tick appropriate box)*

- | | |
|--|--|
| <input type="checkbox"/> Import protected native plants (commercial) | <input type="checkbox"/> Sell protected native plants (commercial) |
| <input type="checkbox"/> Export protected native plants (commercial) | <input type="checkbox"/> Remove/Interfere with a nest |
| <input type="checkbox"/> Fell and/or remove native timber | |

3. List species of animal/native plants including numbers

Common name	Scientific name	Male	Female	Unknown

4. For importing/exporting, please provide supplier/receiver details:

Name:
Address:
Licence number:

Expected date of activity:
Duration of activity:

5. If relevant, please provide details of membership in avicultural/herpetological or botanical/herbaria society or other animal group/society:

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6. In relation to keeping animals, please provide details of Veterinary Surgery if health problems arise with species:

Business Name:
Address:
Telephone:

7. Keeping arrangements

A clear and detailed husbandry plan outlining enclosures, requirements for keeping and healthcare is required.

The following details must be provided:

- Enclosure type and dimensions
- Feeding requirements of species
- Interior details of enclosure (substrate, heat mats, lighting, ventilation, thermostat (include ideal temperature of enclosure, escape proof etc)
- Enclosure furnishings (water bowls, rocks, branches, hide boxes etc)
- Steps taken to ensure hygiene and cleaning procedures
- Supplements if applicable.

7.1 Enclosure type and dimensions (attach image or images of enclosure)

Enclosure type (please circle)	Aviary	Terrarium	Aquarium
Height:	Width:	Depth:	

7.2 Feeding requirements of species:

7.3 Husbandry plan (The applicant is encouraged to provide additional documentation including photographs of enclosures where applicable):

8.1 Have you or a person with management or control of the proposed activity for this licence had any convictions against, findings of guilt for an offence against, been found noncompliant with, been

refused a licence, permit or other authority under the following: *Nature Conservation Act 2014, Animal Welfare Act 1992, Domestic Animals Act 2000, Environment [Protect Action] 1997, Fisheries Act 2000 or Water Resources Act 2007.*

8.2 Please provide contact details of individuals/businesses able to verify claims made in this application. A statement may be sought from the Licensing Officer from the persons identified in this section. Giving false or misleading information is an offence against the Criminal Code, s338.

Name:

Contact details:

Relationship:

8.3 Supporting Statement from the individual/business identified in s8.2 of the application

Important conditions:

- Giving false or misleading information is an offence against the Criminal Code, s338.
- General licence applicants should be **at least 15 years of age**. Applicants under that age should obtain the written consent of a parent or guardian who would be listed as the co-licence holder or they can nominate an adult family member (parent/guardian/older sibling) to hold the licence on their behalf.
- Native animals and plants may only be obtained from legal sources (registered breeders and pet-shops). It is an offence to take native animals and plants from the wild or release native animals and plants to the wild without the written consent of the Conservator for Flora and Fauna.
- It is a condition of application that if deemed appropriate the Conservator of Flora and Fauna reserves the **right to inspect keeping arrangements** prior to licence being granted.
- **The outcome of an application cannot be predicted and should not be anticipated. A licence must be held prior to undertaking the activity.**

I certify that the above information is true and correct and provided in confidence:

Signature of applicant:	Date:
Signature of supporting individual: (if required)	Date:
Signature of parent/guardian (if applicant is under 15 years of age)	Date:

Fee Structure

Correct from 1 July 2014

Please tick appropriate box.

- \$15.30** Licence to keep less than 20 non-exempt animals excluding members of a special protection status species.
- \$22.90** Licence to sell non-exempt animals where the number of animals which may be sold under the licence does not exceed 10.
- \$39.00** Licence to keep 20 or more non-exempt animals.
- \$39.90** Licence to import into or export from the Territory, a non-exempt animal for commercial purposes.
- \$40.00** Licence to sell non-exempt animals where the number of animals which may be sold under the licence exceeds 10 but does not exceed 100.
- \$254.10** Licence to keep animals for public display.

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- \$39.90** Licence to sell a protected native plant for commercial purposes.
 - \$39.90** Licence to take a special protection status plant, a protected native plant or a native plant from unleased land. **(for commercial purposes where the number of plants which may be taken under the licence does not exceed 10)**
 - \$74.00** Licence to fell or remove native timber.
 - \$244.90** Licence to take a special protection status plant, a protected native animal plant, or a native plant from unleased land. **(for commercial purposes where the number of plants which may be taken under the licence exceeds 10)**

Options for payment of application fees

- By cheque or money order made out to the 'Receiver of Public Monies', or
- By Credit Card (Visa, MasterCard) by providing your details in the area below:

Card Type (circle): Visa / MasterCard	Amount: \$
Card Number:	Expiry Date:

Please check the fees list to ensure that correct amount is paid.

Contact Licensing and Compliance if assistance is required via tams.lc@act.gov.au

Office Use Only	
Receipt number:	Date: