



## Introduction

It is an offence to keep or be in charge of a controlled category non-indigenous animal without an appropriate licence. Anyone wishing to renew a licence under Section 14 of the *Non-Indigenous Animals Act 1987* to keep a controlled category animal as defined in clause 4 of the *Non-Indigenous Animals Regulation 2012* must complete this form and send it to the NSW Department of Primary Industries (DPI). Applications for the renewal of a licence are required to be made not later than 30 days before the expiry of the current licence. Licences are only issued to persons, corporations or incorporated associations. Licences will not be issued to partnerships or business names.

## Completing this application

All answers and additional information you provide in this form must be easily legible. The owner of the animals should, if possible, complete the form. However, where the application is completed by someone who is not the owner their details, as well as the owner details, must be provided. Personal information is required to confirm the identity of owners, applicants and animal managers.

Please answer all questions, giving appropriate justification to support your application. Detailed answers must be provided or the application may be rejected. Add extra pages if you need more space, and indicate on those pages the question number to which they refer.

If the information you provide is incomplete, inaccurate or imprecise you will receive a single request for supplementary information. If you then fail to provide a satisfactory reply the application will be rejected. If you still wish to keep the animal(s) you will then have to submit a new application with all the necessary information. You will also have to pay another fee for the application to be assessed.

**Note:** Where no changes have occurred with respect to the information that you provided in your previous NIA licence application, please write *"No change from licence application details previously provided"* in the relevant sections of the form.

**Note:** Please complete a separate form for each property if licensed animals are to be kept on more than one property. If the owner and person in charge details are the same you do not need to repeat the information in Questions 1-6, but include your licence number on page 3.

If you want to keep more than one species, a separate application form should be used for each species but you do not need to repeat the information in Questions 1-15 if it is the same. Only one licence renewal fee is payable if one or more species are applied for concurrently.

**Note:** Enquiries may be undertaken by DPI to verify information supplied in relation to this application.

**Note:** It is an offence under the *Crimes Act 1900* to make a false or misleading statement (whether orally, in a document or in any other way) in connection with an application for a licence or permit.

**Note:** Most public exhibitions of animals are required to be licensed under the *Exhibited Animals Protection Act 1986*. This includes displays of mammals, birds, reptiles, amphibians or fish installed as an attraction at premises and covers native as well as non-indigenous animals.

## Forwarding the application

Please submit an electronic copy of the application, preferably as a pdf file (by email), or one hard copy of this completed application form together with any material required at the questions below.

Tick the boxes (or double click and select "checked") for which you have provided information with this application.

- Q02: Owner proof of identity.
- Q03: ASIC printout of all company directors (if applicant is a company)
- Q04: Business name registration certificate.
- Q12: Map of the property

- Q13: Google Map or other aerial picture of the property
- Q15: Person in charge / manager proof of identity (if not the applicant).
- Q17: Additional details for animals kept
- Q19: Copy of any contract (if applicable).
- Q27: Copy of letter from veterinarian
- Q28: Drawings and photos of enclosures, yards, paddocks, fences.
- Q29: Drawings and photos of locks / security provision.
- Q34: Company business plan (if necessary).
- Q37: Details about animal / camel rides (if applicable).
- Q38: Details of public risk insurance (if applicable).
- Q40: Details of offences or application refusals.

Please keep a copy of this application for your records or in case it is lost in the mail and must be re-submitted.

## Licence Renewal Fees

**Higher-risk category animals (unsterilized):** The licence renewal application fee for higher-risk controlled category (2 and 3a) animal(s) is **\$360.00 for animal(s) without certification of sterilisation** (with \$180.00 payable on the lodgement of the application and \$180.00 payable for the issue of the licence) whether or not the application also relates to category 3b animals.

**Higher-risk category animals (sterilised):** If the licence renewal application is for higher-risk controlled category (2 and 3a) animal(s) with certification that the animal(s) has been sterilised and has permanent identification, the licence application fee is **\$120.00** (with \$80.00 payable on the lodgement of the application for a licence and \$40.00 payable for the issue of the licence).

**Lower-risk category animals (unsterilized):** If the licence renewal application is for a lower-risk category (3b) animal(s) only, the licence application fee is **\$100** (with \$62.50 payable on the lodgement of the application for a licence and \$37.50 payable for the issue of the licence).

**Lower-risk category animals (sterilised):** If the licence application is for lower-risk category (3b) animal(s) only, and the animal(s) proposed to be kept are sterilised, the licence application fee is **\$90.00** (with \$60.00 payable on the lodgement of the application for a licence and \$30.00 payable for the issue of the licence).

**Camels (non-breeding):** If the licence is for camels only and all of the animals are female or a mixture of animals that are female and animals that have been sterilised the licence renewal application fee is **\$90.00** (with \$60.00 payable on the lodgement of the application for a licence and \$30.00 payable for the issue of the licence). Note: Camels that are identified with a microchip or radio-frequency identification ear tag and are kept outside of the Western Division of NSW are exempt from the licensing requirement.

**Fee refunds:** If a non-indigenous animals licence is not issued, only the fee for lodgement of the application is payable by the applicant and not the fee for the issue of the licence.

## OWNER INFORMATION

Who owns the animal(s)? Licences are normally only issued to animal owners.  
The owner must be either an individual or a company.

### 1. Owner details

If the owner/applicant is a company provide the information from Question 3 on, and omit Questions 1 and 2.

NIA Licence Number	
Mr, Mrs, Ms, Dr etc.	
Given name(s)	
Surname / Last name	
Position title	
Residential (street) address	
Postal address	
Home phone	
Date of birth	
Place of birth	
Business phone	
Fax	
Mobile phone	
E-mail address	
Website	

You must notify DPI of any changes to the owner contact details within 7 days.

### 2. Confirmation of owner identity

Please attach a JP certified copy of either a Driver Licence, Passport or other photo ID, or the Birth Certificate of the owner. If only a birth certificate can be provided at least two current utility or rate accounts for the owner's address in their name should be provided. See Questions 3 and 4 for companies.

### 3. Company details if the current owner is a company

Attach a current ASIC printout showing all current company directors.

Corporation name	
ACN	
Type of corporation e.g. Ltd, Pty Ltd, Inc.	
Date of incorporation	
Place of incorporation	
Postal address	
Registered office address	
Street address (if different to Registered Office address)	
Phone	

Fax	
Mobile phone	
E-mail address	
Website	

**4. Business/Trading Name/s (and ABN if a business/trading name is to be used)**

Provide a copy of the business registration certificate for any trading name to be used. The name of the owner and the name of the proprietor on the certificate of business registration must be the same.

Business Name	Registration certificate attached? Yes / No

**5. Details of company contact person / applicant (if not the owner)**

Only complete this if a company is the owner or the person submitting the application is not the owner. Correspondence will generally be addressed to the contact person nominated here. Please advise if correspondence should be addressed to another person.

Position (in company / business)	
Mr, Mrs, Ms, Dr etc.	
Given name(s)	
Surname	
Sample signature*	
Residential (street) address	
Postal address	
Home phone	
Date of birth	
Business phone	
Fax	
Mobile phone	
E-mail address	

**6. Authorisation of company contact person / applicant (if not the owner)**

If you are not the person who owns the animals, the owner must sign below to indicate that you are authorised to make this application on their behalf.

**Declaration 1**

I ..... declare that I am the owner of the animals the subject of this application and that the person whose sample signature\* appears above is authorised by me to make this application on my behalf / on behalf of the company.

Signature		Date	
Position*			

\* Must be a Director if the owner is a company.

**PROPERTY DETAILS**

Where are the animals kept? In most cases the property will be required to be owned by the owner of the animals. Note that appropriate supervision will be required.

**7. Full name of the owner of the property (premises) where you keep the animals**

If the same as the proposed owner at Question 1 or 3, write "See Question 1" or "See Question 3".

**8. Declaration if the owner of the property is not the owner of the animals**

You must ensure that you have a written lease agreement with the property owner giving you the legal rights to:

- a) use the property / premises to house the animals,
- b) invite any other person on to the premises including any inspectors appointed under legislation, and
- c) do anything on those premises which may be required under the Non-Indigenous Animals Act and Regulation in relation to your use of the premises. For example, this could include any alterations required to ensure that fence enclosures or animal enclosures are satisfactory or the fitting of locks.

**Declaration 2**

I ..... declare that I / the animal owner have/has the right to occupy the property / premises below under a written lease agreement with the owner of the property named above; that the lease allows me / the animal owner to invite any other person on to the premises including any inspectors appointed under legislation; that the lease allows me / the animal owner to use the premises for housing non-indigenous animals and to do anything on those premises which may be required under the *Non-Indigenous Animals Act 1987* and Regulation in relation to my / the animal owner's use of the premises and I agree to notify DPI immediately of any change in circumstances that affect the accuracy of these statements.

Signature		Date	
Position			

**9. Street address of the property where you keep the animals**

If the same as the proposed owner at Question 1 or 3, write "See Question 1 or "See Question 3".  
If animals are kept on more than one property submit a separate form for each property.

**10. Provide the GPS co-ordinates of the main entrance to the property where you keep the animals.**

These should be latitude and longitude from either a GPS unit or Google Earth in Degrees, Minutes and Seconds e.g. -33°20'57.06"S / 149°06'00.95"E.

**11. Provide the Lot and DP numbers of the property. Mark with an asterisk the lot numbers containing all enclosures, buildings, paddocks or yards where you propose to house or run the animals.**

Lot and DP numbers are available on your/the owner's rates notice or from the Land and Property Information [SIX viewer](#) on the web. To see Lot and DP numbers, under "Show themes" tick the box "Cadastral Features" and move the slider at the top more towards "Map" on the right.

**12. Attach a map of the property which shows all enclosures, buildings, yards and paddocks.**

Mark clearly where you keep or run the animals, including all individual paddocks and yards used. Name or otherwise identify all paddocks which may be used. Lot and DP numbers may also be included on this map. Indicate all boundary gates and the main entry gate.

See Question 28 below in relation to the type of fencing, details of which may also be included on this map or provided separately.

**13. Provide either an aerial photograph or a Google Earth / Google Maps / SIX Viewer satellite screen shot, or a hard copy of a 1:100,000 topographic map, or an electronic copy of one of these in PDF format, of the area within a 10 kilometre radius of the property (or the location of the main enclosure) where the animals are held.**

## PERSON IN CHARGE / MANAGER DETAILS

If the owner is not or will not be the person in charge of, or managing the animals, provide details below of the person in charge or manager of the animals.

### 14. Person in charge / manager details

If the owner or contact person at Question 1 or Question 5 is the proposed person in charge / manager you do not have to provide the details again in Question 14. Write "Owner" or "Applicant" at "Last Name" below.

First name			
Last name			
Salutation	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:		
Street address			
Postal address			
Telephone		Mobile	
Fax			
Email address			

### 15. Confirmation of identity of person in charge / manager

If the person in charge / manager is not the owner, attach a JP certified copy of either a Driver Licence, Passport or other photo ID, or Birth Certificate of the proposed person in charge / manager. If only a birth certificate can be provided at least two current utility or rate accounts for the address of the person in charge / manager in their name should be provided.

**Suitable arrangements must be in place to supervise the animals if the current person in charge / manager leaves. You will be required to notify the Department within 48 hours of any change of person in charge of the animals or their contact details.**

## ANIMAL DETAILS

Provide complete details below about the animals being kept. If there is no information write "N/A".

### 16. Species kept

See Schedule 1 to the *Non-Indigenous Animals Regulation 2012* for names.

If you keep more than one species, you need to complete a separate application form for each species.

Scientific name	Common name	Currently held: Y/N?

**17. For every animal complete the following. If not known put “U” or “unknown”.**

If there is insufficient space put the details on an attachment in the same format and note that it refers to Question 17. In keeping with DPI policy all animals will be required to be microchipped or fitted with appropriate permanent identification. Veterinary certification will be required when animals are microchipped or tagged.

Species	Sex M/F/U*	Desexed Y/N/U	Age Years	Microchip / NLIS No.	Tattoo

\*U = unknown.

**18. What do you keep these animals for i.e. what do you do with them?**

Indicate if they are part of any business activity.

**19. If you are holding, or proposing to hold animals temporarily for someone else, is there a contract or other written arrangement stating that the owner/supplier will take the animals back?**

If yes, explain the arrangement and attach a copy of any contract.



**20. Do you exhibit the animals to members of the public or use the animals for activities with members of the public e.g. camel riding?**

If yes, explain the use and also answer question 37 and 38 later in the application.

If no, proceed to question 21.

The public exhibition of animals requires a licence to be issued under the *Exhibited Animals Protection Act 1986* (EAPA). Give your licence/authority number if you are a licensed exhibitor. Rides do not require EAPA licensing.

**21. What special cages/yards/races/fencing do you have on the property to secure the animals?**

You should be meeting the requirements for housing, handling and restraining these animals (see relevant Codes of Practice and the Non-Indigenous Animals Regulation for further information).

**22. What size enclosure/paddock area does this species need? What is the source of your information for this? What size enclosure/paddock area do you keep them in?**

Licences can and will impose limits on the number of animals to be held to suit the size available. Agistment of grazing animals should not be planned – you must have enough feed or fodder to keep the numbers you want at the licensed property in the approved enclosures/paddocks because moving them poses a risk.

Area / dimensions required	Area / dimensions I am providing
Justification	

**23. Are you breeding the animals? If “yes”, provide a justification for why this should continue to be allowed.**

Please note that DPI policy is that breeding is generally not permitted. To manage the increased risk of animals escaping and establishing a feral population, a very secure property / premises will be required if breeding is to be approved.

**24. If you answered “yes” to question 23, and did continue to breed these animals, what is the maximum number you can carry in the secure areas and how would you ensure excessive animals were not produced?**

**25. If you did continue to breed these animals, how would you dispose of surplus animals?**

Note that animals may only be supplied to other licence holders and that you may not move animals from the property without first obtaining a movement permit. Suitable proof of deaths is also required.

**26. If you do not propose to breed the animals, or if your licence does not allow you to, and you have different sexes of the same species (or species that will inter-breed), how will the animals be segregated or breeding prevented?**

**27. What arrangements do you have for the provision of veterinary treatment for animals you hold?**

Attach a letter from your veterinarian demonstrating his/her willingness to undertake any necessary treatment of, or procedures on (including microchipping), the animals you hold. Letter attached (Yes/No)?

## **SECURITY DETAILS**

Non-indigenous animals require a licence to keep them because they have been identified by a national technical committee as representing a significant risk – if they were to escape – to one or more of natural biodiversity, the environment, to agriculture or even (for some species) to people. As a result it is essential that they do not escape and are not stolen or released.

For the same reasons you will not normally be allowed to move these animals to other locations since those other locations will not have the same security in place as licensed premises.

**28. What have you done to make sure the animals you keep will not escape? Describe the cages/sheds/enclosures/fencing for the animals on the property.**

Depending on the species a minimum would be that they are kept at least two fences from the property boundary at all times – for grazing animals there should be a cattle-proof fence around the main enclosure /

paddocks where they will be kept with electric wires forming part of, or added to, the inside of the fence. Alternatively purpose-built fences providing greater security for the particular species could be used. There should be a second cattle-proof fence between that enclosure and the outside of the property. Attach detailed drawings or photographs of all fencing and other structures used for the licensed animals and indicate fence heights.

**29. Describe the other physical security precautions at the property which ensure that escape, theft or unauthorised release do not occur.**

Include details/photographs of security / locks on enclosures / paddocks.  
Note that licences will require a protected lock on the main gate/s entering the property/enclosure area.

**30. If an animal you were keeping did escape, would it be easy for it to escape detection because of the local conditions? Describe the plant growth types and terrain of the area surrounding the property to indicate whether or not it could easily get away if it did escape, or whether you would be easily able to recapture it.**

You may submit photographs marked as Question 30. Note that the Act provides for an offence of wilfully or carelessly permitting a licensed animal to escape (penalty up to \$11,000), and that costs of up to \$10,000 incurred by the Government in getting animals back, or destroying them, can be charged to the licence holder.

**31. If one or more of the animals you were keeping did escape, or attempt to escape, is anyone on the property licensed to use a firearm and is one available which could be used to kill the animal/s if necessary, as appropriate for the species and location? If “yes”, provide details.**

32. (a) How much risk is there to the property from natural disasters such as bushfires, floods, trees falling on fences or enclosures, or even drought?
- (b) Are the animal enclosures / paddocks protected from floods or fire (Yes/No)?
- (c) Do you have emergency plans to ensure animals will not escape or need to be moved if any of these occur (Yes/No)?
- (d) Can you ensure you will have enough feed for grazing animals, even in drought or after a fire, since agistment is generally not permitted (Yes/No)?

You are required to have a plan for dealing with emergencies.

<p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(d)</p>
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33. The legislation requires you to notify the Secretary of NSW Department of Industry, Skills and Regional Development (Department of Industry) promptly of the escape or loss of any animal for which you hold a licence.

- (a) Can you ensure that the security of the animals can be confirmed;
- At least every 24 hours for higher-risk category animals?
  - At least every 7 days for lower-risk category animals?
- (b) Can you deal with holidays or unexpected absences from the property?

<p>(a)</p> <p>(b)</p>
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34. (a) What assurance can you provide that you will be able to afford to continue to keep the animals securely?

(b) How financially secure are you / the company?

If a company is proposed as the owner of the animals a relevant business plan may be required.

<p>(a)</p> <p>(b)</p>
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35. As previously indicated, escape or loss of these animals is of great concern to the NSW and Australian Governments. If something happened to you or the business, and you could no longer keep these animals, or no longer wished to, would you be able to legally dispose of them?

You should consider what will happen if you no longer want these animals and you or your family or business needs to dispose of them. This is particularly important for primates. You need to identify someone who would be able to take the animals, either to keep or destroy them, if you no longer wanted them. Note that proof of all deaths will be required.

You will be required to produce a plan for dealing with this contingency.

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**36. Give details about any other species of animals held in the same or adjoining enclosures / paddocks.**

**37. If you answered “yes” to question 20 please describe the nature of the interaction between the animals and members of the public and safety strategies you have put in place.**

For example if you conduct camel rides give details of where you take the camels and provide a map or suitable drawing of any route.

Do you have in place strategies to prevent the escape of a camel during a ride, to deal with the escape of a camel during a ride and to prevent injury to members of the public and the camels during the ride (Yes/No)? Attach additional pages as necessary.

You will be required to produce a strategy for dealing with these issues.

**38. If you answered “yes” to question 20 do you have public risk insurance that will cover your proposed activities between the animals and members of the public? Please provide evidence of the insurance.**

A satisfactory policy giving cover for at least \$10 million is required.

**OTHER**

**39. Prior Offences, Refusal of Application etc.**

Has the owner or the person in charge / manager:

- had an application refused; or
- been convicted of any offence; or
- any charge pending for any offence under the;
  - a) *Exhibited Animals Protection Act, 1986?*  **Yes**  **No**
  - b) *Prevention of Cruelty to Animals Act, 1979?*  **Yes**  **No**
  - c) *Animal Research Act, 1985?*  **Yes**  **No**
  - d) *Non-Indigenous Animals Act, 1987?*  **Yes**  **No**
  - e) *National Parks and Wildlife Act, 1974?*  **Yes**  **No**
  - f) Other equivalent Commonwealth, State or Territory statutes or under the Regulations to those statutes?  **Yes**  **No**

40. If you ticked “Yes” for any of the above please provide full details, including the person involved, offence, year, plea entered, sentencing and any convictions recorded.

Note that your answers can be checked for accuracy.

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41. Provide one hard copy, or one electronic copy as a PDF file, of the completed application form and any supplementary information required together with all required attachments.

Post or email are required for submission of application forms, as facsimile copies can be impossible to read, especially for maps, plans or photographs and if blue ink is used.

Tick the relevant boxes on page two of this form for all supplementary information you provide.

**Note**

For additional information in relation to this application contact the NIA Licensing Assessment Officer, Non-Indigenous Animals, NSW Department of Primary Industries on:

Phone: 02 6391 3525 (or 02 6391 3100)

Email: [nia.licensing@industry.nsw.gov.au](mailto:nia.licensing@industry.nsw.gov.au)

**Applicant declaration**

I ..... declare that the information contained in this application is complete and accurate and that I am the owner of the animals which are the subject of this application, or that I am authorised to sign this application on behalf of the owner (including a company). I have read and agree to the privacy notice below.

Signature	Date		
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**Note.** Section 307A of the *Crimes Act 1900* makes it an offence to make a false or misleading statement (whether orally, in a document or in any other way) in connection with an application for a licence or permit.

## Payment Options

Please indicate how you intend to pay. Direct debits are not accepted for NIA licensing.

Fee \$360 / \$100	<input type="checkbox"/> Personal Cheque	<input type="checkbox"/> Bank Cheque	<input type="checkbox"/> Credit Card
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Cheques should be made payable to NSW Department of Primary Industries.

## Credit card details

Cardholder's name as it appears on the card														
Amount to be debited	\$													
Card type	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Diners Club													
Card number														
Expiry date month/year			/			CVC 3 or 4 digits on the back (or front) of the card								
Cardholder's signature									Date					

## Submitting this form

→ **Mail** the completed form and all attachments to

Licensing Assessment Officer  
Non-indigenous Animals Licensing  
NSW Department of Primary Industries  
Locked Bag 21  
ORANGE NSW 2800  
or

**Email** the completed form and scanned attachments to [nia.licensing@industry.nsw.gov.au](mailto:nia.licensing@industry.nsw.gov.au)

## Privacy notice

The personal information you provide on this form will be collected and used by DPI for the purposes of:

- confirming your identity as the applicant, animal or property owner or property manager;
- if necessary, considering any offences in relation to legislation relevant to the keeping of non-indigenous animals, in which case your personal details may be provided to other agencies administering relevant legislation, or to the NSW Police;
- determining your suitability to hold a licence under the Non-Indigenous Animals Act;
- issuing a licence and subsequent correspondence under the Non-Indigenous Animals Act.

Personal information collected will not be given to any third party without your consent except as above or where required by law. All information provided will be held securely by the Biosecurity Branch of DPI and will be managed in accordance with the *Privacy and Personal Information Protection Act 1998*. You may access or correct this information by contacting the Licensing Assessment Officer above.

## References

Buffalo: <http://www.publish.csiro.au/pid/389.htm>

Camels: <http://www.publish.csiro.au/pid/5204.htm>

Bison: <http://nfacc.ca/pdf/english/BisonCOP2001.pdf>

Transport Standards: <http://www.animalwelfarestandards.net.au/>

## Legislation

[Non-Indigenous Animals Act 1987](#)

[Non-Indigenous Animals Regulation 2006](#)

Obtainable from: [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)

or

Salmat PrintZoo  
2 Military Road, Matraville NSW 2036  
Telephone 1300 656 986 Fax 02 9311 0946  
Email: [bookshop@salmat.com.au](mailto:bookshop@salmat.com.au)

## IMPORTANT NOTICE

You may not move any licensed animals unless you have been issued with a movement permit.

Importing, keeping or moving a non-indigenous animal without a licence or permit is a serious offence with fines of up to \$11,000 and up to six months' imprisonment for higher risk category animals.

Office use only	GL Account: 20335, WBS: 152-1		
Comments/notes			
Entered by		Date	
Checked by		Date	
<b>Office use only</b>			
Entered by		Date	
Checked by		Date	