

## APPLICATION FAUNA DEALER (LIVE REPTILE) LICENCE AND REGISTRATION CERTIFICATE

**Under section 124 of the *National Parks and Wildlife Act 1974***

### Definitions

**Fauna dealer** means a person who exercises or carries on the business of dealing in fauna, whether by buying or selling or by buying and selling, and whether on the person's own behalf or on behalf of any other person, and whether or not the person deals in other things, and whether or not the person exercises or carries on other business.

**Fauna dealer licence** means a licence issued under s.124(1) of the Act authorising a person to buy or sell fauna as a fauna dealer and otherwise to exercise or carry on the business of a fauna dealer.

**OEH** means the Office of Environment and Heritage, Department of Premier and Cabinet.

**Pet shop** means a premises used for the retail sale of animals to the public, excluding residential premises.

**Registered premises** means premises that are registered under s.124(3) of the Act at which the licensee can exercise or carry on the business of a fauna dealer.

**Reptile** means a member of the class Reptilia as defined in the Act.

**The Act** means the *National Parks and Wildlife Act 1974*.

Please use **BLOCK LETTERS** to complete this form.

### 1. Applicant details

Title

Surname

Given name

Middle name

Date of birth

Daytime phone no.

Mobile phone no.

Home Address

Email

## 2. Business details

Business name

Are you an existing pet shop operator?

ABN no.

Street address

PO Box no.

Suburb

Postcode

## 3. Premises details

How many premises do you intend to use as a fauna dealer?

Premises 1:

Street address (or as above)

PO Box no.

Suburb

Postcode

**Complete Attachment 2 of this application form if you require a registration certificate for more than one premises because you are seeking to carry on business as a fauna dealer at more than one premises.**

Please note that there is a fee payable for each additional premises used by a Fauna Dealer (see 5. Fee Schedule)

## 4. Supporting evidence

**You are required to provide information to support your application: please complete Attachment 1.**

## 5. Fee schedule

**Fauna dealer licences are for terms of three (3) years and are non-refundable.**

**The fee is \$2400 for a fauna dealer licence to trade in reptiles plus a registration certificate for one premises. An additional fee of \$780 applies for each additional registration certificate.**

Number of premises

Total fee payable (\$)



## 7. Declaration

### I declare that:

- I am applying for a fauna dealer licence in live reptiles under s.124(1) of the *National Parks and Wildlife Act 1974*.
- I am applying for a Registration Certificate under s.124(3) of the *National Parks and Wildlife Act 1974* for the premises specified by me in this application.
- All the information provided by me in this application and its attachments is true and correct.
- I have read, am familiar with and agree to comply with the requirements of the Office of Environment and Heritage (OEH) [Commercial Trade of Protected Fauna: Policy Directive](#), the conditions of the OEH Fauna Dealer licence and other relevant statutory provisions including, but not limited to, the [Animal Welfare Code of Practice – Animals in Pet Shops](#) and Local Government Planning Codes.

**Signature of applicant.....Date.....**

This application form contains information that identifies you and is defined as 'personal information' under the NSW *Privacy and Personal Information Act 1998* (PIIP Act). OEH collects and manages the personal information you provide in accordance with the PIIP Act. OEH will not use personal information except for purposes listed as exemptions in the PIIP Act.

Information supplied on this form will be used by OEH officers to assess your application. Information collected by OEH may be disclosed to third parties for the purposes of confirming information provided by you in this application, and for law enforcement purposes. Personal information collected by OEH will be stored securely and disposed according to the OEH Records Management Policy. You have a right of access to modify and/or update your personal information.

For inquiries about privacy or access to your information, contact a Right to Information Privacy Officer on (02) 9995 6080 or 9995 6497 or in writing to:

Right to Information Privacy Officer  
Office of Environment and Heritage  
PO Box A290  
Sydney South NSW 2000.

It is an offence under clause 50 of the National Parks and Wildlife Regulation 2009 carrying a maximum penalty of \$3300 to make any statement or provide any information or other material in an application for a licence or certificate that the applicant knows, or ought reasonably to know, is false or misleading.

### Send your application to:

Manager, Wildlife Licensing and Management Unit  
National Parks and Wildlife Service  
PO Box 1967  
Hurstville NSW 1481  
[wildlife.licensing@environment.nsw.gov.au](mailto:wildlife.licensing@environment.nsw.gov.au)  
Phone: (02) 9585 6406

OEH 2013/0878  
December 2013

## **Attachment 1: Evidence supporting your application**

Please complete the following section to help us assess your application.

### **Knowledge and skills**

1. Specify your knowledge and skills in captive animal management, reptile husbandry (including handling reptiles) and reptile identification.
2. Provide details of any licences or permits you have held to keep or trade native reptiles in Australia. In your response include the state, licence type/class, licence number, expiry date and reptile species kept/traded.

### **The business and premises**

3. Are you a sole trader or have multiple partners? If there are multiple partners please let us know their name and contact details and who will be the nominated licensee.
4. You must confirm that your premise is in an area zone for trading in live animals.
5. Are any parts of your premises used for residential purposes?
6. Provide a floor plan of the premises for which you are seeking a registration certificate. Indicate each of the following features on the plan: location of all reptile enclosures, species intended to be kept in each enclosure, off-display area(s), food preparation and storage area(s), climate control systems and security measures.
7. Provide diagrams of the different types and dimensions of enclosures you will use to house reptiles and the species you intend to trade.
8. For each species type enclosure tell us the construction materials, locks, cage furniture, ventilation, heat source, light source, UV source (if required), substrate, water source, water filtration equipment (if required) you intend to use.

### **Fauna management**

9. Provide Standard Operating Procedures that detail the following information about the species you intend to trade:
  - Cleaning of enclosures
  - Feeding of animals
  - Quarantine including new arrivals and care of sick and injured animals
  - Minimising harm to animals from customers and other animals
10. Provide a daily care checklist proforma you or your staff will use to monitor your reptiles
11. Provide the contact details of a veterinarian you have arranged to use and measures to manage breeding events.

### **Offences**

12. Have you ever been convicted of an offence against the *National Parks and Wildlife Act 1974* or its Regulations, or the *Prevention of Cruelty to Animals Act 1979* or its Regulations or comparable Acts or Regulations in other jurisdictions? If yes, please provide details and explain why this should not prevent you from holding a fauna dealer licence.

**Attachment 2: List of additional premises**

**Additional premises 1:**

**Street address**

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**PO Box no.**

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**Suburb**

**Postcode**

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**Daytime phone no.**

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**Email**

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**Additional premises 2:**

**Street address**

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**PO Box no.**

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**Suburb**

**Postcode**

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**Daytime phone no.**

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**Email**

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**Additional premises 3:**

**Street address**

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**PO Box no.**

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**Suburb**

**Postcode**

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**Daytime phone no.**

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**Email**

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