



# Office of Environment and Heritage

## Licence to Possess Preserved Specimens and/or Carry Out Taxidermy

Application for a biodiversity conservation licence under the *Biodiversity Conservation Act 2016* to possess preserved specimens of protected animals (including skeletal material) and/or carry out taxidermy on protected animals on either a hobby or professional basis.

**Note:** A licence may not be issued to a private person, or to a non-educational facility, to possess a specimen of a bird of prey or a threatened species, unless the applicant can demonstrate there is a legitimate and worthwhile scientific or educational justification for possessing the specimen.

All applicants must complete Parts 1 and 5 and either Part 2 or Part 3 of the form.

**Please use block letters to complete this form.**

### Part 1 – To be completed by all applicants

I (name in full) ..... Date of birth: .....

of (postal address) ..... Postcode: .....

Residential address: ..... Postcode: .....

Business name: .....

Business address: .....

Phone number: ..... Mobile number: .....

Email: .....

I do hereby apply for a biodiversity conservation licence under Part 2 of the *Biodiversity Conservation Act 2016*, to possess preserved specimens and/or carry out taxidermy on protected animals as indicated below.

Please complete either Part 2 or Part 3 and Part 4 below:

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### Part 2 – To be completed by persons who wish to have a specimen preserved licence (fee \$30 five-year licence)

Species proposed to possess: Common name: .....

Scientific name: .....

Under what circumstances and where was the specimen obtained?: .....

Purpose of proposed preservation: .....

Name and licence number of taxidermist who will preserve the specimen: .....

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### Part 3 – Hobbyist - (to be completed by persons who wish to carry out taxidermy i.e. to preserve specimens – fee \$30 for one-year licence)

Details of taxidermy experience: .....

List species already in possession: .....

Name and licence number of tutor: .....

**Part 4 – Professional – (to be completed by person who wishes to undertake taxidermy on a professional basis i.e. To preserve specimens for their clients – fee \$30 pa)**

Details of taxidermy experience: .....

List species already in possession: .....

**Part 5 – To be completed by all applicants**

Details of any licences previously granted to you under the *Biodiversity Conservation Act 2016* or *National Parks and Wildlife Act 1974*:

Licence type: ..... Licence number: ..... Expiry date: .....

I declare that all information provided by me in this application is true and correct.

Signature of applicant: ..... Date .....

**Privacy statement**

This application form contains information that identifies you and is defined as 'personal information' under the NSW *Privacy and Personal Information Act 1998* (PPIP Act). OEH collects and manages the personal information you provide in accordance with the PPIP Act. OEH will not use personal information except for purposes listed as exemptions in the PPIP Act. Information supplied on this form will be used by officers of OEH 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 further information or enquiries regarding privacy or access to your information, contact a Right to Information/Privacy Officer on 9995 6080 or 9995 6497 or in writing to Right to Information/Privacy Officer, Office of Environment and Heritage, PO BOX A290, South Sydney NSW 2000.

**Public register**

As required by the *Biodiversity Conservation Act 2016*, a public register of wildlife licences will be published on the OEH website. The public register will not include personal information of individuals (e.g. name, postal and email address, phone number and date of birth). Information about the location of plants and animals covered by licences will be restricted to postcode.

**Note:** It is an offence to provide false or misleading information in applications and documents in connection with matters under the *Biodiversity Conservation Act 2016*.

**Enter your payment details here if you are paying by credit card** (a merchant fee of 0.4% will be charged to all credit card transactions). **You may also pay by cheque or money order (made payable to Office of Environment and Heritage).**

Mastercard ☐ Visa ☐ Card expiry date: ..... CVV\*: ..... Amount: .....

(\*three-digit number on the back of the card)

Card number 

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Name on card: ..... Signature of cardholder: .....

**Inquiries may be directed to:**

Wildlife Team  
PO Box 1967  
Hurstville NSW 1481

Phone: 02 9585 6406

Email: [wildlife.licensing@environment.nsw.gov.au](mailto:wildlife.licensing@environment.nsw.gov.au)