



Animal Dealer (Live Reptile) Licence and Registration Certificate

Application for a biodiversity conservation licence and registration of premises
to trade in live reptiles under the *Biodiversity Conservation Act 2016*
and Biodiversity Conservation Regulations 2017

Definitions for the purpose of this animal dealer (live reptile) licence class

Animal dealer means a person who buys, sells or trades in native animals and exercises or carries on the business of an animal dealer at a registered premises associated with an animal dealer licence.

Animal dealer licence means a class of biodiversity conservation licence granted under Part 2 of the Act authorising a person to buy, sell or trade in native animals.

OEH means the Office of Environment and Heritage, Department of Planning and Environment.

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

Registered premises means premises (pet shop) registered under the BC Act and the Regulations at which the holder of an animal dealer licence can buy, sell or trade in native animals.

Reptile means a reptile as defined in Schedule 5 of the BC Act.

The BC Act means the *Biodiversity Conservation Act 2016*.

The Regulations means the Biodiversity Conservation Regulations 2017.

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 an animal 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 to use as an animal dealer.

Please note that there is a fee payable for each additional premises used by an Animal 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

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

The fee is **\$2400** for the 3-year term for an animal dealer licence to trade in reptiles plus a registration certificate for one premises.

An additional fee of **\$780** applies for each additional registration certificate.

No. of premises

Total fee payable (\$)

6. Payment

Enter your credit card payment details below (a merchant fee of 0.4% will be charged to all credit card transactions). **Please ensure you provide your signature to authorise the transaction.**

Credit card type: ALL fields must be completed.

☐ Mastercard ☐ Visa Credit card expiry date (dd/mm/yyyy)

Credit card number

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Name on card

Card Holder Signature

You may also pay by cheque or money order made payable to the Office of Environment and Heritage.

7. Declaration

I declare that:

- I am applying for an animal dealer (live reptiles) licence, a class of biodiversity conservation licence under Part 2 of the *Biodiversity Conservation Act 2016*, to buy, sell or trade in native animals.
- I am applying for a registration certificate under the *Biodiversity Conservation Act 2016* and the Biodiversity Conservation Regulations 2017 for the premises specified by me in this application to buy, sell or trade in native animals.
- 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 Native Animals: Policy Directive](#), the conditions of the OEH Animal 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.....

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 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.

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 post code.

Offences

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

Send your application to:

Wildlife Team
National Parks and Wildlife Service
PO Box 1967
Hurstville NSW 1481
wildlife.licensing@environment.nsw.gov.au
Phone: (02) 9585 6406

OEH 2017/0422
August 2017

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.

Animal 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 *Biodiversity Conservation Act 2016* or its Regulations, *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 an animal dealer licence.

Attachment 2: List of additional premises

Additional premises 1:

Street address

PO Box no.

Suburb

Postcode

Daytime phone no.

Email

Additional premises 2:

Street address

PO Box no.

Suburb

Postcode

Daytime phone no.

Email

Additional premises 3:

Street address

PO Box no.

Suburb

Postcode

Daytime phone no.

Email
