



**NSW DEPARTMENT OF  
PRIMARY INDUSTRIES**

**FORM J**

**APPLICATION FOR AN  
ANIMAL SUPPLIER'S LICENCE**

Please return this form to:

Animal Welfare Unit  
NSW Department of Primary Industries  
Locked Bag 21  
ORANGE NSW 2800

**ABN: 51 734 124 190**

Revised September 2000

(Form J approved by the Director-General on 19<sup>th</sup> October 2000)

## **APPLICATION FOR AN ANIMAL SUPPLIER'S LICENCE UNDER THE ANIMAL RESEARCH ACT 1985 AND ANIMAL RESEARCH REGULATION 2005**

### **Introduction**

Under the Animal Research Act 1985 (Section 48) it is an offence for a person to supply animals (other than exempt animals) for use in animal research unless that person is the holder of an animal supplier's licence. To apply for an animal supplier's licence a completed Form J "Application for an Animal Supplier's Licence" should be submitted, with an application fee of \$200, to the Animal Welfare Unit of NSW Department of Primary Industries.

Licence will be granted based on the evidence supplied showing compliance with the Animal Research Act 1985 and Regulation 2005. This may be supported by information collected by the Animal Research Review Panel and Veterinary Officers of NSW Department of Primary Industries during a site visit. Penalty for false or misleading information: 30 penalty units (\$3,300 as at April 1998).

### **Explanation of terms used in this form**

*Animal:* Any vertebrate animal including mammals, fish, amphibia, reptiles and birds, but not humans.

*Animal Research:* Means any procedure, test, experiment, inquiry, investigation or study in connection with which an animal is used and, without limiting the generality of the foregoing, includes any procedure, test, experiment, inquiry, investigation or study in the course of which -

- (a) an animal is subjected to -
  - (i) surgical, medical, psychological, biological, chemical or physical treatment;
  - (ii) abnormal conditions of heat, cold, light, dark, confinement, noise, isolation or overcrowding;
  - (iii) abnormal dietary conditions; or
  - (iv) electric shock or radiation treatment; or
- (b) any material or substance is extracted or derived from the body of an animal,

but does not include any procedure, test, experiment, inquiry, investigation or study which is carried out in the course of-

- (c) the administration of veterinary treatment to an animal for the purpose of protecting the welfare of the animal; or
- (d) the conduct of normal animal husbandry operations.

*Code of Practice:* The Code of Practice is prescribed under Section 4 of the Act via the 2005 Regulation as being the "Australian Code of Practice for the Care and Use of Animals for Scientific Purposes", published by the National Health and Medical Research Council.

*Exempt Animals:* Animals for research may only be legally obtained from the holder of an Animal Supplier's Licence unless the animals are "exempt" animals. The legislation (Animal Research Act 1985 Section 3; Animal Research Regulation 2005 Schedule 3) defines the following "exempt" animals:

- a) Any animal (including any animal that is in the wild) that belongs to the class of animals comprising cattle, horses, sheep, goats, swine, poultry, commercially farmed deer and commercially hatched fish.
- b) Any animal (including any native animal and any exotic animal) that is in the wild. (National Parks and Wildlife Service approval may be required to keep these native species or remove them from the wild).
- c) Unowned animals under conditions stipulated in Schedule 3, Clause 2 of the Animal Research Regulation 2005.
- d) Privately owned animals under conditions stipulated in Schedule 3, Clause 3 of the Animal Research Regulation 2005.
- e) Bred for the purpose animals under conditions stipulated in Schedule 3, Clause 5 of the Animal Research Regulation 2005.
- f) Any animal which has a specific medical or genetic condition for which it has not been specifically bred under conditions stipulated in Schedule 3, Clause 9 of the Animal Research Regulation 2005.

**Note - The exemption is from the supply provisions of the Animal Research Act only.**

### **If you need further information:**

Contact the Veterinary Officers of the Animal Welfare Unit of NSW Department of Primary Industries:

Locked Bag 21  
ORANGE NSW 2800  
Telephone: 02 6391 3725  
Facsimile: 02 6391 3570  
(Located at 161 Kite Street, Orange 2800)

PO Box 100  
BEECROFT NSW 2119  
Telephone: 02 9872 0571  
Facsimile: 02 9872 0595  
(Located at 95 Castle Hill Rd,  
West Pennant Hills NSW 2125)

**APPLICATION FOR AN  
ANIMAL SUPPLIER'S LICENCE**

**1. Name and Address**

**1.1 Name of the applicant** \_\_\_\_\_

This is the name which will appear on the licence

**1.2 Address for correspondence** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1.3 Telephone** \_\_\_\_\_

**1.4 Facsimile** \_\_\_\_\_

**1.5 Email** \_\_\_\_\_

**1.6 Is the animal supply unit:**

Tick whichever is applicable.

**1.6.1** owned by an individual or individuals? **Yes** **No**

**1.6.2** owned by a corporation? **Yes** **No**

**1.7 Provide the full names of the owner(s) and/or director(s) of the animal supply unit.**

The animal supply unit may be owned and operated by an individual or individuals (for example a partnership) or by a corporation (for example a university or research institute). The Act requires that all directors of a corporation must be named. The Act (Section 3) defines a "director" in relation to the corporation as:

- a) any person who holds office or acts as a director of the corporation (by whatever name called), or
- b) any person who is involved in the management of the corporation.

**2. Convictions for Offences**

The Animal Research Regulation 2005 Clause 3 defines "prescribed offences" for which information must be provided.

Tick whichever is applicable.

Has the applicant, (and in the case of a corporation, any of the corporation's directors) been convicted in the last three years of an offence under:

**2.1** The Animal Research Act 1985 or Regulation 2005 **Yes** **No**

**2.2** The Prevention of Cruelty to Animals Act 1979 or Regulation **Yes** **No**

**2.3** The National Parks and Wildlife Act 1974 or Regulation **Yes** **No**

**2.4** The Exhibited Animals Protection Act 1986 or Regulation **Yes** **No**

**2.5** The Non-Indigenous Animals Act 1987 or Regulation **Yes** **No**

**2.6** Any equivalent Commonwealth or other State or Territory Statute or Regulation **Yes** **No**

**2.7** An offence committed in New South Wales for which the penalty is imprisonment for 2 or more years or any equivalent offence committed outside New South Wales **Yes** **No**

If **Yes** to any of the above, please provide details including the nature of the offence, the penalty imposed and the date of conviction.

### 3. Manager

#### 3.1 Name the manager of the animal supply unit

The manager is the person with chief responsibility for the day to day running of the animal supply unit.

#### 3.2 Provide details of the qualifications and experience of the manager for this position

### 4. Animal Ethics Committee (AEC)

Each licensed animal supplier is required to appoint an AEC to supervise their animal supply activities.

#### 4.1 Has an AEC been appointed to supervise the animal supply activities?

**Yes No**

Tick whichever is applicable

If the supply unit is not affiliated with an organisation which has an AEC, the AEC of NSW Department of Primary Industries' Director-General (the Director-General's AEC) may be appointed.

Should it be intended to appoint the Director-General's AEC please complete the following declaration and proceed to question **5 Animal Supply**.

I, (name of owner or Director of supply unit) \_\_\_\_\_

intend to appoint the Director-General's AEC to supervise the supply unit's activities.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

#### 4.2 Name of AEC

#### 4.3 Please supply the Terms of Reference of the AEC

Terms of reference for AECs should include the provisions set out in Clause 2.2.1 of the Code of Practice. Attach additional pages if necessary.

#### 4.4 AEC Procedures

The AEC should have **written** procedures which include;

- \* the number of members required for a quorum
- \* procedures for reaching and recording decisions
- \* procedures for notifying investigators of decisions
- \* animal house and animal research inspection procedures

*The AEC may be asked to supply details of these procedures.*

Does the AEC have an accepted set of procedures for conducting its business?

**Yes No**

Tick whichever is applicable.

#### 4.5 AEC Meetings

**4.5.1** List the proposed dates for full AEC meetings in the next 12 months from the date of application.

**4.5.2** Has the AEC been operating during the 12 months up to the date of application? **Yes** **No**  
Tick whichever is applicable.

**4.5.3** List the dates of full AEC meetings during the last licence period.

**4.6 Inspections**

List the dates of AEC inspections of the animal supply facilities that have been conducted in the last 12 months.

**4.7 AEC Membership**

**4.7.1** How many members does the AEC have? \_\_\_\_\_

**4.7.2** Please provide details about each AEC member as listed below. Information on the qualifications and relevant experience should be related to the Category of membership.

The requirements for constitution of AECs are found in Clause 6 of the Animal Research Regulation 2005 and Clause 2.2.2 to 2.2.8 of the Code of Practice. The Animal Research Review Panel Policy 9 *Criteria for Assessment of AEC Membership* should also be referred to.

<b>Category</b>	<b>Name</b>	<b>Qualifications and relevant experience</b>
<b>Category A Veterinarian</b>		
<b>Category B Animal Researcher</b>		
<b>Category C Animal Welfare</b>		
<b>Category D Independent</b>  <b>*Note: Statement must be supplied confirming the independence of the Category D members from research.</b>		
<b>Additional Members</b> For example, animal care staff, statistician		

**5. Animal Supply**

**5.1** What species (and strains if applicable) of animals are intended to be supplied for research?

These are the species of animals which will appear on the licence and which the supply unit will be authorised to supply.

**5.2** Please provide the following details for each species of animal held or supplied by the supply unit in the last 12 months

<b>Species / Strain</b>	<b>Location</b>	<b>Number held</b>	<b>Number bred</b>	<b>Number supplied / used</b>	<b>Number culled</b>

**5.3** During the last 12 months where did the supply unit obtain the animals which were supplied or intended for supply for use in research?

<b>Name</b>	<b>Address</b>	<b>Species/strain of animal</b>	<b>Number of animals</b>

**5.4** Which research establishments and/or individuals did the supply unit supply with animals for use in research in the last 12 months?

Name	Address	Species/strain of animal	Number of animals

**6. Animal Accommodation**

**6.1 Location / Designated Land**

State the actual location of facilities and attach a map or sketch outline of animal holding areas, to permit someone unfamiliar with the area to find the facilities, including vehicular access.

Section 37(2)(c) of the Animal Research Act requires that the land in or on which the supply of animals for use in research is to be conducted, is identified. All locations to be included as “designated land” on the animal supplier’s licence should be listed. **Locations where records are kept related to the conduct of animal supply should also be included.**

**6.2 Description of Animal Holding Areas**

Please provide a short description of the animal holding areas to cover the following for each area:

- \* exact geographical location
- \* maximum number of each species of animal which can be held
- \* the type of housing for each species of animal

Section 4 of the Code of Practice describes the requirements for the acquisition and care of animals in breeding and holding areas. Section 5 details special requirements for free-living animals. Animal housing must be suitable for the animals which will be held.

For example:

Location 1: Rodent House, 21 Smith Street, Brownsville.

Specific pathogen free facility of brick construction for mice and rats. The facility has two animal housing rooms which contain plastic boxes with wire lids for rodents. The facility holds approximately 2,000 animals at full capacity.

Location 2: Dog Kennels, 1 Brown Road, Smithtown.

Bessa brick kennel complex with individual metal and wire kennels and runs on a cement floor which holds 30 dogs at full capacity.

**7. Animal Care Staff**

Please provide the following information on animal care staff for each animal holding area

For example:

Smith Street Rodent House	2	animal attendants	TAFE certificate in animal management 3 years and 8 years experience respectively in rodent husbandry
Brown Road Dog Kennels	1	kennel manager	TAFE certificate in veterinary nursing 7 years experience as veterinary nurse and 3 years as kennel manager
	1	kennel hand	15 years owning, breeding and showing dogs; 5 years as kennel hand

Location	Number	Position	Qualifications

**8. Training**

Clause 4.5.12 of the Code of Practice requires establishments to promote formal training of staff.

Tick whichever is applicable.

Does the supply unit

**8.1** Encourage staff to undertake TAFE animal care training? **Yes** **No**

**8.2** Provide in-house or external training for animal care staff? **Yes** **No**

**9. Animal Care and Husbandry Procedures**

Further information may be required on animal care and husbandry procedures including:

- emergency procedures,
- health monitoring,
- methods of euthanasia used for culling surplus animals,
- general record keeping and
- breeding performance records.

Tick whichever is applicable

**9.1** Does the supply unit have written guidelines on animal care and husbandry procedures? **Yes No**

If **Yes**, please attach a copy of the guidelines.

**9.2** Does the supply unit have procedures for identifying and responding to emergencies in animal care? **Yes No**

If **Yes**, please attach a copy of the procedures.

**9.3** Does the supply unit monitor the health of the animals? **Yes No**

**9.4** Does the supply unit monitor the genetic identity of the animals? **Yes No**

**9.5** Does the supply unit maintain records of the breeding performance of the animals? **Yes No**

**10. Conditions on Licence**

How has the supply unit responded to any conditions that were imposed on its previous Animal Supplier's Licence? **A response to all conditions of licence must be supplied.**

**11. Contact Officer**

Who is the appropriate person to contact if clarification of the information provided is required?

**Name:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Facsimile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

**12. Application Fee**

A fee of \$200 must be paid before the application will be processed. The fee is for a 12 month period of licence, unless sooner cancelled or suspended.

Place an X next to the type of payment that is applicable

<input type="checkbox"/> Cheque <i>(Payable to NSW DPI)</i>	<input type="checkbox"/> Money Order <i>(Payable to NSW DPI)</i>	<input type="checkbox"/> Credit Card <i>(see below)</i>
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Payment for \$ _____ via Bankcard / Visa / Mastercard	
Card No _____	Expiry ____ / ____
Cardholders Name _____	
Signature _____	

**13. Owner/Director of the Animal Supply Unit.**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

**Receipt of the application will be acknowledged**  
**Thank you**

**Privacy Notice**

The information provided by the applicant is being collected for the purpose of enabling assessment of the application for licence under the Animal Research Act 1985. It will be used by NSW Department of Primary Industries for administration of the Act and may be provided to the Animal Research Review Panel. The information has been provided because it is required by law and will be stored securely within the Animal Welfare Unit of NSW Department of Primary Industries. You may access or correct your personal information by contacting the Animal Welfare Unit on 02 6391 3725 or by writing to the Animal Welfare Unit, NSW Department of Primary Industries, Locked Bag 21, Orange NSW 2800.

**Consent for names and addresses to be included on a mailing list**

The Privacy and Personal Information Protection Act 1998 obliges NSW Department of Primary Industries to make you aware of the purposes for which we might use the contact details with which you supply us. In order to comply with the requirements of the Act we are obliged to ask you to indicate whether or not you wish to have your name and address included on a mailing list for the purpose of distributing information regarding the Animal Research Act 1985. The mailing list will remain in use until your next licence renewal and you may amend, or remove, your contact details from the mailing list at any time by contacting the Animal Welfare Unit, NSW Department of Primary Industries, Locked Bag 21, Orange NSW 2800; telephone: 02 6391 3725.

Please indicate your preference with an X:

**Contact Officer**

Include my personal details on the Animal Welfare Unit mailing list.

Do not include my personal details on the Animal Welfare Unit mailing list.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**AEC Chair**

Include my personal details on the Animal Welfare Unit mailing list.

Do not include my personal details on the Animal Welfare Unit mailing list.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Owner/Director of the Animal Supply Unit**

Include my personal details on the Animal Welfare Unit mailing list.

Do not include my personal details on the Animal Welfare Unit mailing list.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return the completed form to: Animal Welfare Unit  
NSW Department of Primary Industries  
Locked Bag 21  
Orange NSW 2800