



Circular 2015/03

Temporary Removal of an Animal from Authorised Premises

Dear Exhibitor,

As you are aware the *Exhibited Animals Protection Regulation 2010* requires exhibitors to apply for temporary removal of an animal from authorised premises at least seven days prior to the proposed removal. The Regulation does however give the Department the capacity to accept later applications if it agrees.

The Department has attempted to remain as flexible as possible with respect to late applications in order to assist exhibitors who get late notice requests to display animals off-site. Unfortunately Departmental officers will not always be available to accommodate urgent requests from exhibitors due to other commitments.

Time is required to adequately review each application to ensure the welfare of the animals so Departmental staff require sufficient notice to review these applications within existing workloads and priorities.

Therefore the Department has decided that, effective from 14 September 2015:

- it will not accept an application for temporary removal of an animal submitted later than three business days prior to the proposed animal removal.
- if workloads allow, it may agree to accept an application for temporary removal of an animal submitted less than seven days prior to the proposed animal removal as long as it is submitted no later than three business days prior to the proposed animal removal.

Please make your clients and staff aware of the Department's requirements.

If your organisation regularly receives late requests for temporary animal removals it is recommended that your organisation develop a standard operating procedure for the temporary removal of the relevant species (see Clause 5 of the *Standards for Exhibiting Animals During Temporary Removals in New South Wales*).

The Department can then issue a long term temporary removal approval that is conditional upon the exhibitor complying with the relevant species SOP and providing appropriate itinerary details prior to each temporary removal. This avoids the need to get separate Departmental approval prior to each temporary removal of that species which means the exhibitor has greater flexibility to accept last-minute requests.

Advice with respect to preparing standard operating procedures for temporary removals can be obtained by contacting Dr Stephen Jackson on phone 02 6391 3474 or from your industry association.

Yours sincerely

Matthew Crane
Leader, Exhibited Animals
2 September 2015