

# Application for permit - keeping of non-indigenous animals

## *Biosecurity Act 2015*

Use this form to apply for or vary a permit to keep a non-indigenous animal.

It is an offence under the *Biosecurity Act 2015* (the Act) to deal with certain non-indigenous animal species listed in Schedule 3 of the Act, unless authorised under the *Exhibited Animals Protection Act 1986* or *Animal Research Act 1985*, or the dealing is the subject of a permit under the Act.

The information requested in this form will enable the NSW Department of Primary Industries (the Department) to process your application, as prescribed in the Act.

### How to submit this form

- Email to [bfs.admin@dpi.nsw.gov.au](mailto:bfs.admin@dpi.nsw.gov.au)
- Mail to: NIA Permit  
Biosecurity & Food Safety  
NSW Department of Primary Industries  
PO Box 232  
TAREE NSW 2430

### Permit period

A non-indigenous animal biosecurity permit issued under the Act will be valid for five years.

### Prescribed fee

- New application - A fee of \$720 (incl. GST) is payable at the time the application is submitted for approval.
- A renewal fee of \$420 (incl. GST) will be charged to existing license holders under the *Non-Indigenous Animals Act 1987* subject to NSW DPI holding all relevant information.
- Variation - A proportionate fee of up to \$70 (incl. GST) per hour may be charged for a variation to the permit. The application should be completed and submitted, and an invoice will be sent to the applicant for payment.

### Conditions of permit

Prior to submitting this form you will need to note that depending on the biosecurity risk or biosecurity impact of the non-indigenous animal you are seeking a permit to keep, you may be required to:

- Meet specified standards;
- Carry out specific works, or put in place specified measures;
- Cooperate with, or arrange for, mandatory biosecurity audits;
- Take out and maintain a policy of insurance that indemnifies you against any liability to which you may become subject to in connection with this dealing; and/or
- Provide a financial assurance to NSW Government to secure or guarantee funding for or towards the doing of anything required in connection with this dealing.

If any of these are required, the Department will contact you to discuss before the permit is granted or varied.

### Notification

You will be notified of the outcome of the permit application by email where supplied, or otherwise by post.

If the information you provide is incomplete you will receive a single request for supplementary information. If you then fail to provide a satisfactory reply within 60 days the application will be rejected. You will have to pay the application fee as well as submit a completed application form for a new application to be assessed.

### Contact us

For all biosecurity matters please contact the Department on 1800 808 095 or [biosecurity@dpi.nsw.gov.au](mailto:biosecurity@dpi.nsw.gov.au).

If you need assistance completing this form, please contact the registration and licensing team at the NSW Department of Primary Industries on 02 6552 5000 or [bfs.admin@dpi.nsw.gov.au](mailto:bfs.admin@dpi.nsw.gov.au)

**1. Type of application** *(select one only)*

New application      Variation      Renewal

a) Please provide your existing Non-Indigenous Animals licence or permit number, if available.

b) For variation, please briefly describe the variation you seek to make.

**2. Applicant details**

Complete (i) for individual details

Complete (ii) for company / trust / association details

**(i) - Individual**

Confirmation of owner identity needs to be provided with the attachment of a copy of one of the following certified by a Justice of the Peace:

- Drivers Licence
- Passport or other photo ID
- Birth Certificate (this needs to be accompanied by at least two current utility or rate accounts).

Family Name

First Name(s)

Trading Name *(if applicable)*

ABN

Residential

Address

Postal

Address

Phone

Fax

Mobile

Email



**(ii) - Company / Trust / Association Business Structure** *(please tick appropriate box)*

Company      Trust      Association      Other

Company Name *(if applicable)*

ACN

Trust Name *(if applicable)*

Association Name *(if applicable)*

Trading Name *(if applicable)*

ABN

Residential  
Address

Postal  
Address

Phone

Fax

Mobile

Email

Authorised contact details (if different to information provided above e.g. Manager, QA, Admin, etc)

Name

Position

Phone

Fax

Mobile

Email

### 3. Is the owner of the animal(s) the person submitting this application?

Yes, go to question 4

No, please complete the following.

Please provide the details of the person submitting this application.

Name

Residential  
Address

Postal  
Address

Phone

Fax

Mobile

Email

I declare that I am the owner/proposed owner of the animal(s) the subject of this application and the person making this application is authorised by me to make this application on my behalf/on behalf of the company.

Signature

Date

Position

### 4. Will the owner of the animal(s) be managing the animal(s) on a day-to-day basis?

Yes, go to question 5

No, please complete the following

Please provide the details of the proposed person in charge or the manager of the animal(s).

Confirmation of the manager's identity needs to be provided with the attachment of a copy of one of the following certified by a Justice of the Peace:

- Drivers Licence
- Passport or other photo ID
- Birth Certificate (this needs to be accompanied by at least two current utility or rate accounts)

Name

Residential  
Address

Postal  
Address

Phone

Fax

Mobile

Email

### 5. Property details

Please provide the location at which the animal(s) will be kept.

Note:

- In most cases the property will be required to be owned by the owner of the animal(s)
- Lot and DP numbers can be obtained from the owner's rates notice or via the NSW Government's online spatial information service: [maps.six.nsw.gov.au](https://maps.six.nsw.gov.au)
- You must ensure that you have the legal rights to:
  - o use the property / premise to house the animal(s);
  - o invite any person on to the premises including the inspectors appointed under the legislation; and
  - o do anything on those premises which may be required under the *Biosecurity Act 2015* and the *Biosecurity Regulation 2017* in relation to your use of the premises.



Property owner

Address

PIC (Property Identification Code) N

GPS

Lot and DP number  
of the property

I declare that I have the right to occupy the above mentioned property premises, to use the premises for housing the prescribed non-indigenous animal(s) subject of this application, and to do anything on those premises which may be required under the *Biosecurity Act 2015* and *Biosecurity Regulation 2017*. I agree to notify NSW DPI of any change in circumstances that affect the accuracy of these statements.

Name

Signature

Date

Please **attach** a map of the property that shows all enclosures, buildings, yards, paddocks, main property entry gate and boundary gates. Also indicate which features that will be used to house or manage the animal(s).

## 6. Animal Details

6.1 What species of non-indigenous animals are proposed to be kept?

See Schedule 3 of the *Biosecurity Act 2015* for species. A separate application form will need to be completed for each species.

Scientific name

Common name

6.2 Sex, age and identification details of the animals kept under Permit. If you need additional room, please attach a sheet with details of additional animals of this species.

Sex (M/F/U*)	Desexed (Y/N/U*)	Age (Years)	Microchip number/Radio Frequency Identification tag number	Name and/or physical features of animal that may assist with identification
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\*M = male      Y = yes  
F = female    N = no  
U = unknown

6.3 a) Are the animals being imported in to Australia?

Yes

No, go to question 6.4

b) If Yes, do you hold an import permit from the Australian Government Department of Agriculture and Water Resources?

Yes

No

Please **attach** a copy of the import permit.

6.4 Is the species already kept in captivity in Australia? If so, provide what information you can as to how they are kept and for what purposes.

6.5 How do you intend on acquiring or purchasing the animal(s)?

Please **attach** evidence of your purchase or acquisition if you already have the animal(s) in your possession.

## 7. Purpose of permit

7.1 What is your purpose for keeping these non-indigenous animal(s)?

Indicate if they are part of a proposed business activity.

7.2 Will the animal(s) be held on a permanent or on a temporary basis?

Permanent

Temporary - If Temporary, please specify a period of time

Please explain the arrangement and **attach** a copy of any evidence to support this arrangement (such as a contract):

7.3 Breeding is permitted only in exceptional circumstances, as described in our policy Management of Non-indigenous animals - Prohibited Registrable Dealings, which can be accessed at [www.dpi.nsw.gov.au/about-us/policies-procedures](http://www.dpi.nsw.gov.au/about-us/policies-procedures). Do you want to breed the animal(s)?

No

Yes, please provide justification:

7.4 a) Do you intend to have the animal(s) interact with the general public?

Yes, please describe the nature of interaction between the animal(s) and members of the public and safety strategies that will be in place

No, please go to question 8

b) Do you have public risk insurance that will cover the proposed activities between the animal(s) and members of the public?

Yes, please **attach** evidence of the insurance

No

## 8. Security Details

8.1 Provide a description of the enclosure/paddock area where the animal(s) will be kept.

**Attach** evidence (detailed drawings and photographs) of all fencing and other structures to be used for the permitted animal(s) and indicate fence heights.

a) Enclosure/paddock dimensions

b) Description of enclosure/fencing (include: fencing materials, mesh size, fence heights, use of electric fences or electric wires, gate heights, type of fence posts used as well as other construction materials)

8.2 What extra precautions will you take to ensure that escape, theft or unauthorised release do not occur?

8.3 Describe the vegetation and terrain of the area surrounding the property and indicate how you propose to recapture an animal if it has escaped.

8.4 Please provide details about any other species proposed to be held in the same or adjoining enclosures/paddocks.

8.5 Please provide details about the management of pest animals at the property to ensure the permitted animal enclosure fences are not damaged by pest animals attempting to burrow, jump or climb into the enclosure.

8.6 Please provide details relevant to the management of natural disasters (such as bushfires, floods, droughts) or other events that may threaten the integrity of the security of the animal(s), such as trees falling on fences or enclosures.

a) What is the risk of natural disasters or other events affecting the proposed property?

b) What measures are in place to ensure animal(s) will not escape or need to be removed in the case of a natural disaster or other event?

c) Can you ensure that you will have enough feed for grazing animal(s), even in drought or after a fire (Yes/No)? How?

Note: Agistment is generally not permitted



8.7 You must ensure the security of the animal(s) through inspections conducted at least every 24 hours. You will also be required to report the theft, release or escape of an animal to NSW DPI within 24 hours of learning of the event.

How will you ensure these conditions are met in the case of holidays or unexpected absences from the property?

## **9. Skills, knowledge and experience**

9.1 What experience do you (and the manager or person in charge) have in managing this species? If none, how do you propose to gain suitable experience?

9.2 What do you understand to be the special characteristics of this species that must be considered in owning/managing them?

9.3 How do you propose to feed the animal(s) and meet their other specific needs?  
Explain the proposed feed type, feeding and management practices.

9.4 Will movement of the animal(s) be required off the registered premises, for example, to receive veterinary or other specialist care?

No, please go to question 9.5

Yes, please provide the details of those persons and properties to which the animal(s) may be required to move. Please attach a list of persons and properties if there is more than one.

Name of individual, business or veterinarian

If a company, name of contact person

Phone

Email

Residential or business address

Suburb

State

Postcode

9.5 **Attach** letter from a veterinarian demonstrating his/her willingness to undertake any necessary treatment of, or procedures on the animal(s) you plan to hold.

9.6 Please identify alternative arrangements that could be made if you were no longer able to keep or care for the animal(s).

9.7 Is there anyone on the property licenced to use a firearm?

No

Yes, please provide Name and Licence Number

## 10. Applicant background

10.1 Has the applicant/proposed owner/proposed manager had a registration/permit application refused in NSW or any other jurisdiction?

No

Yes, please provide details:

10.2 Has the applicant/proposed owner/proposed manager been found guilty of an offence under any of the following Acts, regulations or any other law:

<i>Biosecurity Act 2015</i>	Yes	No
<i>Biosecurity Regulation 2017</i>	Yes	No
<i>Biodiversity Conservation Act 2016</i>	Yes	No
<i>Exhibited Animals Protection Act 1986</i>	Yes	No
<i>Prevention of Cruelty to Animals Act 1979</i>	Yes	No
<i>Animal Research Act 1985</i>	Yes	No
<i>Non-Indigenous Animals Act 1987</i>	Yes	No
<i>National Parks and Wildlife Act 1974</i>	Yes	No
Any other Act, Regulation or law	Yes	No

If you answered yes for any of the above, please provide full details, including the person involved, offence, year, plea entered, sentencing and any convictions recorded.

If you require more space please **attach** additional pages.

## 11. Privacy statement

This information is collected by the collecting agency identified in this form in relation to its functions under the *Biosecurity Act 2015*. This agency/s and the NSW Department of Industry may use and disclose this information as reasonably necessary for the purpose of performing biosecurity risk functions under, or reasonably contemplated by, the *Biosecurity Act 2015*.

## 12. Declaration

I note that depending on the biosecurity risk or biosecurity impact of the non-indigenous animal/s I am seeking to permit, I may also be required to:

- meet additional standards and works as specified on the issued biosecurity permit;
- carry out specific works, or put in place specified measures;
- cooperate with, or arrange for, mandatory biosecurity audits;
- take out and maintain a policy of insurance that indemnifies me against any liability to which I may become subject to in connection with this dealing; or
- provide a financial assurance to secure or guarantee funding for or towards the doing of anything required in connection with this dealing.

I declare that the information contained in this application is complete and accurate.

Name

Signature

Date

Note: It is an offence under section 308 of the *Biosecurity Act 2015* for a person to furnish information that the person knows to be false or misleading in a material particular; in or in connection with an application under the Act, or in purported compliance with any requirement imposed by or under the Act.

### 13. Attachments

Proof of identity (Certified copy of Drivers License, Passport or other photos ID; Birth Certificate)

ASIC printout of all company directors (if applicant is a company)

Business name registration certificate

Australian Government Department of Agriculture and Water Resources import permit

Proof of animal ownership or aquisition

Copy of any contract if you are keeping the animal(s) on a temporary basis

Copy of any public risk insurance

Map of the property

Mark clearly all enclosures, buildings, yards and paddocks

Include Lot and DP numbers

Indicate all boundary gates

Indicate main entry gate

Indicate all features that will be used to house or managed the animal(s)

Photographic evidence of enclosures, yads, paddocks and fences, locks and other security features

List of persons and properties (for movement)

Copy of letter from a veterinarian

Additional information:

### 14. Payment methods:

New Application: \$720 fee payable at the time the application is submitted.

Variation: The application should be completed and submitted, and an invoice will be sent to the applicant for payment.

Rewewal: \$420 fee payable at the time the application is submitted.

Option 1: Money Order or Cheque

Please mail money order or cheque (crossed 'Not negotiable' and made out to NSW Department of Primary Industries) along with completed application form to PO Box 232, Taree NSW 2430.

Option 2: Credit Card

Please provide your credit card details and submit the completed application form by either:

- Email to [bfs.admin@dpi.nsw.gov.au](mailto:bfs.admin@dpi.nsw.gov.au)
- Mail to  
NIA Permit  
Biosecurity & Food Safety  
NSW Department of Primary Industries  
PO Box 232  
Taree NSW 2430

Name (as it appears on the card)

Type of card                      Visa                      Mastercard

Card number

Expiry date (month/year)

CVC (last 3 digits on back of card)

Signature