

## Non-indigenous animal record return - Instructions

Please use this form to submit your annual record of animals held under a Biosecurity Registration or Permit.

This form must be submitted by 31 May each year

### Instructions:

In accordance with the conditions of your Biosecurity Permit or Registration to keep non-indigenous animals, this report must be submitted annually, detailing the keeping and movement of registered/permitted animals over the previous 12 month period. The reporting period runs from 1 May to 30 April and registered/permitted keepers are required to lodge a record return for each species kept by 31 May in the same year.

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1. Let us know what you are reporting on. Use a separate record return form for each animal species.
2. Fill in your animal numbers, carried over from the last record return (what you had at the start of the reporting period).
3. List all the changes to animal numbers that have occurred over the previous 12 month period.
  - a. Use one row for each event (an event might be two animals being sold together or an animal born).
  - b. Update the animal numbers at the end of each row to keep a running total.
  - c. Record final numbers for each sex at the bottom of the table.
4. Fill in the summary. The total number of animals in the main and summary table must match.
5. Add any other notes or information to help us understand the changes to your animal numbers.

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6. List each non-indigenous animal species you keep under your registration/permit and complete the fields with the following information: unique identification number, name, age and sex and any other notes.
7. Sign and date the form.

**Attach additional sheets as necessary**

### How to submit your form:

- Email to [nia.management@dpi.nsw.gov.au](mailto:nia.management@dpi.nsw.gov.au)
- Post to Non-Indigenous Animals Management  
NSW Department of Primary Industries  
Biosecurity & Food Safety  
Locked Bag 21, Orange NSW 2800

### Contact us:

(02) 6391 3525  
[nia.management@dpi.nsw.gov.au](mailto:nia.management@dpi.nsw.gov.au)



# Non-indigenous animal record return – Page 1

<b>1</b>	Permit/Registration number	Species (one per form)	Reporting period
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List of events where animals were added or removed from your property

IN = animals added  
OUT = animals removed

M = Male  
F = Female  
U = Unknown

Date of event	Animals IN or OUT?	Event type (Birth, Death, Sale, Purchase, Exchange)	Numbers in or out			Animal ID where known	Supplier or recipient where relevant			Updated numbers		
			M	F	U		Name	Address	Permit/registration number	M	F	U
Numbers at end of reporting period												

3a

2

3b

3c

<b>4</b>	Total at start of period	+	Total animals IN	-	Total animals OUT	=	<b>Total at end of reporting period</b>	These totals must match

Notes: \_\_\_\_\_

**5** \_\_\_\_\_

**List of animals currently held****6**

Animal ID	Animal name	Age (years)	Sex	Notes

<b>7</b>	Name	Signature	Date
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