**Animal Research Extension to Accreditation / Licence**

Animals Research Establishment / Animal Supply Licence

This form is to provide the Department of Primary Industries (DPI) with an update of all extensions to authority holders under the *Animal Research Act 1985* (the Act) and *Animal Research Regulation 2010*.

Each time an authority holder changes particulars they must notify DPI within 7 days. These notifications will be assessed against the legislation and the Australian code for care and use of animals for scientific purposes (‘the Code’), and will be reviewed by the Animal Research Review Panel.

Authority holders must indicate on this form whether they are changing designated land or animals to be used and housed, in or on the designated land.

* Please complete **ALL** relevant sections and write clearly in **BLOCK LETTERS.**
* Please ensure you read **ALL** of the **EXPLANATORY NOTES.**

Every attempt has been made to either reference or accurately explain the intent of the terms, conditions, limitations or restrictions which apply to the licence and to provide options for the licence holder to comply with those conditions. It is the responsibility of the licence holder to ensure that they understand and comply with the legal conditions of their licence and the provisions of the Act.

**Please note**

* Your application will be assessed to determine whether an amendment to your accreditation / licence is required.

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| **1. Details of authority to which application applies** |
| Accreditation type that extension applies too? | [ ]  Animal Research Accreditation[ ]  Animal Supply Licence  |
| Licence / Accreditation Number |  |
| Authority Holder Name (Legal Entity): |  |
| Postal Address |  |
| ABN |  | ACN |  |
| Telephone No |  | Alternative Telephone No |  |
| Email |  |

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| **2. Particulars** |
| Please select the particulars that related to the extension of authority. | [ ]  **Animals**  *Will the animals be housed in or on previously approved designated land?* [ ]  Yes  [ ]  No – Please complete new ‘Designated Land’[ ]  **Designated Land** *If the designated land is outside NSW, please attach a copy of the most recent external review of the establishment.*   |

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| **3. Details of designated land** |
| Address  |  |
| Suburb |  | State |  | Postcode |  |

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| **4. Animal Housing** Please use this table for only one new animal/designated land, and attach additional pages if required |
| SpeciesWhere the species of animals may not be able to be predicted, for example in wildlife fauna surveys, please state the activity. |  |
| Description of enclosure (cage / pen / other) (Include as applicable type, bedding and nesting materials and furnishings, environmental enrichment). |  |
| Dimensions (Length x Width x Height)Please provide dimensions in millimetres, centimetres, or metres |  |
| Floor Space of each enclosure |  |
| Maximum number of animals per enclosure |  |
| Does the size of the housing and number of animals meet the Animal Research Review Panel Guidelines for housing animals? ([www.animalethics.org.au](http://www.animalethics.org.au))OREuropean Convention for the Protection of Vertebrate Animals (Appendix A)You will be notified by the Department if this application can be reviewed out of session or will need to be recommended to the upcoming ARRP meeting.  | [ ]  Yes [ ]  No - Please provide details |
| Further details (if applicable) |  |

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| **5. Animal Ethics Committee** |
| Has the Animal Ethics Committee (AEC) completed an inspection of the new enclosure(s) /designated land(s)?  | Did the AEC approve the proposed use of the new enclosure(s) / designated land(s)? [ ]  Yes[ ]   *No - please provide more information* |

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| **6. Type of Research to be conducted** |
| Provide information on the type of research the authority holder will conduct in relation to the new animals, enclosure(s) and/or designated land(s). |  |

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| **7. Training** |
| Staff involved in the care of animals are appropriately trained and are aware of their responsibilities with the legislation and have documented training records.  | [ ]  Yes [ ]  No – provide further information |
| Further details (optional) |  |

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| **8. Source animals**Animals for research may only be obtained from the holder of an Animal Supplier’s Licence unless the animals are "exempt" animals. |
| Name of establishment |  |
| Licence No.  |  |
| Address |  | State |  | Postcode |  |

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| **9. Declaration on behalf of the Chair of the AEC or a person authorised by the Chair of the AEC.**  |
| I, (full name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of (address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,1. the information I have supplied in the application is, to the best of my knowledge and belief, true and correct in every particular.
2. The establishment has implemented all relevant policies and procedures and employed adequately skilled personnel to comply with the *Animal Research Act 1985*, *Animal Research Regulation 2010* and the *Australian code for the care and use of animals for scientific purposes*.
3. I acknowledge that this declaration is true and correct, and I make it with the understanding that under, knowingly giving false or misleading information is a serious offence, and under Section 55 of the *Animal Research Act 1985* any person who provides information that the person knows to be false or misleading is guilty of an offence, for which they may be subject to prosecution.

this \_\_\_\_\_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_\_\_ Signature of person making this declaration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **10. Declaration on behalf of the director/manager of the corporation or a person authorised to function as the director of the corporation** |
| I, (full name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of (address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,1. the information I have supplied in the application is, to the best of my knowledge and belief, true and correct in every particular.
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this \_\_\_\_\_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_\_\_ Signature of person making this declaration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**If you have any enquires in completing this form please contact the Licensing and Accreditation Services on 02 6552 3000 or email** **bfs.admin@dpi.nsw.gov.au****. For more information on animal research visit the DPI website at** [**www.dpi.nsw.gov.au**](file:///C%3A%5CUsers%5Chaslettd%5CDownloads%5Cwww.dpi.nsw.gov.au).

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| **11. Delivery** |
| Send your completed application form to: * **Post:**  NSW Department of Primary Industries

 Animal Licensing UnitLocked Bag 21Orange NSW 2800**Email:** bfs.admin@dpi.nsw.gov.au |
| **Privacy statement:** Information from this form is collected for the purpose of assessing your application and the supply of this information is required by law. Your details will be stored and used by DPI for the purposes of administering the Animal Research Act 1985. Information will be stored and managed in accordance with provisions under the Privacy and Personal Information Protection Act 1998. It will not be used for any other purpose and will not be given to any other third party except where required by law. You may access or correct your personal information by contacting DPI. |