



**FORM C**  
**APPLICATION TO TRANSFER AN ANIMAL DISPLAY**  
**ESTABLISHMENT LICENCE**

***INFORMATION FOR APPLICANTS***

To apply for approval to transfer an animal display establishment licence:

- Detach the front “Information for Applicants” section , pages i - v, and retain for reference
- Complete the application form, attaching:
  - the \$230 lodgement fee  
(cheques should be made payable to NSW Trade and Investment),  
(credit card details may be provided – see page 14),  
and
  - all documents referred to in the application form (including fully completed Form Gs and Form Ds (if relevant), their lodgement fees and the documents referred to in those application forms).
- Return the completed form by:
  - preferred method: emailing a pdf file of the completed, signed form/s, attachments and credit card details to [animal.welfare@dpi.nsw.gov.au](mailto:animal.welfare@dpi.nsw.gov.au)  
or
  - posting the completed, signed form/s and attachments including lodgement fees to:  
*Licensing Clerk*  
*Animal Welfare Unit*  
*Department of Primary Industries*  
*Locked Bag 21*  
*ORANGE NSW 2800*

*Any application that is not accompanied by the relevant fee(s) and supporting documents referred to in this form will be returned without further assessment.*

## HOW WILL YOUR APPLICATION BE ASSESSED?

Approval to transfer an animal display establishment cannot be issued unless the Director-General of the Department of Trade and Investment, Regional Infrastructure and Services is satisfied that the animal display establishment will conform to and be conducted in accordance with the prescribed standards.

**You should ensure that you understand all applicable legislation and standards. The names of prescribed standards are listed in the *Exhibited Animal Protection Regulation 2010*.**

You can download the *Exhibited Animals Protection Act 1986* and the *Exhibited Animals Protection Regulation 2010* from the NSW Legislation Website at:

<http://www.legislation.nsw.gov.au/>

Or you can purchase copies from:

Salmat, Print on Demand  
Phone: 1300 656 986  
Fax: 02 9372 8993  
Email: [bookshop@salmat.com.au](mailto:bookshop@salmat.com.au)

You can download copies of the relevant prescribed standards from:

[www.dpi.nsw.gov.au/agriculture/livestock/animal-welfare/exhibit](http://www.dpi.nsw.gov.au/agriculture/livestock/animal-welfare/exhibit)

Or you can obtain them from:

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

Phone: 02 6391 3276  
Fax: 02 6391 3740

## WHAT FORMS DO YOU NEED TO SUBMIT?

1. A fully completed "*Form C: Application for Approval to Transfer an Animal Display Establishment*" that relates to the premises you propose to use as an animal display establishment. It must be accompanied by a \$230 lodgement fee and any documents referred to in Form C.
2. A fully completed "*Form D: Application for a Permit to Exhibit a Prescribed Species*" for each prescribed species you have listed in your answer to Question 13 in Form A. Only some species are prescribed species and they are listed in Schedule 2 of the *Exhibited Animals Protection Regulation 2010* (See "Permits for Certain Animals" below.) **A separate Form D must be submitted for each prescribed species** and each Form D must be accompanied by a \$23 lodgement fee and any documents referred to in the Form D.

## THE ASSESSMENT PROCESS

### APPLICATION FORMS SUBMITTED WITHOUT FEES OR DOCUMENTS

Your application forms will first be reviewed by a departmental assessor to ensure the forms are accompanied by:

- a) the relevant fee(s); and
- b) any documents referred to in the forms.

It is a requirement of the *Exhibited Animals Protection Regulation 2010* that an application be accompanied by any documents referred to in the approved form and by the relevant fee(s).

***Any application form that is not accompanied by the relevant fee(s) and supporting documents referred to in this form will be returned without further assessment.***

**Note that inquiries may be undertaken by staff of the Department of Primary Industries to verify information supplied within this application. It is an offence to provide false or misleading information.**

### OPPORTUNITY TO SUBMIT FURTHER INFORMATION AND CLARIFY

An application form that is accompanied by the relevant fees and documents will be reviewed by an assessor who will notify the applicant of any missing or unclear information and give the applicant 4 weeks (28 days) to submit the missing information and to clarify unclear information.

### DECISION

Once the 4 week period has passed the Director-General, or his delegate, will either: a) decide to approve or refuse the application; or b) request advice from the Exhibited Animals Advisory Committee before making such a decision.

### HOW LONG DOES IT TAKE?

The Department of Primary Industries attempts to make a final decision within 6 weeks of receiving an application to construct an animal display establishment. You should, however, submit your application well before you propose to commence construction as assessment may take longer, especially if the Department requires advice from the Exhibited Animals Advisory Committee. The Committee only meets once every three months.

## LEASE AGREEMENTS

If you do not own the premises that you propose to use as an animal display establishment then you must ensure that you have a written lease agreement with the owner giving you the legal rights to:

- a) use the premises as the animal display establishment;
- b) invite any other person on to the premises including any inspectors appointed under legislation; and
- c) do anything on those premises which may be required under the *Exhibited Animals Protection Act 1986* and the Regulation in relation to your use of the premises. For example, this could include any alterations required to ensure that fence enclosures or animal enclosures are satisfactory. The Department of Primary Industries is unable to provide legal advice to you on the terms of your lease agreements, and you should obtain your own legal advice if you have any concerns.

## WHAT HAPPENS IF YOUR APPLICATIONS ARE APPROVED?

- You will be required to pay the relevant issue fee (\$285 for a Minor Exhibitor, otherwise \$1035) and confirm that satisfactory insurance has been obtained.
- A Minor Exhibitor means a person who exhibits or is going to exhibit no more than 30 animals.
- On receipt of your issue fee the Department of Primary Industries will transfer the Licence and issue you a licence certificate.

- In the case of prescribed species you can only acquire an animal for exhibition if you have received approval to acquire the animal after submitting an “*Application to Acquire or Dispose of Animals*” (see Clause 32 of the Regulation for exemption).

## WHAT HAPPENS IF AN APPLICATION IS REFUSED?

- You will be advised in writing of the grounds for refusal.
- Your lodgement fees are non-refundable.
- You are eligible to reapply or to appeal to the Administrative Decisions Tribunal within a prescribed period.

## GROUNDINGS FOR REFUSAL

Grounds for refusal of an application may include:

- The information provided indicates that the proposed animal display establishment, if transferred, will not conform to, and/or be conducted in accordance with, the prescribed standards.
- Insufficient information has been provided to satisfy the Department of Primary Industries that the proposed animal display establishment, if transferred, will conform to, and/or be conducted in accordance with, the prescribed standards.
- The applicant is not a fit and proper person to hold a licence due to the applicant:
  - providing false or misleading information.
  - having prior offences under the relevant legislation (See Question 5).

## PERMITS FOR CERTAIN ANIMALS

A Permit is required before certain species of animals may be exhibited. A list of these prescribed species can be found in Schedule 2 of the *Exhibited Animals Protection Regulation 2010*.

It is important to note that Permits cannot be transferred from one exhibitor to another. Exhibitors of these species must meet particular standards because of the special nature of these prescribed species. These animals are special because they meet one or more of the following descriptions:

- 1) Species that require specialist care and/or which pose a threat to keeper or public safety.
- 2) Species that are subject to studbooks or cooperative conservation programs conducted under the auspices of the Australasian Species Management Program of the Zoo and Aquarium Association.

You should review the list of species that you have provided under Question 12 to see if any of these are permit species. As stated above, for each permit species, you will need to submit a completed *Form D: Application for a Permit to Exhibit a Prescribed Species*.

## POSSESSION OF ANIMALS UNDER BOTH THE *EXHIBITED ANIMALS PROTECTION ACT 1986* AND *NATIONAL PARKS AND WILDLIFE ACT 1974*.

The Department of Primary Industries and the Office of Environment and Heritage (OEH) have a policy prohibiting exhibitors under the *Exhibited Animals Protection Act 1986* holding the **same species** simultaneously under an Animal Keepers Licence issued under the *National Parks and Wildlife Act 1974*. This is required to avoid confusion in determining which individual animals are covered by which licence.

A person who holds a species under a OEH Animal Keepers Licence may not exhibit that species. To gain approval to exhibit that species the person must hold a relevant exhibitor’s authority (issued by the Department of Primary Industries) and have obtained the approval of the Department of Primary Industries to transfer all specimens of that species to the exhibitor’s authority. For example, if you have three brown snakes on a OEH Animal Keepers Licence and wish to exhibit one of them under your

Department of Primary Industries animal display licence, you must first transfer all three brown snakes to the Department of Primary Industries permit.

Please note that both the Department of Primary Industries and if required the Office of Environment and Heritage, will include a condition on your authorities that precludes any species being held under both authorities simultaneously. Any future changes to your collection will need to be in accordance with this condition.

**If you need further information on completing the application form please contact the Animal Welfare Unit on (02) 6391 3276.**



Use this form to apply to Transfer an Animal Display Establishment Licence. It should be completed by proposed new licence holder.

Lodgement Fee: \$230

Type or use black ink (block letters). If there is insufficient space, continue your answers on one or more separate sheets, each of which must be signed and firmly attached.

1. APPLICANT DETAILS (Legal Entity)

If the applicant is a Sole Trader, complete A only.

If the applicant is a Corporation or Incorporated Association, complete A and B.

If the applicant is a Government Authority, complete A and C.

Note: partnerships are not eligible to apply.

A - All Applicants should complete this question

For a Sole Trader – give personal details. For a Corporation, Incorporated Association or Government Authority - give details of the organisation’s chief executive officer.

Table with 2 columns and 14 rows for applicant details: Mr, Mrs, Ms, Dr etc., Given Name(s), Surname, Position Title, Residential Address, Postal Address, Date of Birth, Place of Birth, Business Phone, Fax, Mobile Phone, Email, Website.

Industry and Investment NSW use only

20305 152-1

Exhibited Animals Application

Receipt No.

## **B - Corporations and Incorporated Associations**

Attach a current ASIC print out showing all current company directors. *(Mark it Attachment 2B)*

Corporation Name	
Type of Corporation e.g. Ltd, P/L, Inc.	
Date of incorporation	
Place of incorporation	
Postal Address	
Registered Office Address	
Street Address (if different to Registered Office Address)	
Phone	
Fax	
Mobile Phone	
Email	
Website	

## **C – Government Authorities**

Name of Authority	
Postal Address	
Registered Office Address	
Street Address (if different to Registered Office Address)	
Phone	
Fax	
Mobile Phone	
Email	
Website	

## 2. APPLICANT'S REPRESENTATIVE (INDIVIDUAL)

The applicant authorises the following person to act on the applicant's behalf to receive correspondence from, and submit information to the Department of Primary Industries in relation to this application:

Position Title	
Mr, Mrs, Ms, Dr etc.	
Given Name(s)	
Surname	
Sample Signature	
Postal Address	
Date of Birth	
Business Phone	
Fax	
Mobile Phone	
Email	

## 3. BUSINESS/TRADING NAME(S)

Indicate below the proposed Business/Trading name(s) for the animal display establishment and **attach a Certificate of Business Registration for each name. (Mark as Attachment 3)**

Business Name	Registration certificate attached? Yes/No

**Note: the name of the applicant, and the name of the proprietor on the certificate of business registration must be the same.**



#### 4. DETAILS OF PREMISES

A. Describe the premises at which the applicant proposes to construct the animal display establishment:

Street/Lot No.	
Street	
Suburb	
Post Code	
Folio Identifier	
Volume	
Folio	

B. Do you want only part of this property to be licensed? **YES**  **NO**

C. If you answered yes to B, attach a copy of a surveyor's plan indicating the boundary of the proposed establishment. *(Mark as Attachment 4C)*

D. Is the applicant the owner of the premises described above? **YES**  **NO**

E. If you answered No to D, what is the name and address of the owner or owner's agent?

F. If you answered 'No' to D, complete the following. I certify that:

- a) the applicant has the right to occupy the premises under a written lease agreement with the owner named above;
- b) the lease allows the applicant to invite any other person on to the premises including any inspectors appointed under legislation;
- c) the lease allows the applicant to use the premises as an animal display establishment and to do anything on those premises which may be required under the *Exhibited Animals Protection Act 1986* and the *Exhibited Animals Protection Regulation 2010* in relation to the applicant's use of the premises; and
- d) the applicant has agreed to notify the Department of Primary Industries immediately of any change in circumstances that affect the accuracy of these statements.

**YES**

G. Facilities, other than those for animal exhibition, which currently occupy these premises, are:

Name	
Role of Facility (e.g. Theme Park)	

**5. PRIOR OFFENCES, REFUSALS OF APPLICATIONS, ETC.**

Has the applicant or any person with a proprietary or management role in the proposed animal display:

- had an application refused; or
- been convicted of any offence; or
- a charge pending for any offence;

under the:

- a) *Exhibited Animals Protection Act, 1986?* YES  NO
- b) *Prevention of Cruelty to Animals Act, 1979?* YES  NO
- c) *Animal Research Act, 1985?* YES  NO
- d) *Non-Indigenous Animals Act, 1987?* YES  NO
- e) *National Parks and Wildlife Act, 1974?* YES  NO
- f) Other equivalent Commonwealth, State or Territory statutes or under the Regulations to those statutes? YES  NO

If you answered 'yes' to any of the above offences, provide full details – including the offence, year, pleas of guilty, and sentencing that outlines any convictions recorded.


**6. POSSESSION OF AN ANIMAL KEEPERS LICENCE UNDER THE NATIONAL PARKS AND WILDLIFE ACT 1974**

Do you hold an Animal Keepers Licence under the *National Parks and Wildlife Act 1974* that has been issued by the Office of Environment and Heritage?

YES  NO

If you answered 'yes' complete the following:

I certify that I will not hold animals of the same species under both an *Exhibited Animals Protection Act 1986* authority and an Animals Keepers Licence issued under the *National Parks and Wildlife Act 1974*.

YES

## 7. ACT, REGULATION AND STANDARDS

Attach photocopies of the front page of the *Exhibited Animals Protection Act 1986* and the *Exhibited Animals Protection Regulation 2010*, and all relevant prescribed exhibit standards to indicate that these documents have been obtained. (Mark as Attachment 7)

## 8. PUBLIC RISK INSURANCE

Attach details of the public risk insurance policy that will cover your animal display operation. It is acceptable to include a copy of a quotation with the application however ordinarily a satisfactory policy giving cover for at least \$10 million must be in effect before an animal display establishment licence can be issued. (Mark as Attachment 8)

**Note: the name of the applicant and the name of the insured on the public liability policy must be the same.**

## 9. FIRST AID

Describe the type of first aid kit that will be provided for the use of visitors.


## 10. HYGIENE

Describe the hand washing facilities that will be provided for members of the public who are allowed to contact animals.


## 11. OPENING DETAILS

A. Proposed date of opening to the public:

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B. Proposed regular opening and closing times:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Open							
Close							

C. Other occasions when the animal display establishment may be open:








## 18. CURRENT INSPECTION REPORT AND OUTSTANDING DIRECTIONS

- A.** Attach a copy of the most recent inspection report relating to the licensed premises and a copy of any outstanding directions issued to the current licence holder. (The vendor should supply a copy to you.)  
(Mark as attachment 18A)
- B.** Indicate your proposals to comply with the outstanding directions issued to the current licence holder.  
(Mark As Attachment 18B)

## 19. APPLICATION FEE

The fee must be paid before the application will be processed. The fees payable are:

- \$230 for the lodgment fee for an *Application for Approval to Construct an Animal Display Establishment* (Form A)
- \$23 for each *Application for a Permit to Exhibit a Prescribed Species* (Form D).

Application Fee Calculator

Form	Number of Applications	Price per Application	Total
Form C	1	X \$230	\$230
Form D		X \$23	\$
Grand Total			\$

Select payment method

Cheque (Payable to NSW Trade and Investment)	<input type="checkbox"/>	Money order (Payable to NSW Trade and Investment)	<input type="checkbox"/>	Credit Card (see below)	<input type="checkbox"/>
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Payment Amount	
Type of Card	Bankcard <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/>
Card No. (16 digits)	
Credit card verification number (security number)	
Expiry	/
Cardholder's Name	
Cardholder's Signature	

## **DECLARATION**

I certify that to the best of my knowledge, the above answers are correct and complete and that I am aware of the relevant provisions of the *Exhibited Animals Protection Act 1986*, *Prevention of Cruelty to Animals Act 1979*, *Non-Indigenous Animals Act 1987*, the *NSW National Parks and Wildlife Act 1974* and their accompanying Regulations and by reason of my knowledge, experience and facilities can reasonably be expected to comply with their requirements.

I understand that a further issue fee must be paid before an animal display establishment licence can be issued.

I acknowledge that providing false or misleading information is an offence against the Act.

I acknowledge that the applicant will not occupy these premises until the licence has been transferred..

I consent to staff of Industry & Investment NSW contacting any referees to verify experience and make other enquiries to confirm information provided within this application. This may include consulting with industry experts to obtain specialised advice.

To be signed by the person whose details appear in Question 1A.

Name	
Position Title	
Signature	
Date	

Return the completed form by:

- preferred method: emailing a pdf of the completed, signed form/s, attachments and credit card details to [animal.welfare@dpi.nsw.gov.au](mailto:animal.welfare@dpi.nsw.gov.au)  
or
- posting the completed, signed form/s and attachments, including lodgement fees to:  
*Licensing Clerk  
Animal Welfare Unit  
Department of Primary Industries  
Locked Bag 21  
ORANGE NSW 2800*

For more information, contact the Animal Welfare Unit on 6391 3276

Privacy: The information collected in this form will be stored securely and used only for the purposes for which it has been collected. See our full privacy policy at <http://www.trade.nsw.gov.au/legal/privacy>



## APPLICANT'S CHECK LIST

- 1) Applicant details
- 2) Details of Representative acting on Applicant's behalf
- 3) Business and trading name – including Certificate of Business/Trading name
- 4) Animal display establishment premises details 
  - a) Premises description
  - b) Part of property to be licensed
  - c) Surveyor's plan of part
  - d) Applicant is owner?
  - e) Name and address of the owner of the premises
  - f) Lease declaration
  - g) Details of facilities other than for animal exhibition
- 5) Details of any prior offences
- 6) Possession of a licence under the *National Parks and Wildlife Act 1974*
- 7) Copies of the front page of the Act, Regulation and relevant standards
- 8) Public risk insurance certificate
- 9) First aid equipment
- 10) Hygiene - hand washing facilities
- 11) Opening details 
  - a) Proposed opening date
  - b) Opening and closing times
  - c) Other occasions
- 12) Species list and Permit (Form D) applications 
  - a) List of each species proposed to be displayed
  - b) Permit application (Form D) for each prescribed species (including \$23 fee per species + supporting documents)
- 13) Diet for each species
- 14) Animal identification
- 15) Veterinary services 
  - a) Description of arrangement
  - b) Letter from veterinarian
- 16) Education proposal
- 17) Staff 
  - a) Résumé and certificates of each staff member
  - b) Numbers and types of staff
- 18) Current inspection report and outstanding directions
- 19) Application fee paid
- 20) Declaration
- 21) Make and keep a copy of this application