

# Wildlife Licence Amendment Form (Body Corporate)



## About this form

Use this form to amend Body Corporate details or the nominated 'Responsible Person' associated with a Commercial Wildlife Licence issued to a Body Corporate under the *Wildlife Act 1975* and the Wildlife Regulations 2013. This form is not valid after 30 June 2021.

Wildlife Licence No.

### 1. Licence Holder's details

Company name

ABN

Registered business name

### 2. Change of postal address

Flat / Unit / House No.

Street name or PO Box

City/Suburb/Town

Postcode

### 3. Change of operating premises specified in your Wildlife Licence

Flat / Unit / House No.

Street name or PO Box

City/Suburb/Town

Postcode

### 4. Change of business telephone or email address

Primary business telephone\*

Other business telephone (optional)

Email:

### 5. Change of nominated 'Responsible Person'

*A natural person who is employed by the above-named Body Corporate to manage operations at the premises specified in the licence. A National Police Certificate must accompany this form.*

Mr/Mrs/Ms

First name

Other name/s

Family name

Date of birth

Sex (M/F)

Nominee's private telephone

### Nominee's Residential Address

Flat / Unit / House No.

Street name (or PO Box)

City/Suburb/Town

Postcode

### 6. Collection, use and disclosure of personal and business contact information

#### Privacy and Data Protection Act 2014

The Department of Environment, Land, Water and Planning (DELWP) is committed to protecting personal information provided by you in accordance with the principles of the Victorian privacy laws. The information you provide will be used to monitor compliance with licence conditions and to provide information about any changes to legislative requirements. Your contact details may also be used by DELWP or its contracted service providers under confidentiality agreements to survey you about your experience with DELWP or to seek feedback related the keeping of wildlife. A licence may not be issued if the information required is not provided.

The information you provide will also be made available to any authorised law enforcement agency.

You may access the information you have provided to DELWP by contacting the Privacy Coordinator on (03) 136 186.

## 7. Declaration by Nominated Responsible Person

"I understand that there are penalties for making a false declaration and that any Licence issued as a result of a false declaration will be cancelled and may affect my eligibility to keep wildlife in the future, and that all details provided by me on this form are true and correct. I also consent to the collection, use and disclosure of my personal information for the purposes described in Part 6."

Nominee's signature

## 8. Declaration on behalf of the body corporate

"I declare that all details on this form are true and correct."

Full name and title

Date of birth

Sex (M/F)

Contact telephone number

Signature

Date

## 9. Lodgement

Send your completed amendment form to: [wildlifelicencing@delwp.vic.gov.au](mailto:wildlifelicencing@delwp.vic.gov.au)

or post to: **Permissions Delivery**  
**Department of Environment, Land, Water and Planning**  
**475 Mickleham Rd**  
**Attwood VIC 3049**

## Further information on Wildlife Licence Amendments

In Victoria, Wildlife Licences and authorisations are issued under the *Wildlife Act 1975* and the Wildlife Regulations 2013.

The holder of a Wildlife Licence, permit or authority must notify the Secretary within 10 business days of any change of name or address provided to the Secretary in relation to the licence, permit or authority. To register changes associated with employees of a Commercial Wildlife Licence Holder, please use the *Register of Employees Amendment Form* which is available from [www.delwp.vic.gov.au](http://www.delwp.vic.gov.au) or by calling 136 186.

Any request to change the operating premises specified in your wildlife licence may be subject to an on-site inspection by an Authorised Officer to assess suitability of the premises for housing wildlife.

### National Police Certificate

Provision is made under Section 23(1)(a) of the *Wildlife Act 1975* for the Secretary to refuse to grant an application if (for example) the Applicant is not a fit and proper person. For this reason, request to change the nominated 'Responsible Person' (Part 5) must be supported by a copy of 'National Police Certificate', issued within the last two years.

This can be obtained from Victoria Police, by completing VP Form 820A 'Consent to check and release National Police Record', which is available from your local Police Station, or online from [www.police.vic.gov.au](http://www.police.vic.gov.au). Please note, only a copy of a 'National Name Check' is required.

DELWP will only take into account those matters relevant to the type of licence.

For further information contact the DELWP Customer Service Centre on 136 186 or [customer.service@delwp.vic.gov.au](mailto:customer.service@delwp.vic.gov.au)