

Import-Export Permit Application Form

Email your completed application to wildlifelicencing@delwp.vic.gov.au

Application forms submitted via post may be subject to delays greater than 6 weeks. Completed application forms may be posted to:
Permissions Delivery, DELWP, 475 Mickleham Rd, ATTWOOD VIC 3049.

1. Direction of shipment

into Victoria (**Import Permit**) OR

out of Victoria (**Export Permit**)

2. Victorian applicant

Mr/Mrs/Ms

First name

Family name

Date of birth

Email

Telephone contact no.

Wildlife licence no.

Flat/Unit/House/Lot.

Street name

City/Suburb/Town

State

Postcode

3. Prior convictions

Have you been convicted of any offence in Victoria under the *Wildlife Act 1975*, or the *Prevention of Cruelty to Animals Act 1986* during the last 10 years? If "Yes", give details below:

Yes / No	Description of Offence	Year	State

4. Wildlife in this shipment:

Describe the taxa and number of specimens of each taxa for which this application is being made.

Species Code No. <i>(refer to code list)</i>	Species Name <i>Common or scientific name</i>	Description of Wildlife <i>(Alive, Dead, Meat, Skins, etc)</i>	Quantity

Date from:

and

Date to:

5. For Shipment between dates:

6. Transport method (circle):

Air Freight / Road-Commercial Vehicle / Road-Private Vehicle / Rail / Sea Ferry

7. Interstate party

Mr/Mrs/Ms

First name

Family name

Business name *(optional)*

Flat/Unit/House/Lot.

Street name *(PO Box is not accepted)*

City/Suburb/Town

State

Postcode

8. Declaration by Applicant

"I understand that there are penalties for making a false declaration and that any permit issued as a result a false declaration will be cancelled and may affect my eligibility to keep wildlife in the future. I hereby declare that all details provided by me on this form are true and correct."

Signature of Applicant

Date

Further information on Import / Export Permits for wildlife:

- An Import-Export Permit issued under Section 50 of the *Wildlife Act 1975* authorises the holder to send or receive wildlife as specified in the permit. A permit must be obtained before any wildlife is consigned or collected for shipment.
- If you submit an application via email, your permit will be emailed to the address specified on your wildlife licence account. Should you need to update your account details, please contact us at wildlifelicencing@delwp.vic.gov.au or by calling 136 186.
- You cannot import or export wildlife until you receive your permit.
- In applying for an Import or Export Permit, you should allow **no less than five working days** prior to the required travel date.
- An Import or Export Permit is required before moving any wildlife into or out of Victoria. This is true even if a Wildlife Licence is not required in Victoria to possess wildlife. Wildlife is defined as any animal which is indigenous to the whole or parts of Australia (whether or not it occurs elsewhere). It also includes deer, non-indigenous quail, pheasants and partridges, any terrestrial invertebrates animals listed in the Flora and Fauna Guarantee Act 1988. The definition also includes to any form of wildlife – whether it is alive or dead and includes the flesh, skin, fur, feathers, bones, organs, blood, tissue or any part thereof and eggs or any parts of eggs.
- If you do not have a current Wildlife Licence, you must include the street address (for example the house, lot or crown allotment number and the street or road name). Post office boxes, RMB or RSD will not be accepted.
- Any wildlife, once imported, must be kept at the premises specified in the wildlife licence or permit under which it is kept in Victoria. In the case of wildlife being exported, it must remain at the premises specified in the wildlife licence or permit under which it is kept in Victoria until you have received the export permit.
- Wildlife laws vary between each Australian state and territory. Therefore, it is recommended that before you consign any wildlife, you contact the relevant authority about the legal requirements for keeping wildlife in that State/Territory.

Please Note:

It is a condition of all import/export permits that you provide, in writing, details of the wildlife received or consigned, including of the transaction does not take place. This information must be lodged with via email to wildlife.licencing@delwp.vic.gov.au or via post to Permissions Delivery, DELWP 475 Mickleham Rd Attwood Vic 3049 within ten business days following the completion of the transaction.

To facilitate this, you will receive a '**Notification of Outcome**' form, together with your Import/Export Permit. Subsequent permits will not be issued while any notifications remain outstanding.

INFORMATION PRIVACY

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 Customer Service Centre on 136 186.

Authorised and published by the Victorian Government, Department of Environment, Land, Water and Planning, 8 Nicholson Street, East Melbourne June 2021.

To receive this publication in an alternative format, please contact DELWP on 136 186 or at customer.service@delwp.vic.gov.au. You can also contact DELWP via the National Relay Service on 133 677 or www.relayservice.com.au.

This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.