

# Register of Employees Amendment Form



## About this form

Use this form to maintain the 'Register of Employees' attached to your commercial Wildlife Licence. Completed forms can be returned to:

**Permissions Delivery - Department of Environment, Land, Water and Planning, 475 Mickleham Rd, Attwood VIC 3049** or may be emailed to: – [wildlifelicencing@delwp.vic.gov.au](mailto:wildlifelicencing@delwp.vic.gov.au)

### 1. Commercial Wildlife Licence Details

Wildlife Licence no.

Licence holder's name



### 2. Add Employees *(Please attach a separate sheet if more space is required)*

The Licence Holder must provide employee details to DELWP (in writing) within 10 business days of any person starting in their business and who is acting in accordance with the wildlife licence.

Employee's full name	Date of birth	Sex (M/F)	Residential address	Telephone	Role	Start date

### 3. Remove Employees *(Please attach a separate sheet if more space is required)*

The Licence Holder must notify DELWP (in writing) within 10 business days of any person leaving their business and who is acting in accordance with the wildlife licence

Employee's full name	Date of birth	Sex (M/F)	Residential address	Telephone	Role	Finish date

### 4. Declaration

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

Full name and position

Date of birth

/ /

Signature

Date of declaration

/ /

Capacity  Licence Holder  Nominated Responsible Person

OFFICIAL

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*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.*