

# Wildlife Licence Amendment Form (Natural Person)

Wildlife Licence No:

## About this Form

Use this form to amend personal details of a private wildlife licence or commercial wildlife licence issued to a natural person. This form can also be used to upgrade from a current Private Basic Licence to an Advanced Licence before 30 June 2022.

### 1. Personal details

Mr/Mrs/Ms

First name

Other name/s

Surname

Date of birth

Gender (*select one*)

Male

Female

Intersex

### 2. Residential address (or Specified premises for Commercial Wildlife Licences)

Property name (*name of house, farm or building if applicable*)

Flat / Unit No.

House/Lot No.

Street name or PO Box

City/Suburb/Town

Postcode

### 3. Postal address

*If the same as the above address, please write 'As above'*

Property name (*Name of house, farm or building if applicable*)

Flat / Unit No.

House/Lot No.

Street name or PO Box

City/Suburb/Town

Postcode

### 4. Contact details

Telephone No.

Mobile No.

Email

## 5. Private Licence Upgrade

Do not send payment - a payment notice will be sent to you.

- I wish to upgrade my Wildlife Basic Licence to a Wildlife Advanced Licence.
- I am under 18 years of age and wish to keep venomous snakes.

You must include documentary evidence of competency in the safe-handling of venomous snakes and the signed written consent of your parent or guardian. Contact the DELWP Customer Service Centre on 136 186 for details.

## 6. Collection, use and disclosure of personal 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 Customer Service Centre on 136 186.

## 7. Declaration by Applicant

*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.*

Signature of Applicant

Date

## 8. 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**  
**475-485 Mickleham Rd**  
**Attwood VIC 3049**

If your application is approved, a Payment Notice will be sent to you for payment within 30 days.

## Further information

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.

A wildlife licence cannot be transferred to another person. If you hold wildlife under a wildlife licence and want to transfer it to another person, that person must first have the appropriate wildlife licence.

Application forms for Wildlife Licences are available at [www.conservationregulator.vic.gov.au](http://www.conservationregulator.vic.gov.au) or by calling 136 186.

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To receive this publication in an alternative format, please contact DELWP on 136 186 or email [customer.service@delwp.vic.gov.au](mailto:customer.service@delwp.vic.gov.au). You can also contact DELWP via the National Relay Service on 133 677 or [www.relayservice.com.au](http://www.relayservice.com.au).

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