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|  | **Commercial Wildlife Licence Application Form (Body Corporate)** |
| About this Application Use this form to apply for a commercial wildlife licence in the name of a commercial entity.  If you wish to apply for a licence in the name of a natural person, please use the Commercial Wildlife Licence Application Form (Natural Person).  Any licence issued that is based on false or misleading information is invalid and may lead to forfeiture of wildlife and prosecution.  This form is not valid after 30 June 2023. | |

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| 1. Body corporate details | | | | |
| Trading name |  |  |  | Australian Business Number (ABN) |
|  | | |  |  |
| Registered business name | | | |  |
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| 2. Business postal address *(for all notices under this wildlife licence)* | | | | | | |
| Property name *(name of house, farm or building if applicable)* |  | Flat / unit no. | | |  | House/lot no. |
|  |  |  | | |  |  |
| Street name or PO box | | | | | | |
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| City/suburb/town | | |  | Postcode | | |
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| 3. Business operating address  *(It is a regulatory requirement that the premises where the wildlife will be held are included as the specified premises for the licence)* | | | | | | |
| Property name *(name of house, farm or building if applicable)* |  | Flat / unit no. | | |  | House/lot no. |
|  |  |  | | |  |  |
| Street name or PO box | | | | | | |
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| City/suburb/town | | |  | Postcode | | |
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| 4. Business contact details | | | | |
| Primary business telephone no. |  | Other *(optional)* |  | Email |
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| 5. Nominated Responsible Person details (the ‘Nominee’) | | | | | | | | | | | | |
| *This is an employee nominated by the body corporate to manage the day-to-day operations at the specified premises. A National Police Certificate for the nominee must accompany this application.* | | | | | | | | | | | | |
| Mr/Mrs/Ms |  | First name | | | |  | Other name/s | | |  | | Surname |
|  |  |  | | | |  |  | | |  | |  |
| Date of birth |  |  | | | | | | | |  |
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| Nominee’s residential address | | | | | | |
| Property name *(name of house, farm or building if applicable)* |  | Flat / unit no. | | |  | House/lot no. |
|  |  |  | | |  |  |
| Street name or PO box | | | | | | |
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| City/suburb/town | | |  | Postcode | | |
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| Nominee’s contact details | | | | |
| Telephone no. |  | Mobile no. |  | Email |
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| Nominee’s declaration | | | |
| *“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 Nominee |  | Date | |
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| 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 to 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.  **Disclosure of business details**  If your application is successful, your business details (including your name, trading name, business telephone and postal address) may be disclosed to members of the public seeking to contact you about the wildlife-related services you are authorised to provide under that wildlife licence. | | | |
|  | YES, please disclose my business contact details |  | NO, please do not disclose my business contact details |

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| 7. Are you taking over an existing business that has wildlife in stock? | | | | | | |
|  | Yes |  | Wildlife licence no. of existing business | | | |
|  | No |  |  |  |  |
| Name of previous owner (or business name) | | | |  | When do you intend to take over the premises? | |
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| 8. Register of employees (Please attach a separate sheet if more space is required) |

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| *Employee 1* | | | | | | | | | | | | | | | | | | |
| Mr/Mrs/Ms |  | First name | | | | | |  | Other name/s | | | |  | | Surname | | | |
|  |  |  | | | | | |  |  | | | |  | |  | | | |
| Date of birth |  | Gender (select one) | | | | | | | | | | |  | | Private telephone | | | |
|  |  |  | Male | | |  | Female | | |  | Intersex | |  | |  | | | |
| Role/position | | | | | | | | | | | |  | | Start date | | | | |
|  | | | | | | | | | | | |  | |  | | | | |
| *Residential Address* | | | | | | | | | | | | | | | | | | |
| Flat / Unit / House No. | | | |  | Street name or PO box | | | | | | | | | | | | | |
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| City/suburb/town | | | | | | | | | | | | | | | |  | Postcode |
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| *Employee 2* | | | | | | | | | | | | | | | | | | |
| Mr/Mrs/Ms |  | First name | | | | | |  | Other name/s | | | |  | | Surname | | | |
|  |  |  | | | | | |  |  | | | |  | |  | | | |
| Date of birth |  | Gender (select one) | | | | | | | | | | |  | | Private telephone | | | |
|  |  |  | Male | | |  | Female | | |  | Intersex | |  | |  | | | |
| Role/position | | | | | | | | | | | |  | | Start date | | | | |
|  | | | | | | | | | | | |  | |  | | | | |
| *Residential Address* | | | | | | | | | | | | | | | | | | |
| Flat / unit / house no. | | | |  | Street name or PO box | | | | | | | | | | | | | |
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| City/suburb/town | | | | | | | | | | | | | | | |  | Postcode |
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| 9. What type of licence are you applying for? | | | | | | | | | |
| Select [x] one box to indicate the licence type and term you require. | | | | | | | | |
| **Non-renewable:** | |
| 3-month Demonstrator | |  | $142.50 |  | | | | | | |
| **Renewable:** | | expires **30 September 2023** | | | expires **30 September 2025** | | |
| Wildlife Controller  *[single-operator only per r63(2)(b) WL Regs 2013]* | |  | $305.80\* | |  | $733.90\* |
| Wildlife Dealer | |  | $874.50\* | |  | $2099.00\* |
| Wildlife Demonstrator | |  | $570.30\* | |  | $1368.70\* |
| Wildlife Displayer | |  | $784.30\* | |  | $1882.50\* |
| Wildlife Farmer | |  | $752.20\* | |  | $1805.40\* |
| Wildlife Processor | |  | $752.20\* | |  | $1805.40\* |
| Wildlife Taxidermist | |  | $622.30\* | |  | $1493.50\* |
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\* Licence fees are calculated on a monthly pro-rata basis from the date the application is approved but will not exceed the maximum amounts shown above. A 20 per cent discount is applied to licences issued for three years.  
**Do not send payment with your application. If your application is successful, a payment notice will be sent to you.**

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| 10. Declaration on behalf of the body corporate | | | | | | | | | | | | | | |
| *“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.”* | | | | | | | | | | | | | | |
| Mr/Mrs/Ms |  | First name | | | |  | Other name/s | | | | |  | Surname | |
|  |  |  | | | |  |  | | | | |  |  | |
| Date of birth |  | Gender (select one) | | | | | | | | | |  | Telephone no. | |
|  |  |  | Male |  | Female | | |  | Intersex | | |  |  | |
| Role/position | | | | | | | | | |  | Email | | | |
|  | | | | | | | | | |  |  | | | |
| Signature | | | | | | | | | | | |  | Date |
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| 11. Additional information |
| 1. Applicants seeking a Wildlife Dealer, Demonstrator, Displayer, Processor or Farmer licence must attach:  * A plan of the area applied for showing all buildings, fences, yards, shelters, watering and feeding facilities; and * Enclosure design and specifications, materials to be used in construction of facilities, enclosure layout, holding pens, shelters, watering and feeding facilities.  1. Applications for Wildlife Demonstrator or Displayer Licences must also include the design, specifications and materials to be used in the construction of any pits to be used for displaying or demonstrating dangerous or venomous wildlife during travelling displays or demonstrations. Pits must be designed, constructed and maintained to:  * Allow the safe display or demonstration of dangerous wildlife from within the enclosure; * Prevent the escape of any dangerous or venomous wildlife from within the enclosure; and * Ensure the walls of the enclosure are constructed from solid and sturdy materials with no gaps or holes that may allow a person outside the enclosure to protrude any part of their body through the walls. |

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| 12. Checklist | | |
|  | National Police Certificate | A copy of a National Police Certificate issued in the name of the applicant, is required for all commercial wildlife licence applications. This certificate must be issued within two years of date of application. |
|  | Additional information | As specified in Part 11 for all commercial wildlife licence applications except for Wildlife Controller and Taxidermist licences. |
|  | Application signed | Applications which are not signed and dated by the nominee and an appropriate representative of the body coroporate will be considered incomplete. |
| |  | | --- | | 13. Application lodgement |  1. You can lodge your application either:   or **email** to: [wildlifelicensing@delwp.vic.gov.au](mailto:wildlifelicensing@delwp.vic.gov.au)  or **post** to: Permissions Delivery Department of Environment, Land, Water and Planning 475 Mickleham Rd, Attwood VIC 3049   1. Your application will be assessed, which may involve on-site inspection of the specified premises. 2. If your application is approved, a Payment Notice will be sent to you (for payment within 30 days). 3. When your payment details have been confirmed by our Accounts Branch, your Wildlife Licence and hardcopy *Protected Wildlife Record Book* will be posted to you. Please allow for normal Australia Post delivery times.   Please note: If you include an email in your application, we will email your payment notice to that email address. Incomplete or incorrect applications may delay approval of your application. | | |
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