



# Application for a Licence to Catch and Release Reptiles

## *Biodiversity Conservation Act 2016*

Fill out this form to apply for a biodiversity conservation licence under the *Biodiversity Conservation Act 2016* to catch and release reptiles.

Full name:		Date of birth	
Residential address	Address:		
	Suburb/Town:	State:	Postcode:
Postal address (if different from above)	Address		
	Suburb/Town:	State:	Postcode:
Contact phone:	Email:		
I give permission for the Department of Planning, Industry and Environment to list my name and contact phone numbers on the list of reptile handlers on the Department website <input type="checkbox"/> Yes <input type="checkbox"/> No			

Do you presently hold, or have you held, any licences under the *Biodiversity Conservation Act 2016* or *National Parks and Wildlife Act 1974*  Yes  No

If yes, please provide details and licence numbers:

Briefly describe and provide details of your experience (also attach copies of relevant certificates, etc.)

Please justify why a licence should be granted to you and describe the area within which you would provide your services if the licence is granted (attach additional sheets if more room is required)

I do hereby apply for a biodiversity conservation licence under the *Biodiversity Conservation Act 2016* to catch and release **reptiles**.

I attach documentary evidence verifying that I meet the pre-requisite criteria described below. I declare that I have read and understand that the conditions that may apply to the licence, if granted. I declare that all the information provided by me in this application is true and correct.

<b>Signature:</b>	<b>Date:</b>
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## Privacy statement

This application form contains information that identifies you and is defined as personal information under *the NSW Privacy and Personal Information Protection Act 1998*. Your personal information is being collected for the purpose of processing and assessing your application for a biodiversity conservation licence under the *Biodiversity Conservation Act 2016*, Biodiversity Conservation Regulation 2017 or other instruments made under this Act. It is also being collected to allow the Department of Planning, Industry and Environment to administer the licence scheme, including to carry out reporting, auditing and compliance. The Department will only use your personal information for a purpose that is consistent with these purposes. This includes contacting you from time to time about proposed changes to the licence scheme. Consistent with the purpose of collection, the Department may disclose your personal information to the third parties for the purposes of confirming information provided by you in this application, and for compliance and investigation purposes. Your personal information may also be disclosed to a third party under an exemption under privacy law, including in circumstances where disclosure is required for a law enforcement purpose or as part of the investigation functions of an agency. Your personal information will be held by the Department in a secure, government accredited database. You may access and amend your personal information by contacting us – email the Privacy Officer at [privacy@dpie.nsw.gov.au](mailto:privacy@dpie.nsw.gov.au) or telephone on 02 9995 5266.

## Public register

As required by the *Biodiversity Conservation Act 2016*, a public register of biodiversity conservation licences will be published on the Department's website. The public register will **not** include personal information of individuals. Information about the location of plants and animals covered by licences will be restricted to postcode.

## Offences

It is an offence to provide false or misleading information in applications and documents in connection with matters under *the Biodiversity Conservation Act 2016*.

## Documentary Evidence to be appended to this application

In addition to this application, the applicant must provide documentary evidence verifying that he/she meets the following pre-requisite criteria for a reptile catch and release licence. The evidence must verify that the applicant:

1. is over the age of 18 years
2. has undertaken and completed a recognised reptile handling course and/or has at least two years proven experience in the care and/or handling of dangerous venomous snakes
3. holds a current first aid certificate and public liability insurance (if you have an authority under a licensed wildlife rehabilitation group, you may already be covered by the group's insurance)
4. the applicant must supply at least two written references from people who can attest to the applicant's ability, knowledge and experience in the handling of reptiles, including venomous species.

**Processing time:** Applications for a licence to catch and release reptiles will be referred to the local National Parks and Wildlife Service Area office for advice. Applicants should allow a period of six weeks for processing their application.

Applications/enquiries may be directed to:

Wildlife Team, National Parks and Wildlife Service  
Department of Planning, Industry and Environment  
Locked Bag 5022  
Parramatta NSW 2124  
Phone: 02 9585 6406  
Email: [wildlife.licensing@environment.nsw.gov.au](mailto:wildlife.licensing@environment.nsw.gov.au)

<b>For office use only</b>	
Date received by Wildlife Team:	
Area office referred to:	Date referred:
Date report/recommendation received from Area office: Recommending <input type="checkbox"/> Grant <input type="checkbox"/> Refuse	
Registered licence number:	Date applicant notified: