



# Australian Government

## Department of the Environment and Water Resources

Application for assessment as a recognised zoological organisation for the purposes of import and export of wildlife to and from Australia under Part 13A of the *Environment Protection and Biodiversity Conservation Act 1999*

### Important notes

This is not a permit application form. This form may need to be completed by some zoological organisations prior to a permit application for the import or export of CITES species and Australian native species. Only organisations that are open to the general public for the primary, but not necessarily exclusive purpose of educational exhibition of wildlife, can apply to import or export CITES species and Australian native species. If you are unsure whether this form applies to your situation please contact the Department of the Environment and Water Resources (contact details below).

- This form should be used by
  - i) Australian zoological organisations that have not previously applied successfully for permits to import or export wildlife;
  - ii) A zoological organisation that has opened in the past five years;
  - iii) A zoological organisation that has been established for some time but is now under new management;
  - vi) Overseas zoological organisations with no previous history of importing from Australia.

Note: the term zoo is used throughout this form to denote any zoological organisations, including zoological gardens, aquaria and wildlife parks.

- There are severe penalties for knowingly making false or misleading statements in this application.
- Applications that are incomplete or contain insufficient information cannot be assessed. Delays will occur whilst further information is sought from the applicant.
- If you need further information or assistance in completing the application, please phone, fax or email Wildlife Trade Assessments. Contact details are below.

### Lodging the application

This application and supporting documents may be posted to the address below.

### Supporting Documentation

Please ensure that you attach copies of all requested supporting documentation.

Postal Address: The Director  
Wildlife Trade Assessments  
The Department of the Environment and  
Water Resources  
GPO Box 787  
CANBERRA ACT 2601

Telephone: (02) 6274 2880  
Fax: (02) 6274 1921  
Email: wta@environment.gov.au

### Details of Organisation to be Assessed

1. Name of the owner (person, business or organisation) of the facility (zoo) where animals are kept.

2. Official name of the zoo where animals are kept.

3. Full Street Address of the zoo where animals are kept.

Address
City/Suburb
State/Province
Country
Postal code/Zipcode

4. Postal Address (if different to street address).

Address
City/Suburb
State/Province
Country
Postal code/Zipcode

5. Telephone number.

Country code	
Area code	
Number	

6. Fax number.

Country code	
Area code	
Number	

7. Contact email address.

--

Website URL.

--

8. Name of Contact Person.

Title First (given) name

--	--

Family name (Surname)

--

9. Position in organisation.

--

10. Postal address – if different to organisation.

Address
City/Suburb
State/Province
Country
Postal code/Zipcode

11. Contact Details.

Telephone number - work.

Country code	
Area code	
Number	

Telephone number – home/mobile – cell.

Country code	
Area code	
Number	

Fax number

Country code	
Area code	
Number	

Email address.

--

12. Is the zoo privately owned?

No  go to Question 14.

Yes  go to next Question.

13. If the zoo is privately owned has the owner ever been convicted of a criminal offence or declared bankrupt?

No  go to next question.

Yes  provide details.

14. The zoo must be open to the general public. Please provide details.

How many hours per day..... and

How many days per week.....

15. *If outside of Australia:* Please provide the name of National Government Department or Agency specifically responsible for the regulation of zoos and wildlife exhibitions:

Name of Department or Agency.

--

Official Address.

Address
City/Suburb
State/Province
Country
Postal code/Zipcode

Telephone Number.

Country code	
Area code	
Number	

Website URL.

--

16. Please provide a copy of the 'certificate as a registered business', official charter or other relevant document for your Country/ State or Province recognising the existence of the zoo as a public exhibition of wildlife.
17. Please provide copies of all permits relevant to the establishment and operation of the zoo. Include National, State/ Province and Local permits as appropriate.
18. Please provide copies of the relevant certificates of insurance covering the zoo's operation.
19. What is the role and purpose of the zoo? Please provide a copy of the zoo's Mission Statement or other statement of role and purpose.
20. The zoo should have a Business Plan aimed at securing financial viability over the next 5 years. Please provide a copy.
21. Is the zoo an institutional member of a national, regional or international zoo/ wildlife conservation organisation?
- No  go to next question
- Yes  provide details:

Name of organisation
Membership type
Address
Telephone number
Email address.
Website URL

22. Please provide a copy of the zoo's Conservation Policy.
23. Please provide a copy of the zoo's Public Education Policy.

24. The zoo should have a documented Animal Collection Plan listing current and planned species and numbers, along with acquisition/disposition plans, for the next 5 years. Please provide a copy.
25. Please provide an outline the zoo's Animal Acquisition/Disposition/ Breeding Policies, including species selection philosophy.
26. Does the zoo have a plan of future development of facilities that aligns with the Animal Collection Plan?
- No  go to next question.
- Yes  please provide a copy.
27. Outline the zoo's contingency plan for animal care in the event that the zoo is forced to close.
28. Please provide a brief outline of the zoo's approach to animal health management. Include what record keeping systems are used for health, diet, welfare and husbandry management for individual animals.
29. Please provide an outline the zoo's organisational structure showing departmental responsibilities.
30. Please provide details of the expertise and experience that you or the organisation have in handling animals in captivity. Include names and experience of curators, keepers, vets and support staff.
31. Please provide a plan of the zoo including the location of the following:
- General layout
  - Animal hospital and vet facilities
  - Animal quarantine facilities
  - Visitor comfort facilities
32. Please provide images of the facilities in the above list.

33. Please ensure that you have included copies of all relevant documents, in addition to answering the questions above.

Check-list.

Documents provided?	Yes	No
Official Certificate/ Charter		
Permits to operate		
Insurance Certificates		
Mission/ Role Statement		
Business Plan		
Conservation Policy		
Education Policy		
Animal Collection Plan		
Animal Acquisition/ Disposition Policy		
Development Plan		
Outline of Health Management		
Organisational Structure		
Details of expertise		
Map of facilities		
Photos of facilities		

34. Declaration

I declare that the particulars provided by me in this application are true and correct in every detail.

Please Note:

OVERSEAS APPLICANTS: GIVING FALSE OR MISLEADING INFORMATION MAY RESULT IN SANCTIONS AGAINST FUTURE IMPORTATION OF WILDLIFE OR WILDLIFE PRODUCTS FROM AUSTRALIA

AUSTRALIAN APPLICANTS: GIVING FALSE OR MISLEADING INFORMATION IS A SERIOUS OFFENCE

(Criminal Code – Division 137)

Signature of authorised person  
 Authorised persons must be the Chief Executive Officer, owner or other legal signatory for the organisation to be assessed.

Printed name

Position in organisation

Date signed

*Information provided in this application form may be exchanged with other Commonwealth and State agencies for the purposes of administering the EPBC Act and relevant State legislation.*