



Supplementary Form G: Live Animal Imports/Exports

When To Complete This Form

This form needs to be completed if the permit application is for a live mammal, reptile, bird or amphibian (including viable reproductive material) and the import or export is not of a household pet. (If the application is for a household pet then Supplementary Form E should be completed.)

Who Should Complete This Form

This form refers to an applicant and to a recipient.

If an Australian individual or organisation is intending to send an animal overseas, then they should be applying for the export permit. Thus, they will be the 'applicant' and the overseas individual/organisation will be the 'recipient'.

If an Australian individual or organisation is intending to import an animal, then they should be applying for the import permit. In this case they will be both the 'applicant' and the 'recipient'.

If your proposed import or export does not match either of the above scenarios, please contact the Department before completing this form.

How To Complete This Form

- *Section I (Q 1-3) is to be completed by the applicant*
- *Section II (Q 4-8) is to be completed by the recipient*
- *If required, Section III (Q 9-13) is to be completed by the recipient (with an assessment of the responses to Q 9-13 to be provided by the applicant).*

All required sections of this form should be returned along with the Permit Application form to the Department.

Applications that are incomplete or contain insufficient information cannot be assessed. Delays will occur whilst further information is sought from the applicant.

If there is insufficient space on this form to fully address any of the questions please attach additional pages.

A \$150 permit fee is payable (instead of \$30) if an animal welfare assessment of the recipient's facilities is required.

Background

Under the *Environment Protection and Biodiversity Conservation Act 1999*, the Department cannot issue a permit for the export/import of a live specimen which belongs to the class Mammalia (mammals), Amphibia (amphibians), Reptilia (reptiles) or Aves (birds) unless satisfied that:

- (a) the animal will be prepared and transported in a way that is known to result in minimal stress, risk of injury and adverse effect on the health of the animal;
- (b) the person receiving the animal is suitably equipped to manage, confine and care for the animal, including meeting the behavioural and biological needs of the animal;

**Section I:
to be completed by the individual or organisation applying for the permit.**

1. General Information

Species being assessed

Sending person or organisation

Recipient person or organisation

2. *The animal must be prepared and transported in a way that is known to result in minimal stress, risk of injury and adverse effect on the health of the animal*

For animals to be transported by air: will the animal(s) be shipped in a manner that meets the requirements under the International Air Transport Association's "Live Animal Regulations"; or

For all other modes of transport: will the animal(s) be shipped in a manner that meets the requirements under the CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora) guidelines for transport and preparation for shipment of live wild animals and plants?

No It is unlikely that a permit would be issued. Please obtain a copy of the IATA regulations or CITES requirements and make adjustments as necessary.

Yes **Go to next question**

Note: If there is a valid reason why the IATA or CITES requirements are not met then provide the reason and demonstrate that the animal(s) will be transported in a way that addresses the EPBC Act's animal welfare requirements.

3. Declaration to be signed by applicant

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

Name of **applicant** or authorised person (if applicant is an organisation)

Position within organisation (if applicable)

Organisation (if applicable)

Signature of **applicant** or authorised person

Date signed

Section II and Section III (if required) will need to be completed and signed by the recipient, as these sections relate to the animal welfare assessment of the recipient facilities.

Section II is used by the Department to determine if a new welfare assessment is required (which would mean that Section III needs to be completed).

A new assessment may not be required if the recipient facilities have been previously approved by the Department and this approval is still valid. The validity of a previous assessment will depend on:

- The number of years since the facility was assessed;
- Any advances in knowledge or care of the taxon since the assessment; and
- Any standards developed since the assessment.

If a previous approval has been given and is still valid, but changes have been made to the facility, the Department will generally only assess those changes. The Department reserves the right to undertake a complete new assessment if a previously approved facility have been fundamentally altered since approval.

It is advisable for the applicant to contact the Department before submitting their application if they feel that a new assessment may not be required. If the applicant can supply information on the year of previous approval and the nature of any changes, the Department will be able to advise whether a new assessment is required (meaning Section III needs to be completed) or if only the changes to the facilities need to be assessed (details of changes to be provided under Section II).

If a new assessment is required, or if the changes to the facilities impact on animal welfare, a \$150 permit fee (instead of \$30) is payable by the applicant.

Supplementary Form G: Live Animal Imports/Exports (Cont)

Taxon being assessed

Sending person or organisation

Recipient person or organisation

Section II:

to be completed by the recipient (individual or organisation receiving the animal)

4. Do you currently keep any animals of the taxon being applied for?

No **Go to next question**

Yes Attach details on the animals currently kept (number, age, sex etc).

If you have a current Ambassador Agreement for this species, or intend to sign one, you will also need to include details on where the animals were sourced from, any births or deaths of the species at your institution and any transfers of animals from your institution.

Go to next question

5. An animal welfare assessment of the recipient's facilities is necessary for mammals, reptiles, amphibians and birds. An assessment may not be necessary if the facilities have previously been assessed and that assessment is still valid.

Have the facilities where the animal(s) will be kept been previously assessed and approved for the keeping of that taxon by the Department (either under the *Environment Protection and Biodiversity Conservation Act 1999* or the *Wildlife Protection (Regulation of Exports and Imports) Act 1982*)?

No An assessment is required. You will have to complete Section III.

Go to question 8

Yes Section III does not need to be completed at this stage.
The Department reserves the right to request that Section III be completed at a later date, after assessing the answers provided to questions 6 and 7.

Go to next question

6. When were the facilities approved by the Department?

Enter year of approval

The Department will need to assess whether the approval is still valid. Factors that will be considered include;

- Number of years since the facility was assessed;
- Any advances in knowledge or care of the taxon since the assessment; and
- Any standards developed since the assessment.

Go to next question

7. Have any changes been made to the facilities since it was approved by the Department?

No **Go to next question**

Yes Provide details of **all** changes, including diagrams and photographs.

Go to next question

8. Declaration to be signed by recipient

I declare that:

- (a) the particulars provided by me in Section II and Section III (if required to be completed) are true and correct in every detail; and
- (b) I/my organisation will suitably manage, confine and care for the animal(s) to be transferred, including meeting the behavioural and biological needs of the animal(s); and
- (c) if requested by the Department (as a condition of the permit), I/my organisation will not allow the specimen(s) or progeny to be transferred to another institution without the prior written permission of the Department.

Name of **recipient** or authorised person (if recipient is an organisation)

Position within organisation (if applicable)

Organisation (if applicable)

Signature of **recipient** or authorised person

Date signed

Supplementary Form G: Live Animal Imports/Exports (Cont)

Taxon being assessed

Sending person or organisation

Recipient person or organisation

Section III:

to be completed if:

- an assessment was required at Question 5 in Section II; or
- The Department advises that an assessment is needed.

Questions 9-13 are to be completed by the recipient, with an animal welfare assessment of the recipient's responses to be provided by the applicant (note: the applicant and recipient may be the same)

Both the recipient's answers and the applicant's assessment should be clearly labelled and attached to the permit application.

9. Security

Provide details regarding security within the zoo/organisation, in particular:

- the possibility of escape of animal(s) from enclosure.
- factors protecting the animal(s) from unauthorised people and other animals.

10. Facility

- Provide a diagram or map of the facility showing the location of all features, fence lines and detailing the dimensions of the area.
- What are the barrier (fencing/moat etc) arrangements for the facility? (ie type, construction material, height/depth)
- Provide photographs of the completed facility/enclosure showing all aspects and features.
- What shelters (including night quarters) are provided for the animals? What are the dimensions, construction materials, ventilation and internal designs of each shelter? (Please provide diagram and photographs)
- What is the surface type of the facility and shelters? (eg beaten earth, grass, concrete)
- What facilities are provided for the behavioural needs of the animal? (eg climbing, perching, swimming etc)
- What vegetation (especially trees) is present in the facility?
- What drainage is provided within the facility?

- What are the weather conditions of the area? (ie temperatures, humidity etc) Will it be necessary to supply heating/cooling and if so how will this be done?
- How many individual animals will be housed in each enclosure? Describe arrangements and facilities for separating and removing individuals from the enclosure.
- Will any other species be kept in the facility? If so, what species and how many individuals of each species? Any impact on the desired species?

11. Food

- What food will be provided to the animals and in what quantities and how often?
- What arrangements are in place for the supply of fresh water?

12. Management

- What arrangements are in place for waste removal and waste treatment?
- Identify how records on health, feeding etc will be maintained.

13. Staffing

- What experience does the organisation's staff have with the species sought? What training is proposed for staff at the organisation? Outline what veterinary expertise is available in the organisation.

Animal Welfare Assessment

The applicant is responsible for providing an assessment of the recipient's capacity to meet the animal's welfare needs.

The assessment should address the responses given to questions 9-13 relating to Security, Facility, Food, Management and Staffing and be attached to the application.

Reference should be made in the assessment to how the recipient's answers address any applicable State/Territory or Commonwealth Regulations relating to the keeping of the animal.

Who should complete the Assessment?

Where:

- animals are being imported into Australia, the Australian importer should be both the recipient and the applicant.
- an Australian individual or organisation is exporting animals overseas, the applicant should be the Australian exporter whilst the recipient will be the overseas importer.

In both above cases, the **Australian** individual or organisation (as applicant) is responsible for the undertaking of the assessment. Contact the Department if you do not match either of these circumstances or have any queries regarding this assessment.

The assessor must have **direct experience** (such as a veterinarian, keeper or curator) in the housing and care of the taxon to be transferred, or, if the taxon is not currently housed by their institution, it must be someone who will be **directly involved** in the housing and care of the transferred animal(s).

Declaration

The assessment must give the assessor's name and position and must contain the following signed statement indicating whether they consider the facility is appropriate or not appropriate for the additional animals:

"I am satisfied/ not satisfied that **[recipient individual/ organisation]** is suitably equipped to manage, confine and care for **[proposed number]** of **[species name]**, including meeting the behavioural and biological needs of the animal(s)."