



DEPARTMENT OF PLANNING, INDUSTRY AND ENVIRONMENT

# Animal Dealer (Live Reptile) Licence and Registration Certificate

Application for a biodiversity conservation licence and  
registration of premises to trade in live reptiles

## ***Biodiversity Conservation Act 2016 and Biodiversity Conservation Regulation 2017***

### **Definitions for this animal dealer (live reptile) licence class**

**Animal dealer** means a person who buys, sells or trades in native animals and exercises or carries on the business of an animal dealer at a registered premises associated with an animal dealer licence.

**Animal dealer licence** means a class of biodiversity conservation licence granted under Part 2 of the Act authorising a person to buy, sell or trade in native animals.

**Pet shop** means a premise used for the retail sale of animals to the public, excluding residential premises.

**Registered premises** means premises (pet shop) registered under the BC Act and the Regulations at which the holder of an animal dealer licence can buy, sell or trade in native animals.

**Reptile** means a reptile as defined in Schedule 5 of the BC Act.

**The BC Act** means the *Biodiversity Conservation Act 2016*.

**The Regulation** means the Biodiversity Conservation Regulation 2017.

**The Department** means the Department of Planning, Industry and Environment

### **Applicant details**

Surname			
First name			
Address			
Email			
Daytime phone		Mobile phone	
Date of birth			

### **Business details**

Business name	
Are you an existing pet shop owner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ABN number	
Street address	
Postal address	

## Premises details

How many premises do you intend to use as an animal dealer?

There is a fee payable for each additional premises used by an Animal Dealer.

Premises 1	
Street address	
Postal address	

Premises 2	
Street address	
Postal address	

Premises 3	
Street address	
Postal address	

Premises 4	
Street address	
Postal address	

## Supporting evidence

You are required to provide information to support your application. Please complete the following section to help us assess your application.

### Knowledge and skills

1. Specify your knowledge and skills in captive animal management, reptile husbandry (including handling reptiles) and reptile identification.

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2. Provide details of any licences or permits you have held to keep or trade native reptiles in Australia. In your response include the state, licence type/class, licence number, expiry date and reptile species kept/traded.

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### The business and premises

3. Are you a sole trader or have multiple partners? If there are multiple partners please let us know their name and contact details and who will be the nominated licensee.

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4. You must confirm that your premise is in an area zone for trading in live animals.

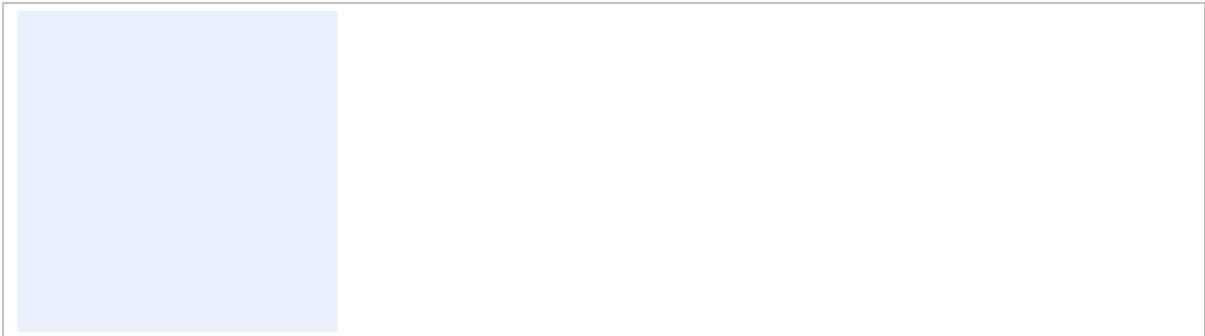
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5. Are any parts of your premises used for residential purposes?

6. Provide a floor plan of the premises for which you are seeking a registration certificate. Indicate each of the following features on the plan: location of all reptile enclosures, species intended to be kept in each enclosure, off-display areas, food preparation and storage areas, climate control systems and security measures.



7. Provide diagrams of the different types and dimensions of enclosures you will use to house reptiles and the species you intend to trade.



8. For each species type enclosure tell us the construction materials, locks, cage furniture, ventilation, heat source, light source, UV source (if required), substrate, water source, water filtration equipment (if required) you intend to use.

### **Animal management**

9. Provide standard operating procedures that detail the following information about the species you intend to trade:

- cleaning of enclosures
- feeding of animals
- quarantine including new arrivals and care of sick and injured animals
- minimising harm to animals from customers and other animals.

10. Provide a daily care checklist proforma you or your staff will use to monitor your reptiles

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11. Provide the contact details of a veterinarian you have arranged to use and measures to manage breeding events.

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## Offences

12. Have you ever been convicted of an offence against the *Biodiversity Conservation Act 2016* or its Regulations, *National Parks and Wildlife Act 1974* or its Regulations, or the *Prevention of Cruelty to Animals Act 1979* or its Regulations or comparable Acts or Regulations in other jurisdictions? If yes, please provide details and explain why this should not prevent you from holding an animal dealer licence.

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## Fee schedule

Animal dealer licences are for terms of three years and are non-refundable.

The fee is **\$2400** for the 3-year term for an animal dealer licence to trade in reptiles plus a registration certificate for one premises.

An additional fee of **\$780** applies for each additional registration certificate.

Number of premises		Total fee payable (\$)	
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## Payment

Enter your credit card payment details below (a merchant fee of 0.4% will be charged to all credit card transactions). Ensure you provide your signature to authorise the transaction. All fields must be completed.

Credit card type:		<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa
Credit card expiry date		CVV	
Credit card number			
Name on card			
Card holder signature			

You may also pay by cheque or money order made payable to Department of Planning, Industry and Environment.

## Declaration

I declare that:

- I am applying for an animal dealer (live reptiles) licence, a class of biodiversity conservation licence under Part 2 of the *Biodiversity Conservation Act 2016*, to buy, sell or trade in native animals.
- I am applying for a registration certificate under the *Biodiversity Conservation Act 2016* and the Biodiversity Conservation Regulations 2017 for the premises specified by me in this application to buy, sell or trade in native animals.
- All the information provided by me in this application and its attachments is true and correct.
- I have read, am familiar with and agree to comply with the requirements of the Department of Planning, Industry and Environment Commercial Trade of Native Animals Policy, the conditions of the Animal Dealer licence and other relevant statutory provisions including, but not limited to, the Animal Welfare Code of Practice – Animals in Pet Shops and Local Government Planning Codes.

Signature of applicant	
Date	

## Privacy statement

This application form contains information that identifies you and is defined as 'personal information' under the NSW *Privacy and Personal Information Act 1998* (PPIP Act). Department of Planning, Industry and Environment collects and manages the personal information you provide in accordance with the PPIP Act. The Department will not use personal information except for purposes listed as exemptions in the PPIP Act.

Information supplied on this form will be used by Department officers to assess your application. Information collected by the Department may be disclosed to third parties for the purposes of confirming information provided by you in this application, and for law enforcement purposes. Personal information collected by the Department will be stored securely and disposed according to the Records Management Policy. You have a right of access to modify and/or update your personal information.

For inquiries about privacy or access to your information, contact a Right to Information Privacy Officer on 9860 1440 or [privacy@dpie.nsw.gov.au](mailto:privacy@dpie.nsw.gov.au)

## Public register

As required by the *Biodiversity Conservation Act 2016*, a public register of wildlife licences will be published on the Department website. The public register will not include personal information of individuals (e.g. name, postal and email address, phone number and date of birth). Information about the location of plants and animals covered by licences will be restricted to post code.

## 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*.

Send your application to:

Wildlife Team  
National Parks and Wildlife Service  
Department of Planning, Industry and Environment  
Locked Bag 5022  
Parramatta NSW 2124

Email: [wildlife.licensing@environment.nsw.gov.au](mailto:wildlife.licensing@environment.nsw.gov.au)

Phone: 02 9585 6406