

# Commercial Wildlife Licence Application Form:

## Game Bird Farmer Licence



The minimum age for applicants of this licence is 18 years of age.

### 1. Your personal details

*Form not valid after 30 June 2019*

Mr/Mrs/Ms	First Name	Other Given Names	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Gender		Telephone No.
<input type="text"/>	<input type="text" value="Male/Female"/>		<input type="text"/>

### 2. Residential Address

Property name (name of house, farm or building if applicable)	Flat/Unit/Street No.	Street name
<input type="text"/>	<input type="text"/>	<input type="text"/>
City / Suburb / Town	State	Post Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 3. Trading as (A business name can be associated with a licence issued to the above-named Natural Person)

Registered business name	ABN
<input type="text"/>	<input type="text"/>

### 4. Specified premises (It is a regulatory requirement that the premises where the birds will be released for hunting are included as the specified premises for the Wildlife Licence. A specified premises may consist of multiple adjoining crown allotments. For more information, see the 'Additional information' page below).

Property name (name of house, farm or building if applicable)	Street No./Crown Allotment No.	Street name
<input type="text"/>	<input type="text"/>	<input type="text"/>
City / Suburb / Town	State	Post Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 5. Business postal address (If the same as the specified premises above please write 'As above')

Property name (name of house, farm or building if applicable)	Flat/Unit/Street No.	Street name
<input type="text"/>	<input type="text"/>	<input type="text"/>
City / Suburb / Town	State	Post Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 6. Business contact

Primary business telephone	Other	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

GMA OFFICE USE ONLY

Date Paid:	Amount Paid: \$	Office:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Receipt No:		
<input type="text"/>		

## 7. Prior offences

Have you been found guilty of any offence in Victoria under the *Wildlife Act 1975* or the *Prevention of Cruelty to Animals Act 1986* during the last 10 years? If "Yes", give details below:

(Please tick a box)

Yes  No

## 8. Register of employees (Please attach a separate sheet if more than two employees are to be nominated)

### Employee 1

Employee name	Date of birth (DD/MM/YYYY)	Gender	Private telephone number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Role/Position			Start date
<input type="text"/>			<input type="text"/>
Residential Address	<input type="text"/>		

### Employee 2

Employee name	Date of birth (DD/MM/YYYY)	Gender	Private telephone number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Role/Position			Start date
<input type="text"/>			<input type="text"/>
Residential Address	<input type="text"/>		

## 9. Checklist

- National Police Certificate      A copy of a NPC issued within the past 2 years is required for this licence application.
- Management Plan                  Refer to section 10 (below).

## 10. Additional information

Applicants must respond to the following requests for information and attach supporting documentation where required. This information should include:

- A plan of the specified premises showing the hunting area and size (ha), all buildings, fences, yards and roads (refer to the 'Additional information' page below).
- Where multiple adjoining properties are to be used for hunting, a copy of the property title, including title diagram, for each adjoining property showing Title Volume and Folio number. For more information on property titles go to [www.landata.vic.gov.au](http://www.landata.vic.gov.au)
- Where birds are to be bred in captivity on the licenced premises, details of enclosure design and specifications, materials to be used in construction of facilities, enclosure layout, holding pens, shelters, watering and feeding facilities and numbers and species of birds to be held in each enclosure.
- Details of how birds not taken during the hunt are to be recovered.

## 11. Collection, use and disclosure of personal and business contact information

### Privacy and Data Protection Act 2014

The Game Management Authority (GMA) is committed to protecting your Personal Information according to the principles set out in the Victorian *Privacy and Data Protection Act 2014*. This Privacy Statement applies to the collection and use of personal information, voluntarily provided by you, in relation to administration of licences and permits administered under the *Wildlife Act 1975*.

You may apply for access to your personal information at any time to confirm that it is accurate and up to date, upon payment of a prescribed fee (if any). Enquires should be directed to the DEDJTR Privacy Officer at [privacy@ecodev.vic.gov.au](mailto:privacy@ecodev.vic.gov.au).

**A licence or permit may not be issued if the information required is not provided.**

### Disclosure of business details

Details of this application for a wildlife licence will be stored on a database held by GMA and, if your application is successful, your business details (including Contact Person, Business 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

## 12. Declaration by applicant

*"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 section 11."*

Signature of Licence Applicant

Date

Telephone No. and area code

**Completed applications should be sent to:**

**Game Licensing Service**

**GPO Box 4509**

**MELBOURNE VIC 3001**

**Note: Do not send payment with this application. If successful, you will be invoiced for the licence fee.**

# Guide to obtaining a Game Bird Farmer Licence

## Contacts

Game Licensing Service  
Game Management Authority  
PO Box 4509, Melbourne VIC 3001

GMA Customer Contact Centre 136 186

## General information

**Different laws apply in each Australian State and Territory with respect to wildlife.** Consequently, the wildlife laws of other States and Territories do not necessarily apply in Victoria. If in doubt, call the GMA Customer Contact Centre.

## Common expiry date

Game Bird Farmer Licences have a common expiry date of 30 June. Your first licence will be issued on a monthly *pro-rata* basis for the period remaining to 30 June. However, if you apply for a licence in April, May or June, your licence will be issued to 30 June the following year.

## Game bird farmer licence application process

- Please do not include payment with your application. If your application is successful, you will be invoiced for payment of the appropriate licence fee.
- All Game Bird Farmer applications will be subject to an inspection and interview by a GMA Game Officer. This will be an on-site inspection of the proposed hunting premises.
- Game Officers will discuss operation of the licence with you and conduct an onsite inspection of the proposed premises so that you understand your entitlements and obligations under the licence and to ensure that the premises are suitable for the purpose of the licence.
- You should be aware that this process may identify issues that you will have to address before your application can be considered further.
- The application process can be expected to take around 6 to 8 weeks.

*Note: Any application that is not finalised within six months of the lodgement date will automatically lapse and a new application will be required if you wish to continue.*

## Other permission

A Wildlife Licence issued under Section 22 of the *Wildlife Act 1975* does not absolve the need to comply with any other laws of Victoria, your local government, or the Commonwealth.

## National police certificate

Provision is made under Section 23(1)(a) of the *Wildlife Act 1975* for the Secretary to refuse to grant an application if (for example) the applicant is 'not a fit and proper person'. For this reason, any application for a Game Bird Farmer Licence must be supported by a copy of 'National Police Certificate', issued within the last two years. **This can be obtained from Victoria Police, by completing VP Form 820A 'Consent to check and release National Police Record', which is available from your local Police Station, or online from [www.police.vic.gov.au](http://www.police.vic.gov.au). Please note, only a copy of a 'National Name Check' is required.** When you receive your National Police Certificate, you should attach a copy to your Game Bird Farmer Licence application before lodgement. GMA will only take into account those matters relevant to the type of licence you are applying for; see the 'Privacy and personal information' section 11 on page 2.

## Your obligations

### Record Keeping

If your application for a licence is successful, you will receive a *Protected Wildlife Record Book*. This helps guard against the illegal exploitation of wildlife.

- Record entries in the book by the close of the same business day; instructions are included in the Record Book.
- You must keep your record book in a safe and secure place at the premises specified in the licence; it is a permanent record of all activity involving your wildlife. *Do not remove any pages*; an administrative fee may be charged for the replacement of lost or damaged Record Books.
- Failure to keep accurate and up-to-date records is an offence under the *Wildlife Act 1975*.

### Return Forms

The Wildlife Regulations 2013 require licence holders to submit an annual Return Form. The information contained in these returns gives a State-wide overview of wildlife possession and trade and is used to help with wildlife management.

- You must submit a completed Return Form by no later than 14 April each year, showing details of all birds released for hunting during the twelve-month period ending 31 March.
- Even if you do not release any birds for hunting, you must submit a Return Form each year for as long as you hold a current wildlife licence.
- You must keep a legible copy of each Return Form in a safe and secure place at the premises specified in the licence.

### Register of Employees

The Licence Holder must inform the GMA of any changes to employee details or changes in employee status within 10 business days of any person start and/or ending employment with the Licence Holder.

### Correct Details

If any details on a licence are incorrect, or if they change (e.g. you move house), you must notify GMA using the 'Licence Amendment form' within 10 business days of any change. A new licence will be posted to you. Once you have received your new licence, you should destroy the old one. A Licence Amendment Form is available for this purpose and can be obtained from [www.gma.vic.gov.au](http://www.gma.vic.gov.au) or by calling 136 186.

## Additional information

The Wildlife Regulations 2013 include specific permit conditions for each type of relevant Commercial Wildlife Licence. Anyone possessing wildlife should familiarise themselves with the relevant licensing provisions and conditions of the *Wildlife Act 1975* and the Wildlife Regulations 2013, including any subsequent amendments.

## Other legal obligations

Licencees must comply with all requirements of the *Wildlife Act 1975*, the *Wildlife Regulations 2013*, wildlife licence conditions and all relevant Commonwealth, State or Local Government laws.

## Choosing the right licence

Please ensure that you have the right licence for the commercial activity you wish to undertake. The utilisation of wildlife for Indigenous cultural purposes may be separately authorised under Section 28A(1)(e) of the *Wildlife Act 1975*. To display or demonstrate non-indigenous wildlife, a Pest Animal Permit under the *Catchment and Land Protection Act 1994* may be required. Further information is available from the Customer Contact Centre on 136 186.

## A valid licence

Wildlife must not be released for hunting until the appropriate licence has been obtained. Even if your cheque or money order has been banked, you are not authorised to conduct any hunts until you have received your licence.

## Specified premises

Any wildlife released for hunting under the licence must only be released at the specified premises listed in the licence (unless specifically allowed by the Wildlife Regulations 2013).

A specified premises may consist of multiple adjoining crown allotments. All approved crown allotments will be recorded under the specified premises listed in the licence.

If your specified premises consists of multiple adjoining properties, you must provide the GMA with a copy of all relevant property titles which will show the Title Volume and Folio numbers for each property.

## Licence cannot be transferred

A wildlife licence held by a Natural Person cannot be transferred to any other person.

## Licences are renewable

All licences are renewable on an annual basis, but it is the responsibility of the licence holder to ensure that the licence remains current. A renewal notice will be produced approximately six weeks prior to the June expiry date.

## Renewal is conditional

However, a renewal notice will not be produced if the licence holder has not submitted a *Return Form*, for the period ending 31 March.

## Work experience students

For the purpose of vocational training (work experience), the Victorian Department of Education and Training has identified *Veterinary Parks and Wildlife* as a high risk industry. Pupils are prohibited from handling animals but may prepare feeds and work in the office while under supervision (after appropriate induction & training). Information is available on line at [www.education.vic.gov.au](http://www.education.vic.gov.au).

## Age restrictions

Commercial wildlife licences will not be issued to persons under 18 years of age.

## Game Officers

### Protecting our wildlife resources

Game Officers ("Authorised officers") may inspect wildlife held by any person. They may also inspect wildlife Record Books and any other documentation associated with keeping and trading wildlife. Mostly, inspections are conducted by uniformed officers (but not always) and they will show you official identification. If identification is not offered, you should ask to see it.

If you are requested to participate in an inspection it does not mean that you have done anything wrong. Inspections are often conducted to monitor general trends in wildlife licence holders. As a wildlife licence holder you have certain rights and obligations.

## Licence Conditions

Commercial wildlife licences are subject to the Wildlife Regulations 2013. Additional conditions, specific to the Game Bird Farmer Licence are listed below.

### Game Bird Farmer Licence

1. A Game Bird Farmer Licence authorises the licence holder to possess, keep, breed, buy, sell, destroy and dispose of any specified birds that have been bred in captivity for the purpose of hunting.
2. Not release specified birds in an area on the premises specified in the licence where the hunting area is less than 100 hectares.
3. Comply with any applicable code of practice made under the *Prevention of Cruelty to Animals Act 1986* or the *Domestic Animals Act 1994*.
4. Ensure that all employees of the licence holder are aware of and competent in, the scope of the activities which may be undertaken on behalf of the licence holder under the wildlife licence.
5. Provide a copy of the wildlife licence to an employee before that employee can undertake any activity on behalf of the licence holder under that licence.

### Licence Fees

The fee in the table below is indicative only as it will be calculated on a pro-rata basis from the date which an application is approved. Please do not send payment with your application. If successful, you will be invoiced for the licence fee. Where appropriate, figures are rounded-down to the nearest 10 cents. Wildlife Licence fees are exempt from the Goods & Services Tax (GST).

Commercial Licence Type	1 year licence	3 year licence
Wildlife Game Bird Farmer	\$710.90	\$1,706.20

**Note:** You cannot release any specified birds until you receive your Wildlife Licence and Non-indigenous Game Bird Record Book.

Specified Birds that may be released for hunting by the holder of a Game Bird Farmer Licence as defined in the *Wildlife Act 1975*

#### Specified Birds

Pheasant—all taxa	<i>Phasianus spp</i>
Partridge—all taxa	<i>Perdix spp. Alectoris spp.</i>
European/Japanese Quail	<i>Coturnix coturnix</i>
Californian Quail	<i>Callipepla californica</i>

#### Information Privacy

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The GMA will not discuss your licence or disclose your personal information to any other person, except by prior arrangement. In certain circumstances, you may require a third-party to make licence enquiries or deal with GMA on your behalf. A **Proxy Nomination Form** is available for this purpose. To obtain this form please contact the Customer Contact Centre on 136 186.

Please direct licence enquiries to our Customer Contact Centre on 136-186, (between 8am & 6pm), Monday to Friday.



**Hunting's future depends on you – hunt responsibly**

**Don't tolerate illegal hunting – call 136 186**