

How to User Guide

Nature Conservation (Animals) Regulations 2020

Department of Environment and Science – Online Services

- How to amend a Standard, Specialised or Advanced Licence

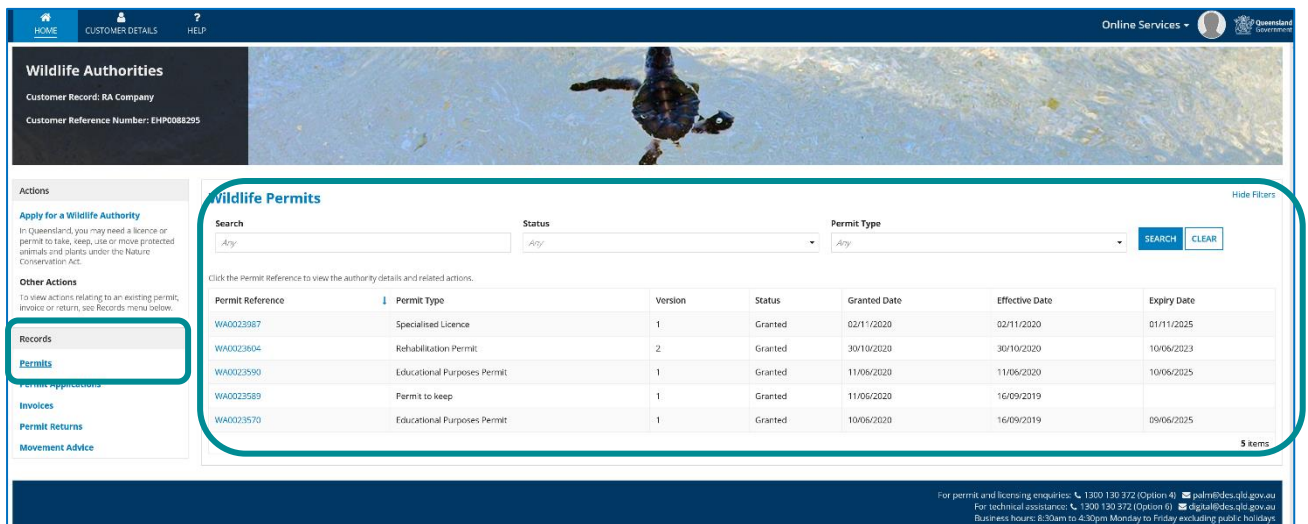
The images and screenshots used in this guide are for demonstration purposes only and may differ from the screens and images that you see when using Online Services.

Table of Contents

1	How to find the Standard, Specialised or Advanced Licence you wish to amend	3
2	Modify Permit Screen.....	5
3	How to amend your Standard / Specialised / Advanced Licence	5
3.1	Terms and Conditions Screen.....	6
3.2	Activity Selection Screen.....	7
3.3	Codes of Practice Screen	9
3.4	Location Selection Screen	10
3.5	Amending the location for the Standard / Specialised / Advanced Licence	10
3.6	Assign Activity to Selection Screen.....	13
3.7	Questionnaire on Wildlife Suitability.....	13
3.8	Questionnaire on Dangerous Animals	14
3.9	Nominate Person in Charge Screen	15
3.10	Permit Application Contact Details Screen	17
3.11	Upload Documents Screen	18
3.12	Fees payable as a result of permit amendments	18
3.13	Review Wildlife Authority Screen	19
3.14	Permit Confirmation Screen.....	20
3.15	Application Lodgement Confirmation Screen.....	21
3.16	How to view the amended licence.....	21
	Want more information or Need Help?	22

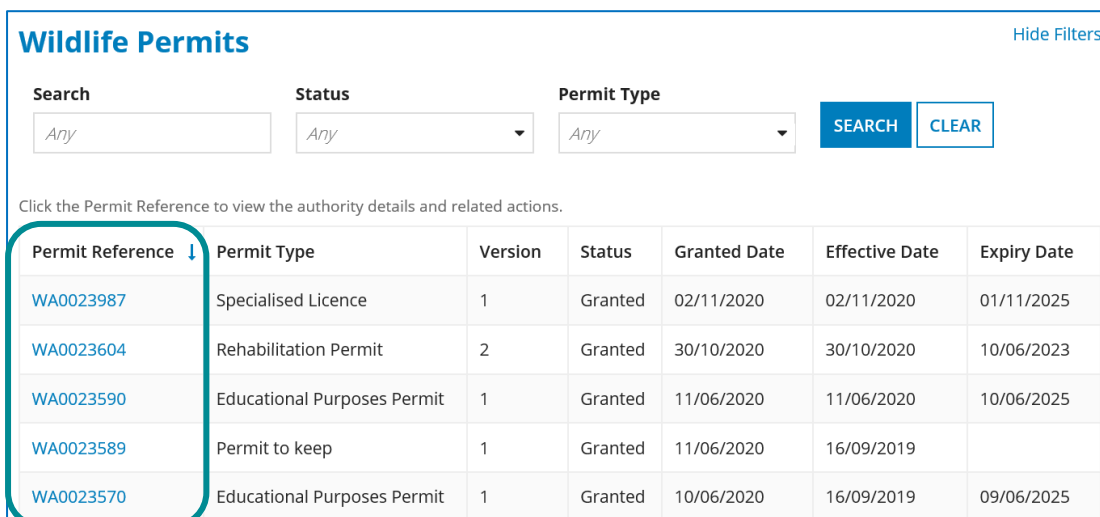
1 How to find the Standard, Specialised or Advanced Licence you wish to amend

After logging in, go to Wildlife Authorities and click on **Permits**.



For more information on searching for permits, please see the user guide [Getting Started](#). All user guides relating to the new Online Services interface will be located on <https://www.business.qld.gov.au/running-business/environment/online-services>.

Click on the blue hyperlink for the Standard, Specialised or Advanced licence you wish to amend.



This brings up the **Permit Summary screen** as shown below.

Click on **MODIFY PERMIT**.

News Tasks **Records** Reports Actions

Records / Permits

MODIFY PERMIT
AGENT PERMIT MANAGEMENT

Permit Reference: WA0023888 | Version: 1

Summary
Record Book
Financial Summary
News
Related Actions

General Information

Permit Number WA0023888	Authority type WA
Industry sector	Expiry date 22/07/2025
Effective Date 23/07/2020	Permit Type Specialised Licence
Status Granted	Version 1

Holder Information

Permit Holder	RSO Status
Lucy Bell	

Contact Information

Contact Name	Contact Phone Number	Party Contact Email
Lucy Bell	0409647345	lucy.test@mailinator.com

Person In Charge

Name	Mobile Phone	Home Phone	Office Phone	Facsimile Number	Email
Lucy Bell	+61 409 647 345	+61 07 4567 2387			lucy.test@mailinator.com

Addresses

Type	Details
Registered/Residential Address	4 Pandorea Cct NORTH LAKES QLD 4509 Australia
Postal Address	4 Pandorea Cct NORTH LAKES QLD 4509 Australia

Activity/Location

Activity
Keep and use live Class 1 and Class 2 animals Non-dangerous animals -

Location Reference	Location Name
LOC056080	4 Pandorea Cct NORTH LAKES QLD 4509

Activity Selection(s)

Code of Practice	Complied
<ul style="list-style-type: none"> • Code of Practice - Captive reptile and amphibian husbandry • Code of Practice Aviculture 	Yes

Permit Version History

Action	Granted Date	Created Date	Effective Date	Reason	Version	Status	Related Application
Grant	23/07/2020	23/07/2020	23/07/2020	Granted Application	1	Granted	APP0054592

Documents

Download	Name	Reference	Type	Subtype	Date created
	DOC00500149	DOC00500149	Permit Information Notice	Information Sheet	23/07/2020 10:47
	DOC00500147	DOC00500147	Permit Certificate	Permit	23/07/2020 10:47
	DOC00500145	DOC00500145	Permit Information Notice	Decision Notice	23/07/2020 10:47

2 Modify Permit Screen

Permit Reference: WA0023888 | Version: 1

Summary Record Book Financial Summary News **Related Actions**

Modify Permit - WA0023888

Instructions

While Connect will be continually updated with new functions, any permit modification application type not yet listed below can be accessed [here](#).

Application Types

Choose the application type you want to apply for *

Amend Permit

Update Person In Charge / Site Contact

CANCEL **SUBMIT**

This screen allows you to select either:

- Amend Permit; or
- Update Person in Charge / Site Contact

3 How to amend your Standard / Specialised / Advanced Licence

Modify Permit - WA0023888

Instructions

While Connect will be continually updated with new functions, any permit modification application type not yet listed below can be accessed [here](#).

Application Types

Choose the application type you want to apply for *

Amend Permit

Update Person In Charge / Site Contact

CANCEL **NEXT**

If you want to amend any of the following, choose **Amend Permit** and click **NEXT**:

- Licence type e.g. upgrading from a Standard / Specialised to Specialised / Advanced (Please note: amendment applications only allow **upgrades** of licence type); and/or
- Sub-activity e.g. upgrading from Non-dangerous animals to Dangerous animals; and/or
- Activity Location and/or
- Person in Charge.

If you are wishing to downgrade a licence it is recommended that you downgrade when renewing the licence as no refund of fees apply if downgrading outside of licence renewal time.

If you only need to update the Person in Charge / Site Contact for your existing Licence, please click the **Update Person in Charge / Site Contact** option.

3.1 Terms and Conditions Screen

Records / Permits
Permit Reference: WA0023888 | Version: 1

Summary Record Book Financial Summary News **Related Actions**

WA Permit Application

Terms and Conditions

Permits, licences and authorities

Queensland's native wildlife is protected by legislation that aims to conserve biodiversity by protecting native plants and animals and their habitat. All native birds, reptiles, mammals and amphibians are protected, along with some invertebrates (certain butterflies, spiders and scorpions), freshwater fish and the grey nurse shark.

Other aquatic species are protected by the [Department of Agriculture and Fisheries](#), the [Great Barrier Reef Marine Park Authority](#) and the Australian Government.

A licensing system helps us protect native wildlife species. By regulating the sustainable taking, keeping, using or moving of native animals we contribute to the maintenance of viable wild populations of plants and animals.

The type of approval(s) you will need depends upon a number of things, including:

- The nature and purpose of your proposed activity;
- The tenure of the area in which you intend to undertake your activity; and
- The species of wildlife concerned.

To apply for permits:

- within the protected area estate (except nature refuges and special wildlife reserves) as defined in the Act (e.g. national park, national park [Aboriginal land], national park [Torres Strait Island land] etc); or
- within a marine park under the Marine Parks Act 2004; or
- within State forest estate under the Forestry Act 1959 (e.g. state forests and timber reserves) please contact the Queensland Parks and Wildlife Service and Partnerships (QPWS&P) at Parkaccess@des.qld.gov.au.

Note: Corporations must have an office in Queensland to be eligible to apply for an authority. The Nature Conservation Act 1992 and the subordinate Nature Conservation Regulations may be found on-line on the [Office of Queensland Parliamentary Counsel website](#).

Privacy statement for wildlife permits

The information you provide, assists the Department of Environment and Science (DES) in administering animals and plant licences, permits and authorities granted under the Nature Conservation Act 1992.

Some information may be provided to the Departments of Agriculture and Fisheries; Queensland Health; Queensland Police Service and the Australian Defence Force in order to investigate biosecurity or health issues or allegations of unlawful activity.

Some information, where relevant, may also be sent to non-government organisations such as the RSPCA Qld and the Queensland Wildlife Rehabilitation Council for the purpose of improving standards of native animal care.

Personal information in relation to your permit will not be disclosed to any other parties without your consent, unless authorised or required by law.

More information on our commitment to privacy is available on our [website](#). For specific privacy information or enquiries please email privacy@des.qld.gov.au. For queries concerning wildlife activities, please email: wildlife@des.qld.gov.au

CANCEL **ACCEPT**

Read the Wildlife Authority **Terms and Conditions** and click **ACCEPT**.

3.2 Activity Selection Screen

WA Permit Amendment APP0054670
Activity Selection

Progress: Add applicants | **Add activities** | Add locations | Answer questions | Set effective date | Add contacts | View Summary | Add payment

Application Summary

Application Reference: APP0054670	Stage: Pre-submission
Authority Type: Wildlife Authority	Status: To be completed
Permit Type: Specialised Licence	Effective Date:
	Related Permit: WA0023888

Activity Guideline(s)

This licence permits you to keep a maximum of 50 vertebrate class 1 and class 2 animals (birds, reptiles, amphibians) and an unlimited number of protected scorpions and spiders. You are not permitted to keep any dangerous animals under this licence. You can allow these animals to breed, provided you do not exceed the maximum permissible number of animals. You require permission from the department if you wish to dispose (e.g. sell or give away) an animal within 6 months of acquiring it.

Select Activity

+ Show Help

Your current selections prohibit you from adding more activities, show help for more details

Selected Activities

Activity	Sub-Activity	Remove from selection
Keep and use live Class 1 and Class 2 animals	Non-dangerous animals -	X

I have read and understood the guidelines for the permit activity I have selected.

CANCEL **NEXT**

Review the **Activity Selection** screen and **Selected Activities**.

AMEND SELECTED ACTIVITY HERE IN THIS SCREEN

e.g. Amend from Specialised Non-Dangerous to Dangerous

To amend the permit type and activity click the X under '**Remove from selection button**'.

This will take you back to the **Activity Selection** screen.

WA Permit Amendment APP0054711

Activity Selection

[Add applicants](#) **Add activities** [Add locations](#) [Answer questions](#) [Set effective date](#) [Add contacts](#) [View Summary](#) [Add payment](#)

Application Summary

Application Reference: APP0054711	Stage: Pre-submission
Authority Type: Wildlife Authority	Status: To be completed
Permit Type: Specialised Licence	Effective Date:
	Related Permit: WA0023888

Select Activity

+ Show Help

Permit

--Select a category--

You will then be asked to reselect the permit type and activity/sub activity again.

Select Activity

+ Show Help

Permit

Specialised Licence

Activity

Keep and use live Class 1 and Class 2 animals

Sub-activity

Dangerous animals

Click **ADD TO SELECTION AND NEXT**.

You will then be asked to accept the activity guidelines for the permit type/activity selected.

Activity Guideline(s)

This licence permits you to keep a maximum of 50 vertebrate class 1 and class 2 animals (birds, reptiles, amphibians) and an unlimited number of protected scorpions and spiders. This licence will permit the keeping of dangerous animals. You can allow these animals to breed, provided you do not exceed the maximum permissible number of animals. You require permission from the department if you wish to dispose (e.g. sell or give away) an animal within 6 months of acquiring it.

Select Activity

+ Show Help

Your current selections prohibit you from adding more activities, show help for more details

Selected Activities

Activity	Sub-Activity	Remove from selection
Keep and use live Class 1 and Class 2 animals	Dangerous animals -	✗

I have read and understood the guidelines for the permit activity I have selected.

CANCEL **NEXT**

3.3 Codes of Practice Screen

Records / Permits
Permit Reference: WA0023888 | Version: 1

Summary Record Book Financial Summary News **Related Actions**

WA Permit Application APP0054670
 Permit Activity Code of Practice

Add applicants Add activities Add locations Answer questions Set effective date Add contacts View Summary Add payment

Activity Selection(s)

Activity	Sub-Activity	Code of Practice	I can comply with the Code of Practice
Keep and use live Class 1 and Class 2 animals	Non-dangerous animals	<ul style="list-style-type: none"> Code of Practice - Captive reptile and amphibian husbandry Code of Practice Aviculture 	<input checked="" type="radio"/> Yes <input type="radio"/> No

GO BACK **CANCEL** **NEXT**

You need to read and review the applicable Codes of Practice and will be asked if you can comply with these Codes of Practice.

Click **YES** and **NEXT**.

Please Note: If you choose to answer **no**, a message will appear that states, ‘A wildlife licence cannot be granted if you do not comply with the Code of Practice’. You will not be able to proceed further with your application

3.4 Location Selection Screen

Summary Record Book Financial Summary News **Related Actions**

[SAVE DRAFT](#)

WA Permit Application APP0054670

Location Selection

[Add applicants](#) [Add activities](#) **[Add locations](#)** [Answer questions](#) [Set effective date](#) [Add contacts](#) [View Summary](#) [Add payment](#)

Application Summary

Application Reference: APP0054670 **Stage:** Pre-submission
Authority Type: Wildlife Authority **Status:** To be completed
Permit Type: Specialised Licence **Effective Date:**
Related Permit: WA0023888

Location Guideline(s)

Provide the physical address where the animals are to be kept. This address can be either a street address or a lot on plan but it must not be a post office box. This authority can be granted for one place only.

Location

Residential Address of applicant: 4 Pandorea Cct NORTH LAKES QLD 4509

Activity takes place at a different location

[GO BACK](#) [CANCEL](#) [NEXT](#)

You will now be asked to confirm the physical address of where the animals are to be kept. The wildlife authority can be granted for one location only.

If the activity location remains the same click **NEXT**.

3.5 Amending the location for the Standard / Specialised / Advanced Licence

AMEND LOCATION ON THIS SCREEN

If you need to amend the location where the activity will take place, click **Activity takes place at a different location**.

SAVE DRAFT

WA Permit Application APP0054391

Location Selection

Add applicants Add activities **Add locations** Answer questions Set effective date Add contacts View Summary Add payment

Application Summary

Application Reference: APP0054391	Stage: Pre-submission
Authority Type: Wildlife Authority	Status: To be completed
	Effective Date:

Location Guideline(s)

Provide the physical address where the animals are to be kept. This address can be either a street address or a lot on plan but it must not be a post office box. This authority can be granted for one place only.

Location

Residential Address of applicant: 2 Bos Dr COOMERA QLD 4209

Activity takes place at a different location

Add Location

Location Type: -- Select a Value --

GO BACK CANCEL NEXT

Under 'Add Location' you have a choice of adding in a **physical street address** or **Lot on Plan**.

Select the **Location Type** and type in an address or lot on plan and click on **Search Address**.

Select an address from **Results** or check box next to **Address not found** if the physical address or lot number is not found.

You will be able to enter the physical address or lot number in manually.

Location

Residential Address of applicant 2 Bos Dr COOMERA QLD 4209

Activity takes place at a different location

Add Location

Location Type Physical street address

Physical Street Address

Address Coomera Green 26 Fortune St

SEARCH ADDRESS

Results	Address line	Locality	State	Postcode
<input checked="" type="checkbox"/>	26 Fortune St	COOMERA	QLD	4209
<input type="checkbox"/>	26 Fortune St	NARROGIN	WA	6312
<input type="checkbox"/>	26 Fortune St	SCARBOROUGH	QLD	4020
<input type="checkbox"/>	26A Fortune St	SCARBOROUGH	QLD	4020
<input type="checkbox"/>	26 Fortune St	SOUTH PERTH	WA	6151
<input type="checkbox"/>	26 Fortune St	SPRINGFIELD LAKES	QLD	4300
<input type="checkbox"/>	26 Fortune St	TRUGANINA	VIC	3029
<input type="checkbox"/>	Unit 1 26 Fortune St	COOMERA	QLD	4209

< 1 - 8 of 35 >

Address not found
Select an address from the grid above, or select 'Address not found'

ADD

Once the address or lot number is selected and added, the ‘**Assign activity to Location**’ screen will appear. Click **Add** to add the new location to the amendment application.

Please indicate for the activities you have selected which locations they are occurring on

Add applicants Add activities **Add locations** Answer questions Set effective date Add contacts View Summary Add payment

Assign Activity to Location

Activity	Location
Standard Licence Keep & use live Class 1 animals	<input checked="" type="checkbox"/> Coomera Green 26 Fortune St COOMERA QLD 4209

GO BACK **CANCEL** **NEXT**

Click **NEXT**.

3.6 Assign Activity to Selection Screen

Please indicate for the activities you have selected which locations they are occurring on

Add applicants Add activities **Add locations** Answer questions Set effective date Add contacts View Summary Add payment

Assign Activity to Location

Activity	Location
Standard Licence Keep & use live Class 1 animals	<input checked="" type="checkbox"/> Coomera Green 26 Fortune St COOMERA QLD 4209

GO BACK CANCEL NEXT

Once the address or lot number is selected and added or has been amended in the previous screen, the **'Assign activity to Location'** screen will appear.

Click **NEXT** to assign the selected activity to the location added.

3.7 Questionnaire on Wildlife Suitability

Permit Application
Questionnaire on Wildlife Suitability

Permit Application - Complete Wildlife Suitability: APP0054670
View Dashboard

Permit Application Questions

Question 1 of 1 100%

During the past three (3) years, have you been convicted of: (a) an offence against the Nature Conservation Act 1992, or (b) an animal welfare offence under the Animal Care and Protection Act 2001, or (c) an offence relating to wildlife against another Act, or an offence, however described, equivalent to an offence mentioned under (a) or (b) in another state or country?

Yes (You will be contacted by an assessment officer)
 No

GO BACK CANCEL NEXT

In this screen, you will now be presented with the **question on Wildlife Suitability**. You must answer this question to be able to proceed with the lodgement of your amendment application.

Click either **YES** or **NO**.

3.8 Questionnaire on Dangerous Animals

[SAVE DRAFT](#)

Permit Application

Questionnaire on Dangerous Animals

Permit Application Reference - Complete Dangerous Animals Questions: APP0054547

Have you successfully completed an accredited training course in venomous snake handling?
 Yes No

If you click **YES** you are required to attach the snake handling certificate here

Snake Handling Course Certificate. [?](#)

[Drop files here](#)

Do you currently hold an accredited first aid course? *
 Yes No

If you click **YES** you are required to attach the first aid certificate

First Aid Course Certificate(s). [?](#)

[Drop files here](#)

Please outline your experience with keeping venomous snakes. *

You are required to answer this question

0/1500

Please describe the safety procedures you will apply when handling or moving venomous snakes. *

You are required to answer this question

0/1500

Please provide photos of your wildlife/snake enclosures and safety procedures (e.g. safety/warning signs on doors). [?](#) *

[Drop files here](#)

What security procedures do you have/will you have in place for keeping venomous snakes? Provide photos of secure enclosures and tools used to handle venomous snakes. *

You are required to answer this question

0/1500

Photos of secure enclosures and tools used to handle venomous snakes. [?](#) *

[Drop files here](#)

You are required to attach photos here

Please provide the name, contact details and a signed referee report from a former or current employer, and/or an authorised person who keeps restricted reptiles under an approved Wildlife Authority issued by the Department who has supervised you safely handling and maintaining venomous snakes, this person must be able to attest to their own ability in handling venomous snakes. *

You are required to answer this question

0/1500

Signed referee report. [?](#) *

[Drop files here](#)

You are required to attach a signed referee report

Do you intend to breed venomous snakes under this permit if it is granted? Please note that exceeding the quantity of animals authorised on this authority under any circumstances is an offence under the legislation which will result in a compliance action. *
 Yes No

If you don't currently keep snakes check this box

Please provide a list of all snakes currently in your possession. Add to the table below or upload a list.

I do not currently keep any snakes.

Common Name - Scientific Name ?	Alternate Common Name	Alternate Scientific Name	Quantity ?
No items available			

[Add New Entry](#)

List of snakes currently kept. [?](#) *

[Drop files here](#)

You are required to attach a list snakes currently kept here or type in their names above

NEXT

QUESTIONNAIRE ON DANGEROUS ANIMALS ON THIS SCREEN

If you are applying to amend your Specialised or Advanced Licence to be permitted to keep dangerous animals, you will be asked to complete this questionnaire and attach the required documentation.

Please note: You are required to add all relevant documentation and photos before the amendment application will proceed to the next screen.

3.9 Nominate Person in Charge Screen

Permit Reference: WA0023888 | Version: 1

Summary Record Book Financial Summary News **Related Actions**

SAVE DRAFT

Permit Application

Nominate Person in Charge

Add applicants Add activities Add locations Answer questions Set effective date **Add contacts** View Summary Add payment

Application Summary

Application Reference: APP0054670	Industry Sector: Wildlife
Authority Type: Wildlife Authority	Stage: Pre-submission
Permit Type: Specialised Licence	Status: To be completed
	Effective Date:
	Related Permit: WA0023888

Person in Charge

Details of the person nominated to be in charge of the place(s) where the authorised activity is to be undertaken.

Nominate Person in Charge *

Same as applicant

Alternate person in charge

GO BACK CANCEL NEXT

AMEND PERSON IN CHARGE NOMINATION ON THIS SCREEN

1. The Person in Charge screen allows you to select yourself as the Person in Charge by clicking **Option 1 “Same as applicant”** option.
2. Or you can choose to nominate an alternate person in charge by clicking **Option 2 “Alternate person in charge”**.

If you choose **Option 2**, then the alternate person in charge details will need to be filled out in this section. To search for their address, you can use the **SEARCH ADDRESS** function.

Please note: the ‘Same as applicant’ option is not available for advanced licence holders.

Click **NEXT**.

[SAVE DRAFT](#)

Permit Application

Nominate Person in Charge

[Add applicants](#) [Add activities](#) [Add locations](#) [Answer questions](#) [Set effective date](#) **[Add contacts](#)** [View Summary](#) [Add payment](#)

Application Summary

Application Reference: APP0054391 **Industry Sector:** Wildlife
Authority Type: Wildlife Authority **Stage:** Pre-submission
Permit Type: Standard Licence **Status:** To be completed
Effective Date:

Person in Charge

Details of the person nominated to be in charge of the place(s) where the authorised activity is to be undertaken.

Nominate Person in Charge *

Same as applicant
 Alternate person in charge

Person In Charge Identity Details

* Sub Type Individual

* Title *Select one*

* First Name

Middle Name

* Surname

* Date of Birth *dd/mm/yyyy*

Registered / Residential address

Address *Please enter a partial address then click the 'Search Address' button*

Postal address same as registered / residential address

[SEARCH ADDRESS](#)

Person In Charge Contact Details

* Email Address Receive correspondence by Email

Phone type	International code	Area code	Phone number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fill out with the alternate Person in Charge details.

Click **NEXT**.

3.10 Permit Application Contact Details Screen

The screenshot shows the 'Permit Application' interface with a progress bar at the top. The 'Add contacts' step is highlighted. Below the progress bar, the 'Application Contact Details' section is visible. It includes a sub-section 'Nominate Application Contact Details *' with two radio button options: 'Same as applicant' (which is selected) and 'Alternate contact details'. Below these options are input fields for 'Name or Position' (filled with 'Lucy Bell'), 'Primary Phone' (filled with '0409647345'), 'Secondary Phone' (empty), and 'Email Address' (filled with 'lucy.test@mailinator.com'). At the bottom of the form are 'GO BACK', 'CANCEL', and 'NEXT' buttons. The 'NEXT' button is highlighted with a red box.

Review the **Application Contact Details**.

Confirm same as applicant or provide alternate contact details as shown below.

Please note: the 'Same as applicant' option is not available for advanced licence holders.

This screenshot is similar to the one above but shows the 'Alternate contact details' radio button selected. The input fields for 'Name or Position', 'Primary Phone', 'Secondary Phone', and 'Email Address' are currently empty. The 'NEXT' button at the bottom right is highlighted with a red box.

Provide alternate contact details if not the same as the applicant.

Click **NEXT**.

3.11 Upload Documents Screen

Upload documents :APP0054391

▼ Instructions

Please provide any of the below documentation that may assist your application. It is not mandatory to upload any further documents. Select 'Next' if you do not wish to upload any further documentation.

• Supporting Documents

▼ Documents

Document Name	Classification
No items available	

▼ Upload

Document Type Application Supporting Document

Document Sub Type Supporting Documents

Document Name

Select Document
UPLOAD Drop file here

UPLOAD DOCUMENT

GO BACK
CANCEL

NEXT

ADD DOCUMENTS TO YOUR AMENDMENT APPLICATION ON THIS SCREEN

You can add supporting documents to your amendment application on this screen.

Select **NEXT** if you do not wish to upload any further documentation.

3.12 Fees payable as a result of permit amendments

Fees will be payable if there is a change in licence type. The fee payable will be the difference between the application fee for the new licence type and the application fee paid for the licence before it was amended.

Invoice Item Details					
Quantity	Description	Unit Price (incl GST)	Total (excl GST)	GST	Total
1	Amendment from Standard Licence to Specialised Licence	257.70	257.70		\$257.70
Total Amount Payable					\$257.70
The total price includes GST of:					\$0.00

3.13 Review Wildlife Authority Screen

Permit Application

Review Screen

Add applicants
Add activities
Add locations
Answer questions
Set effective date
Add contacts
View Summary
Add payment

Applicant Details

Applicant	Address	Online
Lucy Bell (EHP0088700)	4 Pandorea Cct NORTH LAKES QLD 4509	✔

Application Summary

Application Reference: APP0054680

Authority Type: Wildlife Authority

Permit Type: Specialised Licence

Stage: Pre-submission

Status: To be completed

Effective Date:

Related Permit: WA0023888

Activity Location

Activity	Location Reference	Location Name
Specialised Licence Keep and use live Class 1 and Class 2 animals Non-dangerous animals	LOC056080	4 Pandorea Cct NORTH LAKES QLD 4509

Activity Guidelines

This licence permits you to keep a maximum of 50 vertebrate class 1 and class 2 animals (birds, reptiles, amphibians) and an unlimited number of protected scorpions and spiders. You are not permitted to keep any dangerous animals under this licence. You can allow these animals to breed, provided you do not exceed the maximum permissible number of animals. You require permission from the department if you wish to dispose (e.g. sell or give away) an animal within 6 months of acquiring it.

I have read and understood the guidelines for the permit activity I have selected.

Wildlife Suitability

Contact Details

Contact Name: Lucy Bell

Phone Number 1: 0409647345

Email Address: lucy.test@mailinator.com

Documents

Download	Name	Reference	Type	Subtype	Date created
No documents are available					

GO BACK
CANCEL

SUBMIT

REVIEW AMENDMENT APPLICATION ON THIS SCREEN

Review your amendment application on this screen. You can use the **Go Back** button to make changes to the application before submitting it.

▼ Documents

Download	Name	Reference	Type	Subtype	Date created ↓
	Snake Handling Course Certificate	DOC00500445	Application Supporting Document	Snake Handling Course Certificate	30/07/2020 12:27
	First Aid Course Certificate	DOC00500446	Application Supporting Document	First Aid Course Certificate	30/07/2020 12:27
	Safety	DOC00500447	Application Supporting Document	Safety	30/07/2020 12:27
	Security	DOC00500448	Application Supporting Document	Security	30/07/2020 12:27
	Referee Report	DOC00500449	Application Supporting Document	Referee Report	30/07/2020 12:27
	Species currently kept	DOC00500450	Application Supporting Document	Species currently kept	30/07/2020 12:27

6 items

REVIEW DOCUMENTS ADDED ON THIS SCREEN

If you have added any documents, they will be displayed under the Documents heading as per image above.

Review to make sure they are all attached.

Click **SUBMIT**.

You will get a message saying ‘Your permit application with reference: APPXXX is being processed. Please wait...’

3.14 Permit Confirmation Screen

Permit Application

Permit Confirmation Screen

Permit Details

Permit Status Granted

Permit Reference WA0023888

Grant Date 30 Jul 2020

Expiry Date 22 Jul 2025

Applicant Details

Applicant	Address	RSO Number	Primary Applicant	Online
Lucy Bell (EHP0088700)	4 Pandorea Cct NORTH LAKES QLD 4509		Yes	✔

The permit documents have been generated and emailed to lucy.test@mailinator.com;

FINISH

REVIEW PERMIT CONFIRMATION ON THIS SCREEN

If your amendment application does not require assessment, you will see a **Permit Confirmation Screen with the permit details**.

Click **FINISH** to return to the Actions menu.

3.15 Application Lodgement Confirmation Screen

If the amendment application requires assessment, you will see the **Application Lodgement Confirmation Screen** with the **Application Reference No.**

SAVE DRAFT

Permit Application

Application Lodgement Confirmation

The Permit Application has been successfully lodged.

▼ Permit Application Details

Application Reference APP0054618

Authority Type Wildlife Authority

Permit Type Advanced Licence

FINISH

Amendment applications for Specialised and Advanced Licences for dangerous animals require assessment and are not issued immediately. You may be contacted by the Wildlife Assessment team regarding the assessment if required.

Please Note: You cannot purchase or acquire dangerous animals without the granted Specialised or Advanced Licence for Dangerous Animals in hand.

Click **Finish** to return to the Online Services home page.

3.16 How to view the amended licence

In the **Records** menu click **Permits**

Here you will be able to see the original permit version granted has been superseded by a second version created as a result of the amendment application being granted. An example is shown in the image below.

Permit Reference	Version	Status	Primary Holder	Anniversary Date	Grant Date	Effective Date	Permit Type
WA0023888	2	Granted	Lucy Bell		30 Jul 2020	30 Jul 2020	Specialised Licence
WA0023888	1	Superseded	Lucy Bell		23 Jul 2020	23 Jul 2020	Specialised Licence

If your amendment application requires assessment, it will appear In **Records > Permit Applications**. The permit decision will show in the **Status** column.

Want more information or Need Help?

Click [HERE](#) to learn more on how to register on Online Services.

For more information on the new licences please contact the Permits and Licensing team:

General Enquiries: 1300 130 372 (option 4)

Email: palm@des.qld.gov.au

Technical Support: 1300 130 372 (option 6)

Email: digital@des.qld.gov.au