

How to User Guide

Nature Conservation (Animals) Regulations 2020

Department of Environment and Science – Online Services

- How to apply for the new 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.

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1 Introduction

Many thousands of Queenslanders and businesses hold a licence to responsibly keep, breed and trade native animals.

As a result of the review of the Nature Conservation regulations, licences have been simplified, moving from 11 to three licence types which are renewable every five years:

- Standard Licence (\$59.20 for five years)
- Specialised Licence (\$316.90 for five years)
- Advanced Licence (\$682.90 for five years).

The current Recreational Wildlife Licences (RWL) and Commercial Wildlife Licences (CWL) for live animals cannot be renewed. If you hold one of these licences you will need to apply for a Standard / Specialised or Advanced Licence within two months of the existing CWL or RWLs expiring. If you want to get a Standard/Specialised or Advanced Licence sooner than this, you will have to surrender or cancel your existing licence.

2 Have you registered for Online Services?

Customers not currently registered with the Department of Environment and Science will need to register to access online services in order to apply for a wildlife permit.

Refer to the [Getting Started](#) user guide for information and links to registering, signing in and navigating Online Services. (<https://www.business.qld.gov.au/running-business/environment/online-services>)

3 Are you under 18 and wanting to apply?

A licence may be issued to a minor (aged between 13 and 17 years of age) only if the minor and the minors' legal guardian live at the same address where the wildlife will be kept and the guardian agrees to supervise the child's activities under the licence. The guardian and the minor must both complete and sign the hardcopy ***Animal Wildlife Licence: Standard, Specialised, Advanced (13 to 17 year olds)*** application form.

This form is located [here](#).

4 The new Standard, Specialised and Advanced Licences

Standard		This licence allows you to keep a maximum of 10 class 1 animals. You are not permitted to allow these animals to breed and require permission from the department if you wish to dispose (e.g. sell or give away) an animal within 6 months of acquiring it.
Specialised	Non-dangerous animals	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.
	Dangerous animals	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.
Advanced	Non dangerous animals	This licence permits you to keep an unlimited number of class 1 and class 2 animals, but you are not permitted to keep any dangerous animals under this licence. You do not require permission from the department if you wish to dispose (e.g. sell or give away) an animal within 6 months of acquiring it.
	Dangerous animals	This licence permits you to keep an unlimited number of class 1 and class 2 animals and you are permitted to keep dangerous animals under this licence. You do not require permission from the department if you wish to dispose (e.g. sell or give away) an animal within 6 months of acquiring it.

5 How to apply for a wildlife authority after logging into your online account

The Wildlife Authorities page is opened from your customer record home page. If you have not set up your customer record or do not know how to select a customer record, refer to the [Getting Started](#) user guide for information and links to registering, signing in and navigating Online Services.

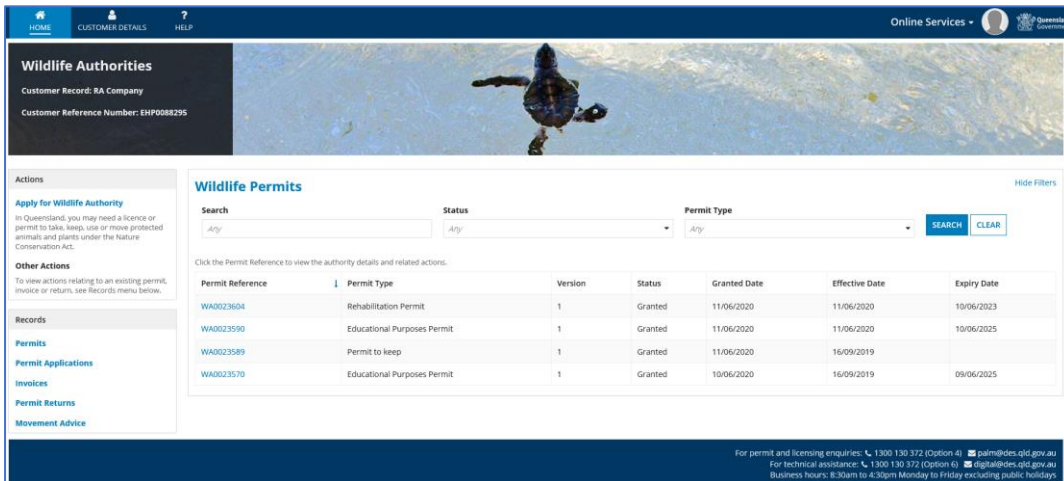
Take the following steps to open the Wildlife Authorities page.

- From your customer record home page, click **Wildlife Authorities**.

The screenshot shows the online services interface for a customer record. At the top, there are navigation links for HOME, CUSTOMER DETAILS, and HELP. The customer record is for 'RA Company' with reference number EHP008295. Below this, there are several service categories listed: Environmental Authorities, Wildlife Authorities (highlighted with a red box), Allocation of Quarry Material, Waste Tracking, Macropods, and Parks and Forests. On the right side, there is a 'My Incomplete Actions' panel which currently shows 'No actions to be completed'.

The Wildlife Authorities page is displayed. From this page you can apply for and manage all types of wildlife licences and permits.

- To see more of what's available to you on the new Wildlife Authorities page refer to the [How to navigate the Wildlife Authority page](#).
- For more information on Online Services and to view the other user guides please go to <https://www.business.qld.gov.au/running-business/environment/online-services>



- Click on **Apply for a Wildlife Authority** in the Actions menu

The actions menu contains links to wildlife authority actions, such as Apply for Wildlife Authority.

Click the blue text to initiate the process.

Note: to view or initiate actions relating to an existing record (permit, invoice or return), search for the particular record by clicking a record type from the Records menu.



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



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

This will bring up the customer details page.

WA Permit Application APP0054391


Enter Permit Applicants

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

Applicants

[+ Show help](#)

<input checked="" type="checkbox"/>	Applicant	Location(s)	Online	Principal
<input checked="" type="checkbox"/>	Terry Training (EHP0088611)	2 Bos Dr COOMERA QLD 4209	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Review to make sure the details are correct and click **NEXT**.

6 How to choose the correct permit activity

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WA Permit Application APP0054391

Activity Selection

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

Application Summary

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

Select Activity

+ Show Help

Permit

--Select a category--

GO BACK CANCEL NEXT

In **Select Activity / Permit** choose from Standard, Specialised (dangerous / non-dangerous) or Advanced (dangerous / non dangerous) licence in the drop-down menu.

For example, if you want a Standard wildlife licence you would choose Standard Licence in the drop-down box and the activity for a Standard licence is 'Keep & use live Class 1 animals'

Once the licence type and activity is selected click the '**ADD TO SELECTION**' button then click **NEXT**.

[SAVE DRAFT](#)

WA Permit Application APP0054391

Activity 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:	

Select Activity

[+ Show Help](#)

Permit
Standard Licence

Activity
Keep & use live Class 1 animals

[GO BACK](#) [CANCEL](#) [ADD TO SELECTION](#) [NEXT](#)

If the application is for a **Specialised or Advanced Licence**, you must also select a sub-activity i.e. Dangerous Animals or Non-dangerous Animals.

Select Activity

[+ Show Help](#)

Permit
Specialised Licence

Activity
Keep and use live Class 1 and Class 2 animals

Sub-activity
Dangerous animals

[GO BACK](#) [CANCEL](#) [ADD TO SELECTION](#) [NEXT](#)

Select Activity

[+ Show Help](#)

Permit
Specialised Licence

Activity
Keep and use live Class 1 and Class 2 animals

Sub-activity
Non-dangerous animals

[GO BACK](#) [CANCEL](#) [ADD TO SELECTION](#) [NEXT](#)

After selecting click **ADD TO SELECTION** and **NEXT**.

Once the appropriate licence and activity is chosen in the drop-down box, the Activity Guidelines screen will appear, detailing the guideline(s) for the licence.

Check the box stating '**I have read and understood the guidelines for the permit activity I have selected**'

Then click **NEXT**.

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WA Permit Application APP0054391

Activity Selection

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

Application Summary

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

Activity Guideline(s)

This licence permits you to keep a maximum of 10 class 1 animals. You are not permitted to allow these animals to breed, and 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 & use live Class 1 animals	-	X

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

GO BACK CANCEL **NEXT**

7 Permit Activity Code of Practice

On this screen the Codes of Practice applicable to the wildlife licence you are applying for will be listed as hyperlinks.

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

To continue with the lodgement of the application, click '*I have read and understood the guidelines for the permit activity I have selected*' and click **NEXT**.

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

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.

8 Confirming the location for the wildlife authority

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 will take place at the **residential address of the applicant** click **NEXT**.

Application Summary

Application Reference: APP0054391
Authority Type: Wildlife Authority
Stage: Pre-submission
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

If the activity takes place at a different location, then check the box 'Activity takes place at a different location'.

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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
Authority Type: Wildlife Authority
Stage: Pre-submission
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**.

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

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. This confirms that the licence being applied for and the physical address where the animals will be kept.

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**.

9 Wildlife Suitability Questionnaire

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

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Permit Application

Questionnaire on Wildlife Suitability

Permit Application - Complete Wildlife Suitability: APP0054391

[View Dashboard](#)

Permit Application Questions

100%

Question 1 of 1

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](#)

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

Click **NEXT**.

After clicking on **NEXT**, the Record Book questions will be displayed.

10 Record Book questions

[SAVE DRAFT](#)

Permit Application

Questionnaire on Record Book

Permit Application Reference - Complete Record Book Questions: APP0054391


[View Dashboard](#)

Record Book Questions

Holders of this wildlife authority must keep a department approved record book. An electronic record book will be made available to all holders of this wildlife authority free of charge within the permit record regardless of your selection below. You may use this electronic record book at any time even if you currently have a department-approved record book.

Please select one of the record book options below: *

- I will use the electronic record book provided free of charge by the department.
- I already have a department approved hard-copy record book. I hereby agree to transfer to the electronic record book provided free of charge by the department if my licence is granted.
- I hereby sincerely declare that the use of the electronic record book provided free of charge by the department would be a hardship because of the reason selected below. I would like to purchase a hard copy record book.

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

1. If you will be using the online record book, **click the first option:** “I will use the electronic record book provided free of charge by the department.”
2. If you already use a hard copy record book, you will need to transfer all current species and totals to the electronic record book when the licence is granted.
Click the second option: “I already have a department approved hard-copy record book. I hereby agree to transfer to the electronic record book provided free of charge by the department if my licence is granted.”
3. If using an electronic record book will cause you hardship, you need to **click the third option** “I hereby sincerely declare that the use of the electronic record book provided free of charge by the department would be a hardship because of the reason selected below. I would like to purchase a hard copy record book.”

Please Note: You will need to select one of the reasons for hardship from those listed below and purchase a hardcopy record book. The record book fee will be added to your application fee and displayed on the payment screen.

[SAVE DRAFT](#)

Permit Application

Questionnaire on Record Book

Permit Application Reference - Complete Record Book Questions: APP0054391

[View Dashboard](#)

Record Book Questions

Holders of this wildlife authority must keep a department approved record book. An electronic record book will be made available to all holders of this wildlife authority free of charge within the permit record regardless of your selection below. You may use this electronic record book at any time even if you currently have a department-approved record book.

Please select one of the record book options below: *


- I will use the electronic record book provided free of charge by the department.
- I already have a department approved hard-copy record book. I hereby agree to transfer to the electronic record book provided free of charge by the department if my licence is granted.
- I hereby sincerely declare that the use of the electronic record book provided free of charge by the department would be a hardship because of the reason selected below. I would like to purchase a hard copy record book.

Please select the reason for hardship *

- Computer illiteracy
- No reliable internet access
- No access to an electronic device

Please select the hard copy record book type you wish to order
Your payment must include the fee for the record book or your licence cannot be issued. The record book will be sent to your postal address.

- 20-page record book
- 50-page record book

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

Select the reasons for hardship by clicking one of the three options available.

Select which hard copy book type you wish to order by clicking on either the 20-page record book or the 50-page record book.

Click **NEXT**.

Licence holders who chose to use a hard copy record book will be required to submit a return of operations to the department. The frequency at which the return of operations needs to be submitted to the department will be stipulated in your permit conditions.

11 Questionnaire for Specialised or Advanced (Dangerous animals) wildlife authority applicants

If you are applying for a Specialised or Advanced licence for dangerous animals, you will be asked to complete a questionnaire at this point in the application.

[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

Snake Handling Course Certificate. ⓘ

UPLOAD Drop files here

Do you currently hold an accredited first aid course? *

Yes No

First Aid Course Certificate(s). ⓘ

UPLOAD Drop files here

Please outline your experience with keeping venomous snakes. *

0/1500

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

0/1500

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

UPLOAD 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. *

0/1500

Photos of secure enclosures and tools used to handle venomous snakes. ⓘ *

UPLOAD Drop files 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. *

0/1500

Signed referee report. ⓘ *

UPLOAD Drop files here

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

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

You are required to answer this question

You are required to answer this question

You are required to answer this question

You are required to attach photos 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

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. *

UPLOAD Drop files here

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

If you don't currently keep snakes check this box

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

You are required to add all relevant documentation and photos before the wildlife authority application will proceed to the next screen.

Click **NEXT**.

12 Nominating a Person in Charge

[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
Authority Type: Wildlife Authority
Permit Type: Standard Licence
Industry Sector: Wildlife
Stage: Pre-submission
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

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

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

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.

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

* First Name

Middle Name

* Surname

* Date of Birth

Registered / Residential address

Address

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
------------	--------------------	-----------	--------------

Fill out with the alternate Person in Charge details.

Click **NEXT**.

13 Nominating an Application Contact

SAVE DRAFT

Permit Application

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

Application Contact Details

An alternative contact nominated by the legal entity which has submitted, or will in future submit, applications to be assessed by the department. All departmental correspondence relating to the assessment of applications will be directed to the application contact, however, if the application results in the issuing of a relevant authority, the relevant authority will be sent to the customer contact or if nominated, the primary contact.

Nominate Application Contact Details *

Same as applicant

Alternate contact details

Review the Application Contact details.

Click either **Same as applicant** or **Alternate contact details** as shown below.

SAVE DRAFT

Permit Application

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

Application Contact Details

An alternative contact nominated by the legal entity which has submitted, or will in future submit, applications to be assessed by the department. All departmental correspondence relating to the assessment of applications will be directed to the application contact, however, if the application results in the issuing of a relevant authority, the relevant authority will be sent to the customer contact or if nominated, the primary contact.

Nominate Application Contact Details *

Same as applicant

Alternate contact details

* Name or Position

* Primary Phone * Email Address

Secondary Phone

GO BACK CANCEL **NEXT**

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

Click **NEXT**.

14 Uploading 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  Drop file here



Provide any other documentation that may assist your application if not already provided.

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

15 Review Screen

The Review Screen allows the applicant to review all the information provided and submit the application.

[SAVE DRAFT](#)

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
Terry Training (EHP0088611)	2 Bos Dr COOMERA QLD 4209	<input checked="" type="checkbox"/>

Activity Location

Activity	Location Reference	Location Name
Standard Licence Keep & use live Class 1 animals	LOC056006	2 Bos Dr COOMERA QLD 4209

Activity Guidelines

This licence permits you to keep a maximum of 10 class 1 animals. You are not permitted to allow these animals to breed, and 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.


[Record Book](#)
[Wildlife Suitability](#)

Contact Details

Contact Name Terry Training **Phone Number 1** 0411111111
Email Address terryt@mailinator.com

Documents

Download	Name	Reference	Type	Subtype	Date created	
No documents are available						

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

Review all the information on the screen.

Select **SUBMIT**.

16 Payment Screen

The Payment Screen allows you to review and pay the application and record book fee if selected.

SAVE DRAFT

Payment for Application APP0054337

Invoice Item Details						
Quantity	Description	Unit Price (incl GST)	Total (excl GST)	GST	Total	
1	Standard Licence	59.20	59.20		\$59.20	
Total Amount Payable					\$59.20	
The total price includes GST of:					\$0.00	

We accept all major credit cards: MasterCard, Visa and Amex

Please enter your card details below to proceed with payment

Card Number

Expiry Date MM YY

CVN

PAY LATER → **PAY NOW**

Enter payment details.

Click **PAY NOW**.

Click on **SUBMIT** to complete your purchase.

SAVE DRAFT

Payment for Application APP0054694

Invoice Item Details						
Quantity	Description	Unit Price (incl GST)	Total (excl GST)	GST	Total	
1	Standard Licence	59.20	59.20		\$59.20	
Total Amount Payable					\$59.20	
The total price includes GST of:					\$0.00	

Click on **Submit** below, to complete your purchase.

Your Payment was successful

A copy of your invoice will be sent to your email address.
You can also view your invoice online via your transaction history

→ **SUBMIT**

17 Permit Confirmation Screen for Standard, Specialised or Advanced Non-Dangerous licence applications - no assessment required

SAVE DRAFT

Permit Application

Permit Confirmation Screen

Permit Details

Permit Status **Granted**

Permit Reference **WA0023903**

NEW licence number

Grant Date **3 Aug 2020**

Expiry Date **2 Aug 2025**

Applicant Details

Applicant	Address	RSO Number	Primary Applicant	Online
Liberty Test (EHP0088760)	Coomera Green Unit 27 26 Fortune St COOMERA QLD 4209		Yes	✓

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

FINISH

If the application is for a Standard, Specialised Non-dangerous or Advanced Non-dangerous licence and there is **no assessment required**, you will see a **Permit Confirmation Screen** which will confirm payment has been successful and documents have been emailed to you.

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

18 Application Lodgement Screen for Specialised or Advanced Dangerous licence applications - requiring assessment

SAVE DRAFT

Permit Application

Application Lodgement Confirmation

The Permit Application has been successfully lodged.

Permit Application Details

Application Reference **APP0054618**

Authority Type **Wildlife Authority**

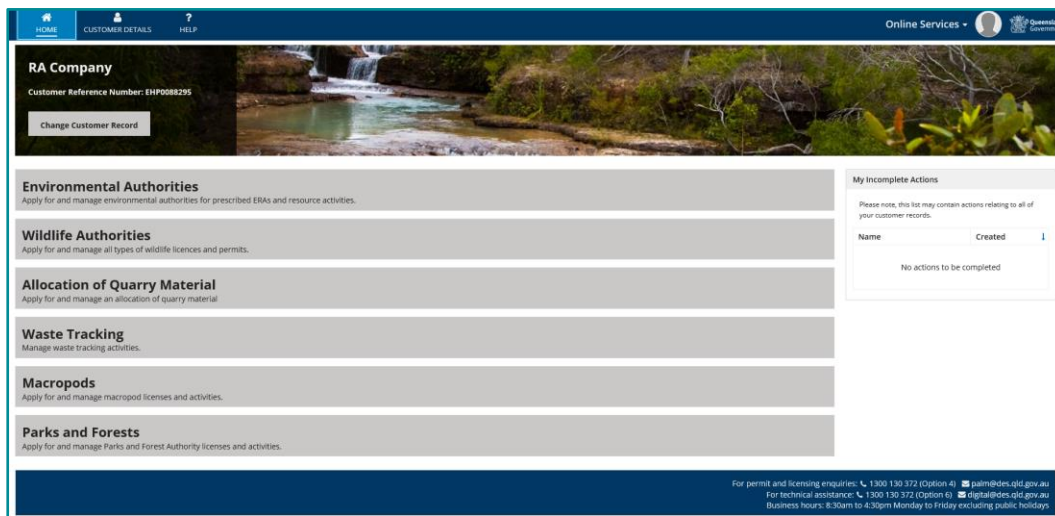
Permit Type **Advanced Licence**

FINISH

If the application is for a Specialised or Advanced Licence for dangerous animals or if you have applied for a Standard Licence and you have answered the wildlife suitability question in the affirmative, you will only see an **Application Lodgement Confirmation Screen with the Application Reference Number**.

Please note: Applications for licence types for dangerous animals require assessment and are not be issued immediately. You may be contacted by the Wildlife Assessment team regarding the assessment if required.

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



Please Note: If you've chosen to use a hardcopy record book, the book will be posted to you once the licence has been granted.

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

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