

How to User Guide

Nature Conservation (Animals) Regulations 2020

Department of Environment and Science - Online Services

- How to renew 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	Some points to note regarding renewal applications:	3
2	How to check your personal details are correct in your online account before renewing	3
2	How to find the Standard, Specialised or Advanced Licence you wish to renew	6
3	Terms and Conditions Screen.....	9
4	How to renew your Standard / Specialised / Advanced Licence	10
4.1	Activity Selection Screen.....	10
4.2	Codes of Practice Screen	12
4.3	Location Selection Screen	12
4.4	Amending the location for the Standard / Specialised / Advanced Licence	13
4.5	Assign Activity to Selection Screen.....	15
4.6	Questionnaire on Wildlife Suitability.....	15
4.7	Questionnaire on Record Book.....	16
4.8	Questionnaire on Dangerous Animals	18
4.9	Nominate Person in Charge Screen	20
5.0	Permit Application Contact Details Screen	22
5.1	Upload Documents Screen	23
5.2	Review Wildlife Authority Screen	24
5.3	Fees payable as a result of permit renewals	25
5.0	Application Lodgement Confirmation Screen.....	26
6.0	Application Lodgement Confirmation Screen.....	27
7.0	How to view your renewed licence.....	27
7.1	Status transition for a renewed licence	28
7.2	Licence renewal and record book association	28
	Want more information or Need Help?	29

1 Some points to note regarding renewal applications:

- Standard, Specialised and Advanced Licences can be renewed so that holders can retain the same licence number across multiple licence terms. When the renewal application is approved, a new licence version is created for the renewed licence.
- Customers can only lodge their renewal application **from 2 months before the expiry date onwards**. Outside of this timeframe you will NOT see the **Renew Permit** option on your licence permit dashboard as shown on the permit summary screen image below.
- If you do not submit your renewal application within the 2-month timeframe and the expiry date has passed, you will have to apply for a new licence.
- You may lodge a second renewal application if the first application was refused and the expiry date has not yet passed.
- The original licence remains 'granted' until the expiry date or the renewal application is decided.
- The effective date of the renewed licence is the expiry date of the original licence plus 1 day.
- Standard, Specialised and Advanced Licences can be renewed for the same licence type or a downgraded or upgraded licence type. For example, the holder of a Specialised Licence for Non-Dangerous Animals can apply to renew his/her licence as a Specialised Licence for Dangerous Animals or an Advanced Licence for Non-Dangerous Animals to a Standard Licence.
- 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>)

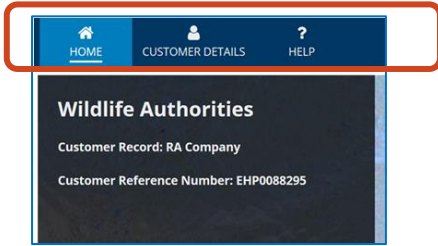
2 How to check your personal details are correct in your online account before renewing

After logging in and selecting your customer record you will land on the Online Services home page, select **Wildlife Authorities**.

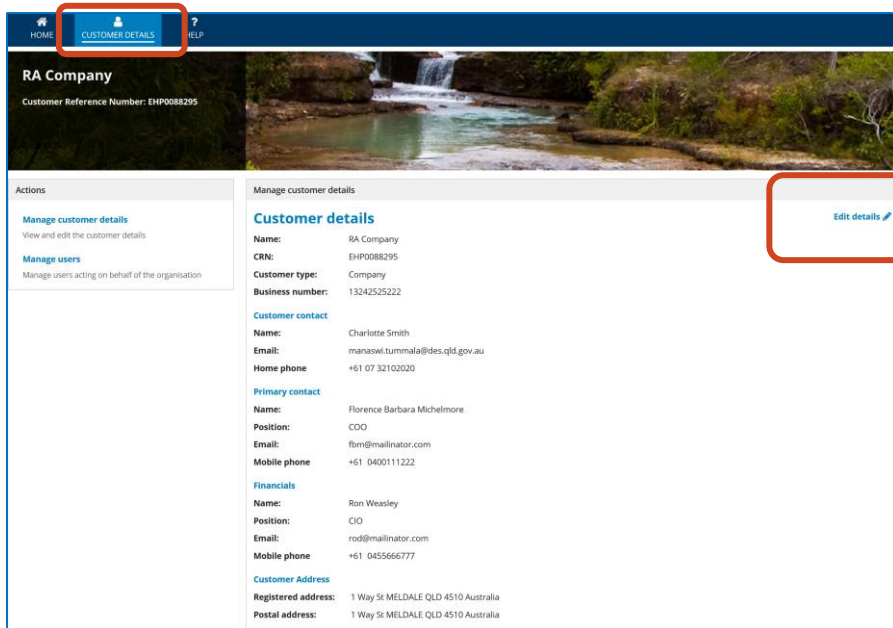
The screenshot shows the Online Services dashboard for a user named Lily Smith. The dashboard has a navigation bar with 'HOME', 'CUSTOMER DETAILS', and 'HELP' options. Below the navigation bar, the user's name 'Lily Smith' and 'Customer Reference Number: EHP008754' are displayed. A 'Change Customer Record' button is visible. The main content area is divided into two columns. The left column lists several service categories: 'Wildlife Authorities', 'Environmental Authorities', 'Allocation of Quarry Material', 'Waste Tracking', 'Macropods', and 'Parks and Forests'. The 'Environmental Authorities' category is highlighted with a red box. The right column is titled 'My Incomplete Actions' and contains a table with columns 'Name' and 'Created'. The table shows 'No actions to be completed'.

2.1 Customer details

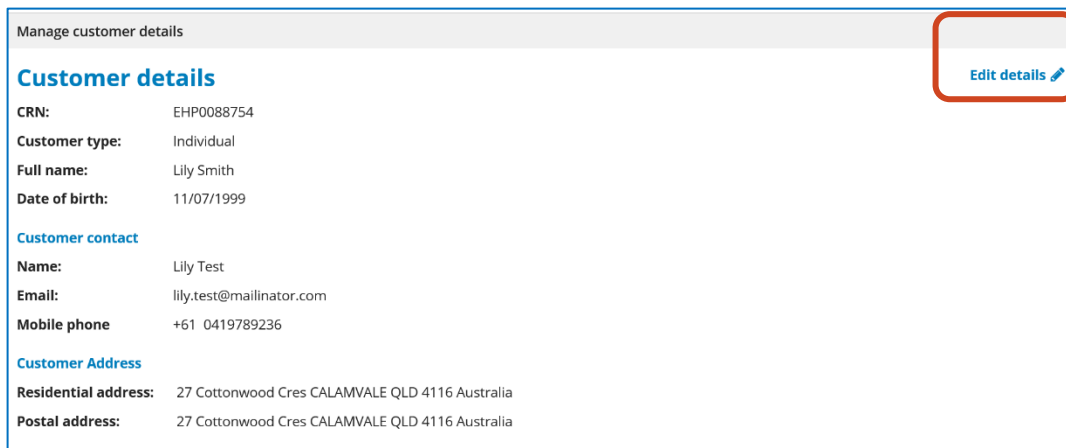
On the top of the Wildlife Authorities page click on the **'Customer Details'** heading, You can view and click **Edit details** to update the name, date of birth, address, and contact details (of the Customer Record – Individual or Organisation).



This will take you to the Manage Customer Details screen. To change your personal information click **edit details**.



Review the details in the 'Edit Customer' screen and amend if necessary.



Summary Associated Users Agency Management Financial Summary News Related Actions

SAVE DRAFT

Edit customer

Edit Customer Process

Search customer Edit customer Edit customer address Edit customer contact Customer updated

Edit customer

Click **NEXT**.

Edit customer address

Edit Customer Process

Search customer Edit customer Edit customer address Edit customer contact Customer updated

Customer Name Lily Test Type Individual
Customer ID EHP0088754

Registered / Residential address

Address 27 Cottonwood Cres CALAMVALE QLD 4116

Postal address same as registered / residential address

Postal Address

Address 27 Cottonwood Cres CALAMVALE QLD 4116

CANCEL GO BACK SEARCH ADDRESS SEARCH ADDRESS NEXT

Review the details in the **'Edit Customer address'** screen, if you have changed your residential address from the one showing please delete and amend with the new details. The **'Search Address'** function can be used to add a new address for the residential address or postal address.

Click **NEXT**.

If a new customer contact needs to be added click the **+Add** button to open up the **'Customer Contact Details'** screen as shown below.

Edit contact

Edit Customer Process

Search customer Edit customer Edit customer address **Edit customer contact** Customer updated

Customer Name Lily Test **Type** Individual
Customer ID EHP0088754

Type	Name	Position	Phone	Email	Edit	Delete
Customer Contact	Lily Test		0419789236	lily.test@mailinator.com		

[+ Add](#)

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

Review the customer contact details. If details are correct click **FINISH**.

Add customer contact

Customer contact details

* Type

An alternative contact nominated by the legal entity which holds, or will in future hold, a relevant authority issued by the department. The department will direct all invoices and annual returns to the financial contact.

* Name

Position

* Email address Receive correspondence by Email
 By ticking this box you consent to receiving departmental correspondence by email rather than by post.

Phone type	International code	Area code	Phone number
No items available			

A value is required
[+Add phone number](#)

To enter the phone number, click on the **+Add Phone Number** link above.

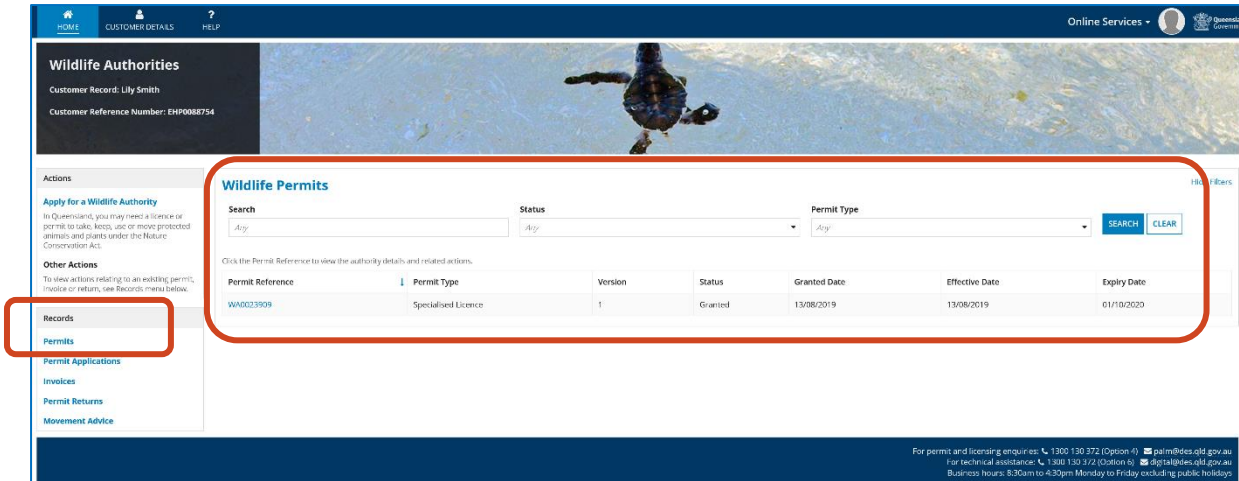
[CANCEL](#) [SUBMIT](#)

Add in new customer contact details.

Click **SUBMIT**.

2 How to find the Standard, Specialised or Advanced Licence you wish to renew

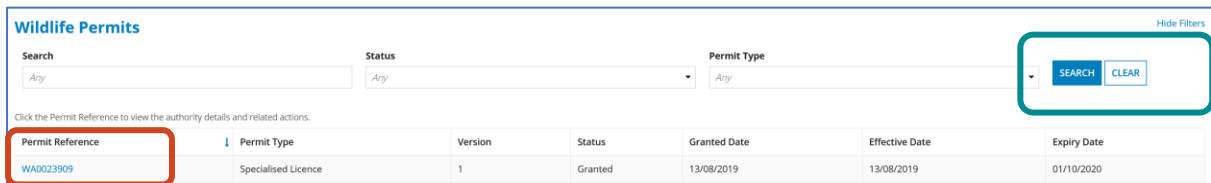
Customers can lodge their renewal application from *2 months before the expiry date* until the expiry date.



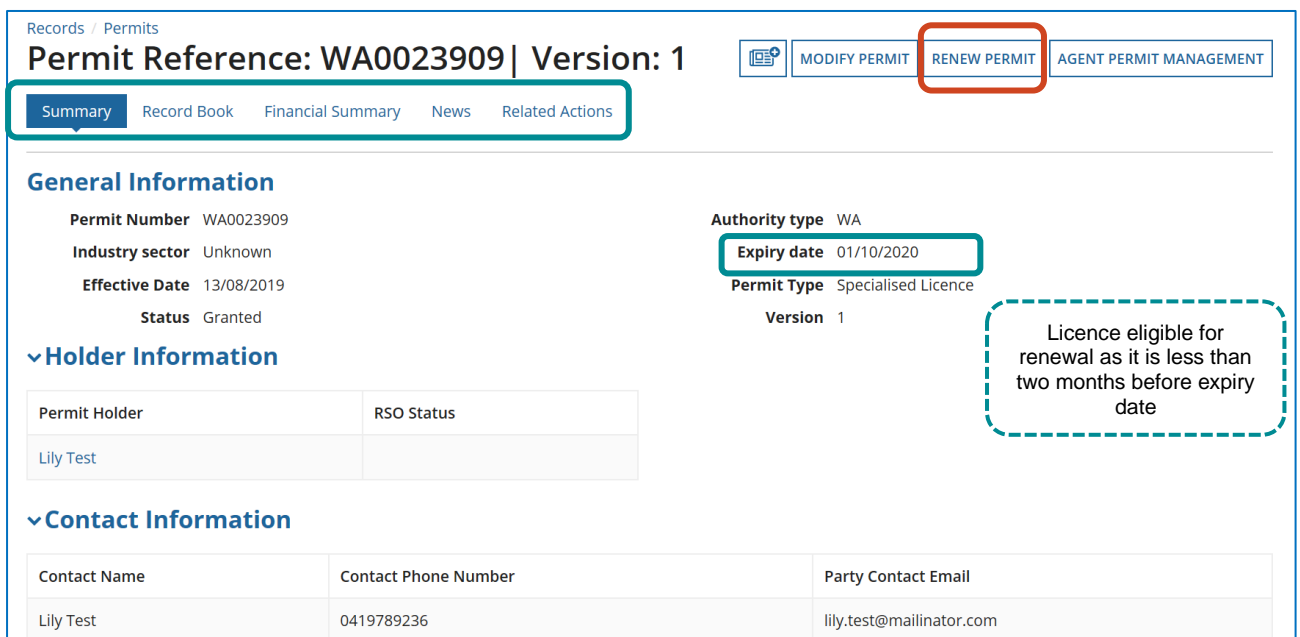
After logging in and navigating to the Wildlife Authorities page, go to the **Records** tab and click on **PERMITS**.

Please Note: Do not initiate licence renewal applications from Actions > Apply for a Wildlife Authority.

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.




If you do not submit your renewal application in the 2-month timeframe and the expiry date has passed, you will have to apply for a new licence.

PLEASE NOTE: You will not see the '**RENEW PERMIT**' button if the 2-month timeframe has not yet been reached or has passed.

Click on **RENEW PERMIT**.

3 Terms and Conditions Screen

Permit Reference: WA0023909 | 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



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

4 How to renew your Standard / Specialised / Advanced Licence

4.1 Activity Selection Screen

When applying for the renewal of your Standard, Specialised or Advanced Licence, you are able to renew for the same licence type, upgrade or downgrade the licence type and activity.

You can also change the activity location and/or the person in charge.

WA Permit Application APP0054847
Activity Selection

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

Application Summary

Application Reference: APP0054847 **Stage:** Pre-submission
Authority Type: Wildlife Authority **Status:** To be completed
Permit Type: Specialised Licence **Effective Date:**
Related Permit: WA0023909

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	
Keep and use live Class 1 and Class 2 animals	Dangerous animals -	Remove from selection 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**.

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.

Application Summary

Application Reference: APP0054847
Authority Type: Wildlife Authority
Permit Type: Specialised Licence

Stage: Pre-submission
Status: To be completed
Effective Date:
Related Permit: WA0023909

Select Activity

+ Show Help

Permit
--Select a category--

CANCEL NEXT

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

Select Activity

+ Show Help

Permit
Advanced Licence

Activity
Keep and use live Class 1 and Class 2 animals

Sub-activity
Dangerous animals

CANCEL ADD TO SELECTION NEXT

Click **ADD TO SELECTION AND NEXT**.

You will then be required to acknowledge reading and understanding 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 -	X

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

CANCEL NEXT

4.2 Codes of Practice Screen

Permit Activity Code of Practice

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

Activity Selection(s)

Activity	Sub-Activity	Code of Practice	I can comply with the Codes of Practice
Keep and use live Class 1 and Class 2 animals	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

4.3 Location Selection Screen

Location Selection

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

Application Summary

Application Reference: APP0054847 **Stage:** Pre-submission
Authority Type: Wildlife Authority **Status:** To be completed
Permit Type: Specialised Licence **Effective Date:**
Related Permit: WA0023909

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: 27 Cottonwood Cres CALAMVALE QLD 4116

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**.

4.4 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 when renewing, click **Activity takes place at a different location**.

Location Selection

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

Application Summary

Application Reference: APP0054847 **Stage:** Pre-submission
Authority Type: Wildlife Authority **Status:** To be completed
Permit Type: Specialised Licence **Effective Date:**
Related Permit: WA0023909

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: 27 Cottonwood Cres CALAMVALE QLD 4116

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 27 Cottonwood Cres CALAMVALE QLD 4116

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**.

4.5 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.

4.6 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

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 these questions to be able to proceed with the lodgement of your amendment application.*

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

4.7 Questionnaire on Record Book

On this screen, you are required to select one of the 3 available record book options.

Permit Application

Questionnaire on Record Book

Permit Application Reference - Complete Record Book Questions: APP0054847

[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.”

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.

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**.

Please Note: 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.

4.8 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. [?](#)

UPLOAD [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). [?](#)

UPLOAD [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). [?](#) *

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. *

You are required to answer this question

0/1500

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

UPLOAD [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. [?](#) *

UPLOAD [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. [?](#) *

UPLOAD [Drop files here](#)

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

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

If you already hold a Specialised / Advanced licence for dangerous animals and are renewing for dangerous animals, you will not see the full set of questions above but only a subset of the dangerous animals questions as shown below.

Permit Application

Questionnaire on Renewals for Dangerous Animals

Permit Application Reference - Complete Dangerous Animals Questions: APP0054847

Do you currently hold an accredited first aid course? *

Yes No

First Aid Course Certificate(s). ?

UPLOAD  Drop files here

Have you successfully completed additional training in venomous snake handling? If so, please attach evidence of course completion. *

Yes No

Snake Handling Course Certificate. ?

UPLOAD  Drop files here

Have you changed and/or improved the safety procedures (e.g. safety/warnings signs on doors etc...) you apply when handling or moving venomous snakes? If so, please attach details/photos. *

Yes No

Please provide photos of your changed and/or improved safety procedures (e.g. safety/warning signs on doors). ?

UPLOAD  Drop files here

Have you changed and/or improved the security procedures you have in place for keeping venomous snakes? If so, please attach details / photos. *

Yes No

Please provide photos of your changed/improved secure enclosures and/or tools to handle venomous snakes. ?

UPLOAD  Drop files here

Please provide a list of all snakes currently in your possession.

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

4.9 Nominate Person in Charge Screen

Nominate Person in Charge

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

▼ **Application Summary**

Application Reference: APP0054847	Industry Sector: Wildlife
Authority Type: Wildlife Authority	Stage: Pre-submission
Permit Type: Specialised Licence	Status: To be completed
	Effective Date:
	Related Permit: WA0023909

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

➔

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.

Click **NEXT**.

Nominate Person in Charge

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

Application Summary

Application Reference: APP0054847 **Industry Sector:** Wildlife
Authority Type: Wildlife Authority **Stage:** Pre-submission
Permit Type: Specialised Licence **Status:** To be completed
Effective Date: **Related Permit:** WA0023909

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fill out with the alternate Person in Charge details.

Click **NEXT**.

5.0 Permit Application Contact Details Screen

The screenshot shows the 'Permit Application' interface. At the top left is a 'SAVE DRAFT' button. Below the title is a progress bar with steps: 'Add applicants', 'Add activities', 'Add locations', 'Set effective date', 'Add contacts' (highlighted), 'View Summary', and 'Add payment'. The main heading is 'Application Contact Details', followed by a descriptive paragraph. A section titled 'Nominate Application Contact Details *' contains two radio buttons: 'Same as applicant' (selected) and 'Alternate contact details'. Below are input fields for '* Name or Position' (filled with 'Lily Test'), '* Primary Phone' (filled with '0419789236'), '* Email Address' (filled with 'lily.test@mailinator.com'), and 'Secondary Phone'. At the bottom are 'GO BACK', 'CANCEL', and 'NEXT' buttons. A red arrow points to the 'NEXT' button.

Review the **Application Contact Details**.

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

This screenshot is similar to the previous one but shows the 'Alternate contact details' radio button selected. The input fields for '* Name or Position', '* Primary Phone', and '* Email Address' are currently empty. The 'Secondary Phone' field is also empty. The 'NEXT' button is highlighted with a red box and a red arrow points to it.

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

Click **NEXT**.

5.1 Upload Documents Screen

Upload documents

▼ **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

➔

ADD DOCUMENTS TO YOUR RENEWAL APPLICATION ON THIS SCREEN

You can add supporting documents to your renewal application on this screen, then click **NEXT**.

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

5.2 Review Wildlife Authority Screen

Permit Application

Review Screen

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

Applicant Details

Applicant	Address	Online
Lily Test (EHP0088754)	27 Cottonwood Cres CALAMVALE QLD 4116	✔

Activity Location

Activity	Location Reference	Location Name
Specialised Licence Keep and use live Class 1 and Class 2 animals Dangerous animals	LOC056083	27 Cottonwood Cres CALAMVALE QLD 4116

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. 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.

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

> Record Book

> Wildlife Suitability

> Dangerous Wildlife Experience

Contact Details

Contact Name Lily Test	Phone Number 1 0419789236
	Email Address lily.test@mailinator.com

Documents

GO BACK
CANCEL

SUBMIT

REVIEW RENEWAL APPLICATION ON THIS SCREEN

Review your renewal 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

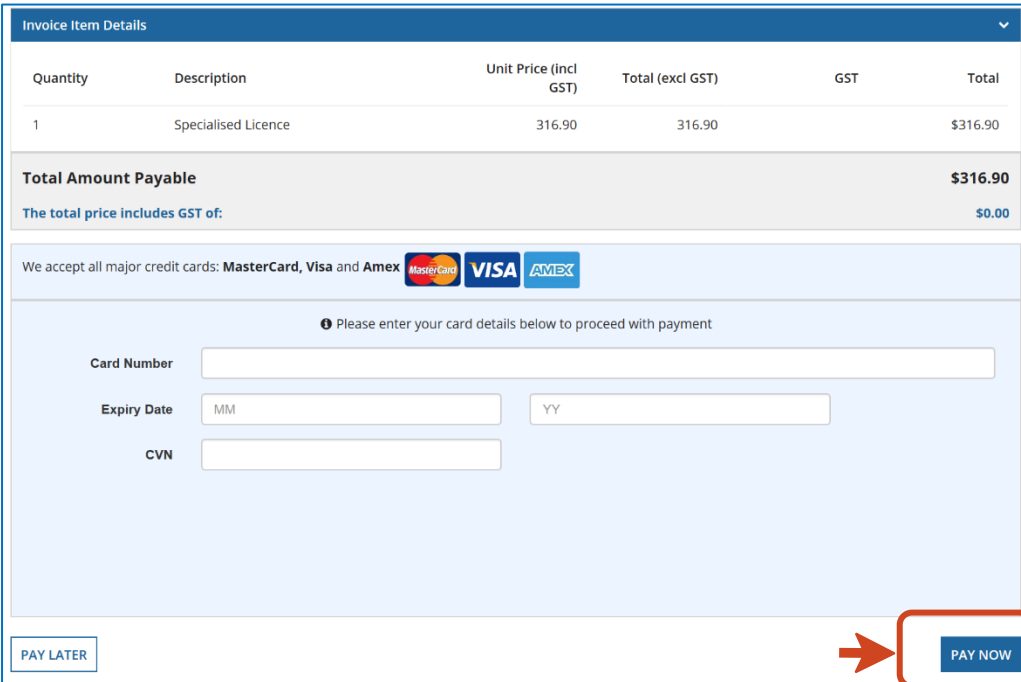
If you have added any documents, they will be displayed under the Documents heading as per image above.

Review to make sure they are all attached.

Click **SUBMIT**.

5.3 Fees payable as a result of permit renewals

The renewal application fees are the same as brand new application fees.



The screenshot displays a payment interface. At the top, a blue header reads "Invoice Item Details" with a dropdown arrow. Below is a table with the following data:

Quantity	Description	Unit Price (incl GST)	Total (excl GST)	GST	Total
1	Specialised Licence	316.90	316.90		\$316.90

Below the table, a grey box shows "Total Amount Payable" as **\$316.90**. A blue box below that states "The total price includes GST of: \$0.00".

Next, it says "We accept all major credit cards: MasterCard, Visa and Amex" with logos for MasterCard, VISA, and AMEX. A message icon and text "Please enter your card details below to proceed with payment" are present.

The payment form includes fields for "Card Number", "Expiry Date" (split into "MM" and "YY"), and "CVN".

At the bottom, there are two buttons: "PAY LATER" on the left and "PAY NOW" on the right. A red arrow points to the "PAY NOW" button, which is also enclosed in a red box.

Enter your payment details and click **PAY NOW**

Payment for Application APP0054847

Invoice Item Details					
Quantity	Description	Unit Price (incl GST)	Total (excl GST)	GST	Total
1	Specialised Licence	316.90	316.90		\$316.90
Total Amount Payable					\$316.90
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**

Review payment details and click **SUBMIT**

5.0 Application Lodgement Confirmation Screen

SAVE DRAFT

Permit Application

Permit Confirmation Screen

Permit Details

Permit Status Granted **Grant Date** 3 Aug 2020
Permit Reference WA0023903 **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**

[REVIEW PERMIT CONFIRMATION ON THIS SCREEN](#)

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

Click **FINISH** to return to the Online Services page.

6.0 Application Lodgement Confirmation Screen

If the renewal 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

Your renewal application will require assessment and will not be issued immediately if:

1. you have answered “**Yes**” to the Wildlife Suitability question (illustrated in [section 4.6](#)), or
2. the entries in your online record book indicate that you may have transacted beyond the scope of your original licence, or
3. your original application and/or your renewal application is for dangerous animals

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.

7.0 How to view your renewed licence

Click on **Records > Permits**

You will now be able to review the licence that has just been renewed waiting for assessment.

Permit Applications

Search: Any Permit Type: Any Stage: Any SEARCH CLEAR

Click the Application Reference to view the application details and related actions.

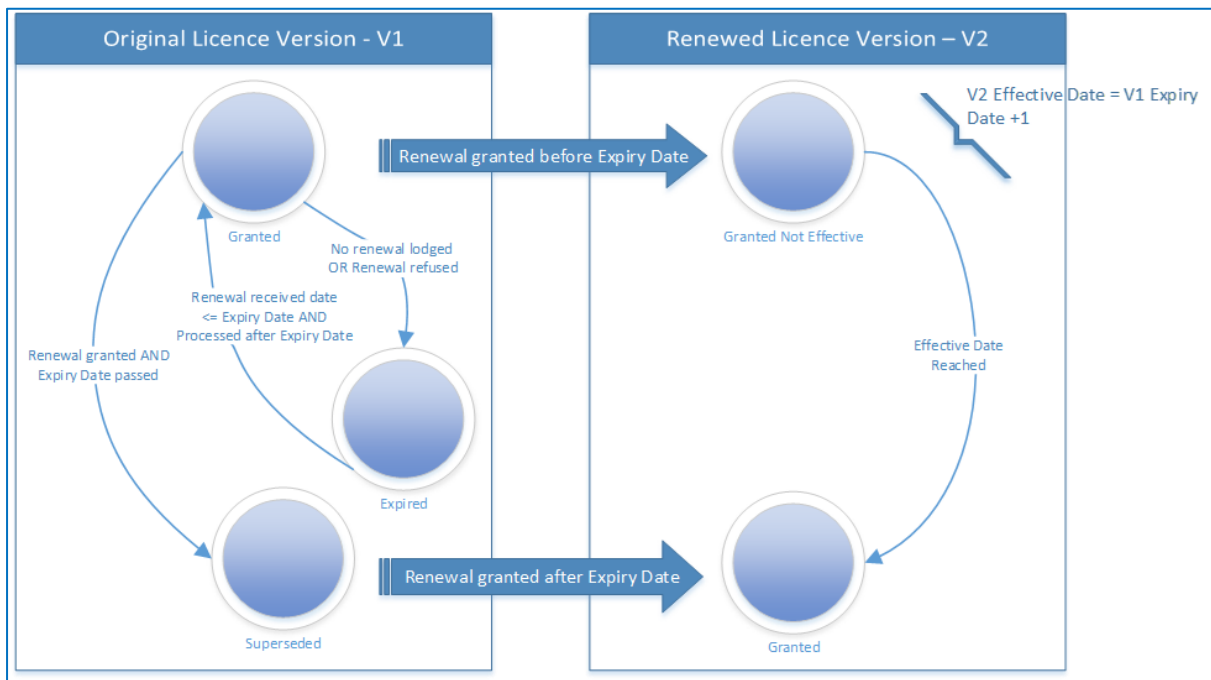
Application Ref	Permit Type	Application Type	Lodgement Date	Stage	Status
APP0054847	Specialised Licence	Renewal	20/08/2020	Pre-submission	Awaiting Allocation
APP0054808	Specialised Licence	Standard Application	13/08/2020	Decision	Permit issued

7.1 Status transition for a renewed licence

The diagram below summarises when your existing licence version becomes superseded and when your renewed licence version becomes granted.

If the renewal of your licence is granted ahead of the expiry date of your existing licence version, the status of your existing licence version will remain **“Granted”** and the version of your renewed licence will be **“Granted – Not Effective”** until your original licence has expired.

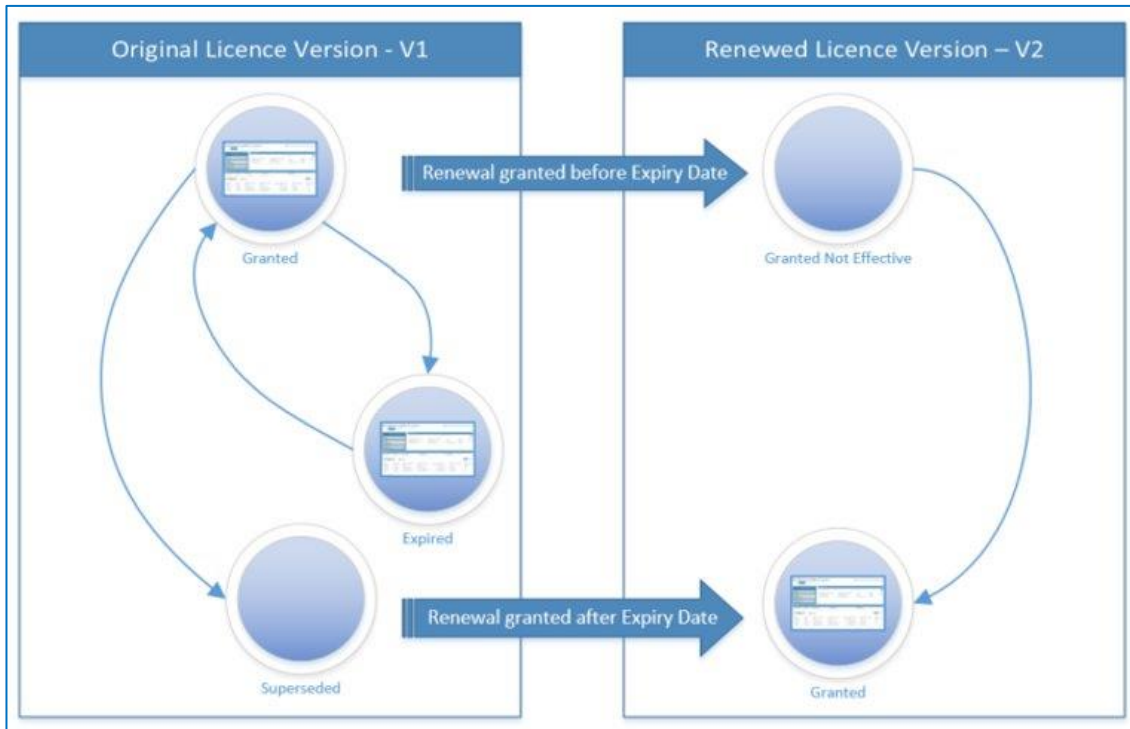
Once your original licence version has expired, then your renewed licence version will acquire the status of **“Granted”**.



If you have lodged a renewal application for your licence before its expiry date and that application is not yet decided before the expiry date of your original licence, then your original licence will remain at status **‘Granted’** until your renewal application is decided.

7.2 Licence renewal and record book association

The online record book will be automatically associated with the version of your licence which is at status **‘Granted’** or **‘Expired’** as shown in the diagram below.



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