



Application Form and Guidelines for Approval of a Wildlife Trade Operation

Introduction

In Australia, Part 13A of the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) regulates the:

- import and export of specimens protected under the *Convention on International Trade in Endangered Species of Wild Fauna and Flora* (CITES);
- exports of Australian native specimens; and
- imports of live specimens.

Permits to export Australian native specimens and/or CITES listed specimens overseas for commercial purposes can be obtained from the Department of the Environment and Energy (the Department). The specimens being exported must come from an approved program such as an approved **Wildlife Trade Operation**.

Further information on wildlife trade, the EPBC Act and CITES is available at:
<http://www.environment.gov.au/biodiversity/wildlife-trade>

Who needs to apply for a Wildlife Trade Operation?

- Individuals or companies involved in harvesting Australian native species, including Australian native species listed on **Appendix II of CITES**, from the wild and who intend to export these specimens overseas for commercial purposes or intend to sell these specimens to exporters who intend to export them overseas for commercial purposes.

A list of species listed under **CITES** is at:
<http://www.environment.gov.au/biodiversity/wildlife-trade/cites/cites-species>

A list of species listed as threatened under the **EPBC Act** is at:
<http://www.environment.gov.au/biodiversity/threatened>

How to apply for an approved Wildlife Trade Operation

Step 1: Export permits and wildlife trade operation approval from the Department are only required for **Australian native specimens** including species listed on **Appendix II of CITES**. Non-Australian specimens not listed on CITES do not require an export permit or wildlife trade operation approval from the Department.

Step 2: Native Specimen Exemptions

A number of Australian native specimens **do not require** export permits from the Department and harvesters of wild specimens do not need to apply for an approved wildlife trade operation. The full list of exempt native specimens is available at: <http://www.environment.gov.au/biodiversity/wildlife-trade/natives/list-exempt-native-specimens>

The 'List of exempt native specimens' also includes miscellaneous exemptions for some plant specimens, such as:

- Bark, wood, timber, woodchips;
- Seed from all native specimens except for 19 species (see list);
- Plants granted protection under the Plant Breeders Rights Act 1994 (<http://pbr.ipaustralia.plantbreeders.gov.au/>), except for species that are listed as threatened under the EPBC Act.
- Artificially propagated hybrids of one or more Australian native species where the parental plants do not naturally hybridise; and
- A commercial cultivar that does not occur in the wild.

Step 3: State Wildlife Trade Management Plans

All exports of native specimens for commercial purposes require an export permit from the Department. However, you do not need to apply for separate approval of your wildlife trade operation if the species are currently covered by a State/Territory or Commonwealth plan approved as a Wildlife Trade Operation or a Wildlife Trade Management Plan. In these cases, the exporter must provide a copy of the relevant State/Territory or Commonwealth licence when applying for an export permit from the Department.

Please contact the Department if you are unsure about whether your wildlife trade operation is covered by an existing plan.

A list of approved Wildlife Trade Operations and Wildlife Trade Management Plans can be found at:
<http://www.environment.gov.au/biodiversity/wildlife-trade/natives/exporting-non-live-australian-natives>

Step 4: Completing the Application Form

The 'Application Form' starts on page 5. Please complete the application form, detach it from the guidelines and submit it to the Department.

- Attach all supporting documentation to your application as requests for additional information will result in delays.
- Sign the form as unsigned applications will not be accepted.
- There are severe penalties for knowingly making false or misleading statements in this application.
- A reference to 'WTO' in the application form means Wildlife Trade Operation.

Assessment of the application

When the Department receives your application, it will be assessed to ensure it meets the requirements of the EPBC Act. The assessment and approval process usually takes around 4 months if an application is satisfactory and contains all supporting documentation. Assessment of your application will include a consideration of:

- Whether the operation will be detrimental to the survival of the taxon or its conservation status; and whether it is likely to threaten any relevant ecosystem.
- If the operation relates to the taking of live mammals, reptiles, birds or amphibians, whether the animals are taken, transported and held in a way that is known to result in minimal stress and risk of injury to the animals and, if the animals are killed, it is done in a way that is generally accepted to minimise pain and suffering.
- The significance of the impact of the operation on the species concerned
- The significance of the impact of the operation on an ecosystem
- The effectiveness of the management arrangements for the operation (including monitoring procedures)
- Whether there is in force State/Territory legislation relating to the protection, conservation or management of the specimens to which the operation relates and whether it is effective
- The adequacy of proposed monitoring and management strategies to ensure that any impacts from harvesting are detected and managed appropriately.

Complete proposals will be placed on the Department's website at: <http://www.environment.gov.au/biodiversity/wildlife-trade/comment> for a period of at least 20 business days inviting public comment on the proposal. All written comments received will be considered in the assessment process.

The application will be assessed by the Department against the requirements of the EPBC Act. Please note that the Department will not send an acknowledgment on receipt of application. Once a decision has been made, you will be notified of the outcome. If the operation is approved, a declaration setting out the conditions of the approval must be published on the Federal Register of Legislation before the approval takes effect. Under the legislation an application can be approved for a maximum of 3 years.

Export Permits

Once your wildlife trade operation has been approved, you or your clients must obtain permits from the Department before any specimens are exported from Australia. Contact the Wildlife Trade Regulation section at the address below for more information on obtaining permits or visit the Department's website at: <http://www.environment.gov.au/biodiversity/wildlife-trade/permits>

Controls under the EPBC Act are in addition to those exercised under the *Biosecurity Act 2015*. For information about quarantine, contact the Department of Agriculture and Water Resources – on 1800 900 090.

For further information on Wildlife Programs and Permits please contact

Wildlife Trade
Department of the Environment
and Energy
GPO BOX 787
CANBERRA
ACT 2601

Telephone: (02) 6274 1900 (Option 2) – for programs
(02) 6274 1900 (Option 1) – for permits
Email: wta@environment.gov.au – for programs
wildlifetrade@environment.gov.au – for permits
Website: <http://www.environment.gov.au/biodiversity/wildlife-trade>



Application Form for Approval of a Wildlife Trade Operation

Applicant Details

1. Name

Mr, Ms, Mrs, etc First (given) name

Family name (Surname)

2. Organisation/trading name (if appropriate)

Registered name and ABN

3. Street address

<input type="text"/>	
<input type="text"/>	
Town/suburb	
State	Postcode

4. Postal address

If same as street address, tick here

<input type="text"/>	
<input type="text"/>	
Town/suburb	
State	Postcode

5. Contact details (include area code)

Telephone number – work / home / mobile

Fax number

Email

Program Details

6. Is this a renewal of, or an amendment to, an existing approved WTO program?

No **Go to next question**

Yes Please contact the Department to determine what information will be required.

7. Complete the attached List of Species (page 7 of the application form).

8. State the category of Wildlife Trade Operation you are seeking approval for.

Tick ONE only

- Market-testing operation
- Small-scale operation
- Developmental operation
- Commercial fishery
- Existing stocks operations

Refer to page 7 for a description of each

9. WTO Proposal. A proposal must be submitted with the application form and must include sufficient information to enable an assessment to be made and enable informed public comment (an outline of the information required is on page 8 of the application form).

Please submit a paper copy with the application form, or send the proposal to the Department as an attachment to an email.

Following the proposal outline will assist in processing your application. It is not necessary to address the sub-headings not relevant to your particular operation.

10. Name of person/organisation conducting the harvest operation eg yourself, contractors etc.

11. Will the harvest operations be conducted on private land?

No **Go to next question**

Yes Written permission to harvest is required from the land owner if the harvest is on private land not owned by the applicant.

12. Location where the harvest operations will be conducted eg list the properties where the harvest will occur.

13. Tick the items for which you have attached evidence:

Tick the items for which you have attached evidence

- Proposal
- Written permission to harvest
- Copies of State/Territory Permits (if licensing is required)

14. Declaration by Applicant

I declare that:

- the particulars provided by me in this application (including attachments) are true and correct in every detail.
- I have not been convicted of an offence in the last 10 years and am not subject to any court proceedings for an offence relating to the protection, conservation or management of native species or ecological communities.

Name of applicant or authorised person (if applicant is an organisation)

Signature of applicant or authorised person

Date signed by applicant

/ /

Detach this application form from the guidelines and fax or mail it with all supporting documents to the following address:

Postal address:

The Director
Wildlife Trade Assessments
Department of the Environment and Energy
GPO Box 787
CANBERRA ACT 2601

Phone: (02) 6274 1900 (Option 2)

E-mail: wta@environment.gov.au

15. Small Businesses

Please provide an estimate of time taken to complete this form:

Hours Minutes

Include:

- the time actually spent reading the instructions, working on the questions and obtaining the information; and
- the time spent by your employees in collecting and providing this information.

List of Species

Species covered by the Wildlife Trade Operation

PLEASE PRINT - If more convenient the applicant may submit a list of species in a different format but must include all required information.

Scientific Name	Common Name

Category of WTO

Please identify from the following operations the one that most closely resembles your activity:

Market-testing operations

An operation is taken to be a market-testing operation if:

- the number of specimens to be exported is restricted; and
- the markets to be tested are clearly defined; and
- the means of measuring the success of the market testing is explained; and
- it is reasonably likely that the market could be supplied without adversely affecting the conservation status of the species.

Small-scale operations

An operation is a small-scale operation if it has a low impact on the survival or conservation status of the species being harvested because it is restricted to:

- a small harvest area; or
- a small number of participants; or
- a small number of specimens harvested.

Developmental operations

An operation is a developmental operation if:

- it does not fit into either category above;
- it collects data and develops monitoring programs for the development of a wildlife trade management plan; and
- the industry to which the plan relates does not, or is not likely to, adversely affect the conservation status of the species being harvested.

Commercial fisheries

Enquiries and applications relating to commercial fishery operations should be submitted to:

The Director – Wildlife Trade Assessments
Department of the Environment and Energy
GPO Box 787 CANBERRA ACT 2601

Phone (02) 6274 1900 (option '2')
sustainablefisheries@environment.gov.au

Existing stocks operations

Existing stocks may be recognised in those circumstances where

- the relevant specimens were legally obtained before approval of an operation as a wildlife trade operation or wildlife trade management plan; and
- the existing stock was harvested from areas covered by a current wildlife trade operation or wildlife trade management plan.

Outline for WTO Proposals

1. Title and introduction

This section should identify the species concerned, the management authority (if applicable), relevant State and Commonwealth legislation and a general introduction to the management regime. Suggested content includes:

- 1.1 Scientific name(s)
- 1.2 Common name (if applicable)
- 1.3 Location of harvest
- 1.4 Description of what is being harvested (for example, live animals; skins; meat; larvae; eggs; branches; whole plants), including size and (juvenile or mature) age of the specimen(s). Where possible, please include a photograph of the specimen.
- 1.5 Is the species protected under State or Federal legislation? If so, provide details of the legislation and the status of the species under the legislation.

2. Statement of general goal/aims

This section should briefly outline the objectives of the operation.

3. Harvest Details

Provide details of the harvesting operation, including all management measures employed to ensure that the specimens are taken in accordance with relevant State or Federal legislation, eg licensing of harvesters and dealers, tagging requirements and provisions for determining quotas.

Suggested content includes:

- 3.1 Details of the area where harvesting is to take place, including an indication of the size of the area and, if appropriate, a sketch or map and photographs.
- 3.2 Details of land ownership - if private property, please provide a brief description. Detail any restrictions placed by the landowner or the permits/licences.
- 3.3 What quantity do you intend harvesting and how will this be measured? Please specify and define the units to be used, for example 1 bunch = 25 stems.
- 3.4 What are the methods of harvesting and equipment to be used (for example, by hand; net; heavy machines)? Is the method of harvesting selective or non-selective?
- 3.5 What is the timing and duration of the harvesting period - the time of year and length of harvest season?

4. Impact of harvest on the taxa and the relevant ecosystem

Provide details of the likely impact of the harvest on the species and the ecosystem. Include impacts due to the size of harvest, harvest methodology and where relevant how the harvest site is accessed by the harvester. In estimating the likely impact it is necessary to consider the species' biology, its role in the ecosystem and in some cases its susceptibility to pathogens introduced during the harvest operation.

Provide reasons why you believe there is or isn't any impact. Clearly state if the information provided is based on personal observations and include references for sources quoted.

5. Monitoring and assessment

Please provide details of the direct and indirect monitoring procedures employed and include an outline of the analyses performed on data obtained from these monitoring procedures.

5.1 Has there been a resource assessment of distribution and abundance (for example, population survey) for the harvest area? If yes, provide details.

5.2 Will there be independent supervision of the harvesting? If so, provide details (for example, State/Territory control) and how this will be achieved.

5.3 Outline the methods to be employed to monitor the harvesting of the specimens to identify whether the species or other species in the ecosystem are affected by the harvesting.

5.4 Describe any other biological and environmental monitoring proposed for the harvesting area.

6. Management strategies

How will you respond to population changes if/when detected?

7. Compliance

What methods are available to ensure that only legally obtained material enters commercial trade?

8. Reports

Periodic reports (at least annually: requirements will be specified in the declaration approving the operation) must be provided to the Department on implementation of the proposal. These reports may be made available to the public.

9. Background information

Include background information on the biology of the species relevant to its management and history of the harvest/industry. Please include references.

PLEASE NOTE: As the proposal will be placed on the internet, please ensure that any personal details that you do not wish to be published are not included in the proposal.