



Guidelines for a Regulation 17 Licence to take Fauna for Scientific Purposes

If any applicant for a Regulation 17 (Reg. 17) licence will not or cannot adhere to these requirements which form part of the licence, then NO licence will be issued.

1. WORLD HERITAGE SITES

Where proposed activities may have an impact on the values of a World Heritage site or other values regulated by the *Commonwealth Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act), the applicant is encouraged to contact the Commonwealth Department of the Environment and Energy at the same time as submitting an application to the Department of Parks and Wildlife (Parks & Wildlife) to reduce assessment delays.

Parks & Wildlife may forward applications involving activities in World Heritage properties to the respective World Heritage Advisory Committee.

2. FEES

A Reg. 17 licence is valid for the length of the project/activity, with a maximum period of one (1) year (from 1 January 2017). The fee for a Reg. 17 licence is \$100.

Circumstances for which a fee may be waived include:

- Full-time students (requirement of study);
- Educational institution or government staff (as a duty of employment); and
- Not-for-profit and community organisations, where the activity promotes the State's fauna and/or its conservation.

Applicants must provide supporting documents to qualify for a waived fee. For example, confirmation of employment, university enrolment, or a letter from a community organisation.

3. RENEWAL OF LICENCES

The renewal of a licence is the responsibility of the licensee and will not automatically be granted. Each request for renewal is treated as a new application, so that in the event that circumstances change, the appropriate licence conditions can be attached.

It is recommended that requests for renewal be sent one (1) month prior to the expiry date of the current licence to allow time for processing and posting.

Licence renewal is dependent on conditions of the previous licence having been adhered to.

4. RETURNS

All Reg. 17 licences include a condition that requires a licence return to be submitted within one (1) month of the expiration of the licence. A return consists of a copy of data collected during the licence period, in a required format. A copy of any report, paper or thesis, produced as a result of the licenced activities is to be sent to Wildlife Licensing, when completed.

Data returns must be made online.

With the introduction of the new online Wildlife Licensing System in January 2017, until all licences transfer over to the new system there are two ways in which returns can be submitted.

- 1) For licences which begin with **SF** or **SC** a return will need to be entered into the **Fauna Survey Returns System** <https://faunasurvey.dpaw.wa.gov.au>. The Fauna Survey data return template is available on the webpage.
- 2) For licences which begin with **a number (01, 02 etc.)** a return will need to be submitted through the online **Wildlife Licensing System** <https://wildlifelicensing.dpaw.wa.gov.au/>. A licensee can

click "Enter return" for a licence from the "Returns" table on their home screen dashboard and either upload a template (in the format as provided on the system) or directly enter data into the table provided on-screen.

****Please note that as the templates are different for the two systems it is advised that the licensee checks the relevant web address listed above for the appropriate template for their licence return.***

5. SPECIMEN LODGEMENT

Licensees are to note and fulfil the following conditions associated with a Reg. 17 licence.

All holotypes and syntypes and a half share of paratypes of species or subspecies permitted to be permanently taken under this licence shall be donated to the Western Australian Museum. Duplicates (one pair in each case) of any species collected which represents a significant extension of geographic range shall be donated on request to the Western Australian Museum.

To prevent any unnecessary collecting in this state, all specimens and material collected under the authority of this license shall, on request, be loaned to the Western Australian Museum (WAM). Also, the unused portion or portions of any specimen collected under the authority of this license shall be offered for donation to the WAM or made available to other scientific workers if so required.

To liaise with the relevant curator (or delegate) of Western Australian Museum contact the Collections and Research Facility, Kew Street, Welshpool Western Australia 6106. Postal: Locked Bag 49, Welshpool DC. WA 6986, phone +61 8 6552 7800, fax +61 8 9212 3882, email reception@museum.wa.gov.au or each curator directly via the details provided on the website at the links below.

<http://museum.wa.gov.au/research/departments/terrestrial-zoology/terrestrial-zoology-curator-and-contacts>

<http://museum.wa.gov.au/research/departments/aquatic-zoology/aquatic-zoology-curators-and-contacts>

In order to facilitate these requirements, both overseas residents and non-West Australian-based Australian resident licensees should donate all collected specimens, samples etc. to the WAM prior to their departure. WAM will then take their share entitlement as above and then forward the balance to the collector at his or her nominated address. As the WAM has export clearance then this negates the need for export licence application as discussed below.

6. EXPORTS - Within Australia

A licensee who wishes to send material collected under a Reg.17 licence out of Western Australia (WA) to other parts of Australia requires a Reg.18 export licence prior to transport.

After collecting activities have been completed, the licensee or authorised agent must apply to Parks & Wildlife for this export licence and specify in writing:

- the number and types of specimens (keyed-out and identified as accurately as possible)
- the dates and locations from where they were collected
- date of shipment
- name and address of receiver

Note that import licenses may need to be obtained from the relevant 'receiving' state or territory government.

Parks & Wildlife export licenses can be applied for by letter, fax 08 9219 8242 or by email to wildlifelicencing@dpaw.wa.gov.au.

At least three (3) working days must be allowed for processing complete and correct applications. There is no fee for bona fide scientific exports.

7. EXPORTS - Outside Australia

As above for exports within Australia and:

Federal Government export licenses need to be applied for prior to shipment of collected material out of WA. Costs will be determined on enquiry.

Application is to be made to the Department of the Environment and Energy, Wildlife Trade Regulation Section <http://www.environment.gov.au/biodiversity/wildlife-trade/permits> GPO BOX 787, Canberra, ACT 2601. Telephone +61 2 6274 1900, fax +61 2 6274 1921 or email wildlifetrade@environment.gov.au.