

# Registration as a Scientific User Application

Animal Care and Protection Act 2001, section 52

## Part A – Applicant's Information

### 1. Type of application (tick one box)

Please tick the type of application you are applying for:

New registration      or       Renewal of previous registration

### 2. Type of applicant (tick one box)

Please tick the category of registration

**Note:** The applicable fee for a 3 year term indicated next to each category must accompany this application.  
Payment options are given in Part E of this form.

- an individual (\$859.15)  
 a state school or governing body of a primary or secondary school (\$419.05)  
 a corporation with less than 10 employees (\$859.15)  
 a corporation with 10 to 50 employees (\$1,289.70)  
 a corporation with 51 or more employees (\$1,718.80)

### 3. Type of scientific purpose (tick all that apply)

What types of scientific purpose does the applicant intend to undertake with the animals?

- teaching       diagnosis       environmental studies  
 product testing       research       production of biological products  
 field trials       other (please specify in detail) ▶

### 4. Applicant's details

Full name of applicant (Note: **This name is the legal entity** and the Certificate of Registration will be issued in this name)

Street address (insert shop no. / office, floor, building name, street number and name, suburb town or city, **not a PO Box**)

  

Postcode

Postal address (if same as street address, write "as above")

  

Postcode

Email address

ACN or ABN of applicant (if applicable)

Telephone

Facsimile

ACN is a unique nine-digit number issued by the Australian Securities and Investments Commission to every company registered under the Commonwealth Corporations Act 2001 as an identifier.

ABN is a unique eleven-digit identifying number that businesses use when dealing with other businesses.

### 5. Applicant's preferred contact person

Insert details of the preferred contact person for the applicant. If the applicant is an individual – insert "As above"

Name

Telephone

Facsimile

Email address

### 6. Evidence of legal status or proof of identification (this section must be completed for all new registration applications)

- Individual Applicants** - Attach a certified copy of the applicant's current passport or Australian driver's licence or any other form of identification which includes a photo and signature.

or

- All other applicants** – Attach a certified copy of the current Certificate of Incorporation issued by the Australian Securities and Investment Commission or by the Office of Fair Trading (Qld) or a similar document issued by an equivalent authority.

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**Registration as a Scientific User Application**

**Part B – Information about proposed Animal Ethics Committee (AEC)** (Tick all that apply)

- External AEC** - Animal use to be approved by one or more AECs **established by another institution**.  
Please complete section (i) below.
- Applicant's established AEC** - Animal use to be approved by one or more AECs **established by the applicant**.  
Please complete section (ii) below.

If more than two external or applicant's established AECs are proposed, please attach a separate sheet providing for each additional AEC, the details requested in Part B of this application.

**(i) External AEC**

**External AEC 1**

Full name of proposed external AEC

Full name of institution that established this AEC

Institution's registration no.

Have you established arrangements with the above proposed external AEC to assess proposals and monitor projects

Yes     No

**External AEC 2**

Full name of proposed external AEC

Full name of institution that established this AEC

Institution's registration no.

Have you established arrangements with the above proposed external AEC to assess proposals and monitor projects

Yes     No

**(ii) Applicant's established AEC**

- 1. Attach a copy of the Terms of Reference for **each** AEC established by the applicant
- 2. If AEC is based in Queensland, Western Australia, ACT or Northern Territory – complete and attach "AEC member/advisor's details" Form EC14 for **each** member of each AEC established by the applicant
- 3. Attach a completed list of all the AEC members of each AEC on "Details of AEC Structure" Form EC34

**Applicant's AEC 1**

Name of applicant's AEC

Postal address

Postcode

Chairperson's name

Chairperson's telephone

(    )

Chairperson's email address

Person or office holder to whom the chairperson must report (applicable if applicant is **not** an individual)

Name

Position

**Applicant's AEC 2**

Name of applicant's AEC

Postal address

Postcode

Chairperson's name

Chairperson's telephone

(    )

Chairperson's email address

Person or office holder to whom the chairperson must report (applicable if applicant is **not** an individual)

Name

Position

## Registration as a Scientific User Application

### Part C – Disqualifying Events

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**Individual Applicants**

Has a disqualifying event\* happened in relation to the applicant?

Yes  No

**All other applicants** (e.g. corporations)

Has a disqualifying event\* happened in relation to any of the executive officers\*\* of the applicant; either as an executive officer of the applicant or in relation to any other corporations for which any of the executive officers are or have been an executive officer?

Yes  No

If you answered “yes” for an individual, or on behalf of an executive officer or another corporation of which they have been an executive officer, please attach details of the event(s).

**Note:** A disqualifying event does not preclude the granting of a registration. The nature and relevance of any disqualifying event(s) will be considered by DAF prior to making a decision regarding registration.

\* **Disqualifying event** means a conviction for an animal welfare offence, the cancellation or suspension of a registration under s73 of the *Animal Care and Protection Act 2001*, or the cancellation or suspension of the same or similar registration under a law of another State or the Commonwealth.

\*\* An **Executive Officer** of an applicant is any "person who is concerned with, or takes part in, its management, whether or not the person is a director or the person's position is given the name of executive officer."

Examples of positions which DAF considers to be Executive Officers include: Director, Managing Director, Senior Executive/Management Team, Chief Executive Officer; and for secondary schools - Principal, Deputy Principal and relevant Head of Department (e.g. Biology). This list is not exhaustive. Any person in a senior position who is responsible for management of the corporation should be considered.

### Part D – Applicant’s Declaration

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Part D must be signed and witnessed by a person over 18 years of age.

- I declare that:
- the particulars provided in this application and any information associated with this application are true and correct to the best of my knowledge and I have taken reasonable steps to ensure its accuracy and completeness; and
  - I have read and understood the Privacy Statement below.

**Complete below if applicable:**

Name of authorised person signing on behalf of applicant (please print)

Position held by person signing on behalf of applicant

**Signature**

**Date**

**Witness**

Name of witness (please print)

**Signature of witness**

**Date**

**Warning:** A person who intentionally makes a false statement or provides information that is false, misleading or incomplete in a material way may be guilty of an offence under the *Animal Care and Protection Act 2001*.

### Privacy Statement

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The Department of Agriculture and Fisheries (DAF) is collecting the information on this form to assess your application for registration (including renewal) as a registered person to use (or allow to be used) animal/s for a scientific purposes under the *Animal Care and Protection Act 2001* (ACPA). This information is required by section 52 of the ACPA. This information will only be accessed by authorised employees within the department. Some information may be given to interstate government agencies for administering or enforcing an enactment concerning animal ethics or to the Queensland Police Service for the purpose of obtaining an animal welfare offence report, as required under section 82 of the ACPA. Your information will not be disclosed to any other parties unless authorised or required by law.

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**Registration as a Scientific User Application**

**Part E – Payment Options** (Select **ONE** payment option only. Refer to details indicated below for each payment option)

Please do not pay by cash

**Caution:** The application fee cannot be refunded if the application is withdrawn, refused or registration is no longer required.

**PLEASE MAIL THIS APPLICATION TO:**

Licensing and Transactions Unit  
Biosecurity Queensland  
Department of Agriculture and Fisheries  
GPO Box 46  
Brisbane Qld 4001

Or email to: [animaethics@daf.qld.gov.au](mailto:animaethics@daf.qld.gov.au)

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**Cheque or money order** made payable to 'Department of Agriculture and Fisheries'  
(please *attach* to this form)

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**Credit Card** (Mastercard or Visa only)

**NOTE:** Please provide the name and contact phone number of the credit card holder. A departmental officer will contact the credit card holder via a secure line and process the credit card payment.

Name of cardholder:

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Phone contact details:

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If you are applying for a disclosure exemption, you must also attach an Application for Exemption from Disclosure of Registration Details form.

**Further instructions and advice:**

If you need assistance completing this form please contact DAF through the Customer Service Centre on 13 25 23. Providing an incomplete or incorrect form will delay consideration of this application.