



# Application for exhibition licence or renewal Corporation

Pursuant to sections 51 & 87 of the *Exhibited Animals Act 2015*

OFFICE USE ONLY

DATE RECEIVED:
APPLICATION REFERENCE NUMBER:
FURTHER INFORMATION REQUEST DATE:
DATE FURTHER INFORMATION RECEIVED:
DATE APPROVED OR REFUSED:
PRHL DATABASE REFERENCE NUMBER:
PRID DATABASE REFERENCE NUMBER:
PAYMENT AMOUNT & RECEIPT NUMBER:

## Important information for applicants

Please use this form if a corporation is intending to apply for an exhibition licence or to renew an exhibition licence.

The Department of Agriculture and Fisheries is collecting your personal information for the purpose of administering and enforcing the provisions of the *Exhibited Animals Act 2015*. You should provide as much information in your application to demonstrate your suitability to hold an exhibition licence. An exhibition licence cannot be issued unless the chief executive of the Department of Agriculture and Fisheries is satisfied that you meet the requirements under the *Exhibited Animals Act 2015*.

It is your responsibility to ensure that you understand the requirements under the *Exhibited Animals Act 2015* and that you provide true and correct information in your application. The legislation can be accessed on the Office of the Queensland Parliamentary Counsel website <http://www.legislation.qld.gov.au/>.

New applicants - management plans for a particular animal or species of animals you intend to exhibit and deal with must be submitted for approval with your application. An approved management plan is essential for the chief executive to approve your application for an exhibition licence.

Renewal applications - New management plans cannot be submitted with a renewal application. All new management plans or changes to an existing management plans must be submitted separately with an Application for Amendment of Exhibition Licence (Corporation).

## Renewal deadlines

If the corporation is renewing an exhibition licence you cannot submit an application any earlier than 6 months or any later than 3 months before the term of the exhibition licence ends.

## How to complete this form

- Type or use black ink (*block letters*).
- Fill in all parts of the application.
- Attach Management Plans.
- If there is insufficient space on the form, continue your answers on separate sheets, each of which should be signed and attached.

## How to submit this form

- Via email to:  
[exhibitedanimalapplications@daf.qld.gov.au](mailto:exhibitedanimalapplications@daf.qld.gov.au)
- Via post to:

**Exhibited Animals, Biosecurity Queensland**  
Department of Agriculture and Fisheries  
GPO Box 46  
Brisbane Qld 4001

## Contact us

If you require further information regarding your application contact Exhibited Animals, Biosecurity Queensland, Department of Agriculture and Fisheries on 13 25 23.

## Further information

Code of Practice or guidelines may be obtained from the Department of Agriculture and Fisheries website <http://www.daf.qld.gov.au>

## Part 1 - Type of application

Please indicate the type of application:

- New exhibition licence  
 Renewal of exhibition licence

*If you are applying to renew your licence, please provide the following information:*

Exhibition licence number for renewal

Commencement date

Expiration date

## Part 2 - Corporation's details

Corporation name

Trading name

Name of chief executive officer of corporation

Website

### Registered office address (not postal address)

Property/Building name

Unit/Lot/Street number

Street name

Suburb/Town/Locality

State

Postcode

### Postal address (if different from above)

Post box address

Property/Building name

Unit/Lot/Street number

Street name

Suburb/Town/Locality

State

Postcode

### Attach a copy of the following documents to your application:

1. A current copy of registration of a company issued by the Australian Securities & Investments Commission (ASIC) and any official document which demonstrates the current registration of your corporation that is making this application.
2. An ASIC document that lists the current directors.

### Corporation's contact person's details

First name

Last name

Position in corporation

E-mail address

Phone

Mobile

#### Preferred method of contact

- Any       E-mail       Phone       Mail       SMS

*(must identify another form of contact)*

### Part 3 - Details of fulltime equivalent staff

Please indicate below the number of full time staff.

*Staff includes all staff employed to manage animals.*

- Up to three full-time equivalent staff  
 Between four and fifteen full-time equivalent staff  
 Sixteen or more full-time equivalent staff

### Part 4 - Places where animals are to be exhibited and dealt with

#### Development approval

Does this application involve an activity that is assessable development?

*(See definition of assessable development)*

- No  
 Yes

Has development approval been given?

*Please select the N/A box if you answered no to the above question.*

- N/A  
 No  
 Yes

#### The address where the animals will be primarily kept

Property/Building name

Unit/Lot/Street number

Street name

Suburb/Town/Locality

State

Postcode

#### Residential premises

Is the address recorded in this section (Part 4) used entirely or in part for residential purposes?

*(e.g. there is a house or living quarters located on the premises).*

- No  
*If no, please continue to the additional premises section.*  
 Yes  
*If yes, please provide the following information*

Are you the occupier of the residential premises or part of premises that will be used to exhibit or deal with an animal?

- No  
 Yes

*If yes, please provide the following information.*

1. Evidence of legal occupancy of premises or part of premises where animals will be exhibited. Including rates notice, lease agreement with the owner.
2. Details of the areas of the premises that are residential purposes that will be used to exhibit or deal with an animal.

Under section 59 of the *Exhibited Animals Act 2015* the chief executive may grant an application only if the applicant is the occupier of the residential premises or part and has given the chief executive written consent.

Please complete the following consent for entry by an inspector under section 69(1)(g).

I,  consent to an inspector to entering the residential premises as detailed above, in accordance with section 69(1)(g) of the *Exhibited Animals Act 2015*.

I have read and understand the requirements of section 59 of the *Exhibited Animals Act 2015* for granting an application that relates to exhibiting or dealing with an animal in premises or part of premises used for residential purposes.

I have read section 69(1)(g) and understand the it is a condition of an exhibited animal authority that if an authority holder exhibits or deals with an animal within premises or part of premises used for residential purposes the corporation will consent to an inspector entering the premises or part of the premises at any reasonable time but on written or oral notice of at least one (1) hour to inspect an authorised animal or enclosure to monitor compliance with the *Exhibited Animals Act 2015*.

Signature

Date

**Additional premises**

Do you intend to exhibit or deal with the animals at two or more premises?

*(This question does not refer to mobile exhibiting of animals, please refer to note below for explanation of two or more premises).*

- No  
 Yes

*If yes, please provide the following information.*

**Address of premise(s) other than the address provided above**

Property/Building name

Unit/Lot/Street number

Street name

Suburb/Town/Locality

State

Postcode

Will the same persons have day to day care and control of the animals at each of the premises?

*Please select the N/A box if you answered no to the above question.*

- N/A  
 No  
 Yes

**Please provide details of how the two or more premises will be operationally interrelated.**

Note: An application that relates to exhibiting or dealing with 1 or more animals at 2 or more premises may only be granted if the premises are operationally interrelated, with the same designated carers and the location of the premises allows the integrated day-to-day care and control of the animals by the designated carers to be feasible. For example; a road divides a premise which results in the premise having two separate addresses (e.g. a property divided by a service road which has been deemed by council as two separate allotments).

## Part 5 - Applicant suitability

Has the applicant previously held a similar authority?

No

Yes **Please state authority number:** *(if known)*

**If yes, was the authority:**

An authority under the *Exhibited Animals Act 2015* (excluding current licence)

A declared pest permit issued under the *Stock Route Management Act 2002*

A wildlife demonstrator licence under the *Nature Conservation (Administration) Regulation 2006*

A wildlife exhibitor licence under the *Nature Conservation (Administration) Regulation 2006*

Another authority under the *Nature Conservation Act 1992*

An authority under a corresponding law to the *Exhibited Animals Act 2015*

A general fisheries permit under the *Fisheries Act 1994*

An authority under a law of the Commonwealth. *Please provide details of all Commonwealth authorities.*

A similar authority under a law of another State. *Please provide details of all interstate authorities.*

Is the corporation placed in receivership or liquidation?

No

Yes

Is an executive officer of the corporation an insolvent under administration?

No

Yes

Has the corporation been refused an exhibited animal authority or similar authority?

No

Yes

*If yes, please provide details in the space provided below.*

  

Have any of the associates of the corporation been refused an exhibited animal authority or similar authority?

No

Yes

*If yes, please provide details in the space provided below.*

  

Has the corporation held an exhibited animal authority or similar authority that was suspended or cancelled?

No

Yes

*If yes, please provide details in the space provided below.*

Have any of the associates of the corporation held an exhibited animal authority or similar authority that was suspended or cancelled?

- No  
 Yes

*If yes, please provide details in the space provided below.*


Has the corporation been convicted of a relevant offence (other than a spent conviction)?

- No  
 Yes

*If yes, please provide details in the space provided below.*


Have any of the associates of the corporation been convicted for a relevant offence (other than a spent offence)?

- No  
 Yes

*If yes, please provide details in the space provided below.*


## Part 6 - Management plan

For new applicants please attach a management plan for exhibiting and dealing with each particular animal or animals of a species that this application relates to. Licence holders authorised under existing legislation must submit in a management plan all required information set out in S37 of the *Exhibited Animals Act 2015*. (Please note that information previously submitted to the Department is unable to be considered in the assessment of this application and for the purposes of management plans).

## Part 7 - Private assessment report

A private assessment report regarding an animal, enclosure or place can be included in your application to assist the chief executives decision to renew your exhibition licence.

## Part 8 - Declaration

I hereby declare that the information provided in this application and all information submitted with this application form is to the best of my knowledge and belief, true and correct in every particular. I have read and understand the requirements and obligations of the *Exhibited Animals Act 2015 and Exhibited Animals Regulations 2016*.

I understand that in order for a licence to be granted the chief executive may make enquires about the suitability of the applicant.

I understand that the information provided by me in this application form will be used for the purposes of determining eligibility and suitability to hold a licence under the *Exhibited Animals Act 2015* and for purposes associated with the administration and enforcement of the Act.

I warrant that I am able to sign this application as the duly authorised officer of corporation.

### Authorised Officer of the corporation

First name

Last name

Signature

Position within corporation

Date

## Checklist

Before submitting this form, please check the following have been actioned:

- Application form(s) completed and signed
- Management plan attached (*available from the DAF website <https://www.daf.qld.gov.au/>*)
- Private assessment report (*optional for renewal applications*)
- Supporting information attached
- An ASIC document that lists the current directors
- A current copy of registration of a company issued by the Australian Securities & Investments Commission (ASIC) and any official document which demonstrates the current registration of your corporation that is making this application.

## Part 9 - Definitions

### Definitions to assist in the completion of this application under the *Exhibited Animals Act 2015*

(Note: Do not submit Part 9 with your completed application)

#### Definitions under the *Exhibited Animals Act 2015*

The [Exhibited Animals Act 2015 \(PDF, 928KB\)](#) and the [Exhibited Animals Regulation 2016 \(PDF, 347KB\)](#) define certain terms that a licence holder has to be familiar with. Some of the definitions from the legislation are given below to help licence holders complete their applications.

#### Assessable development

See the [Sustainable Planning Act 2009 \(PDF, 2.7MB\)](#),

- Generally, means development with regards to a property as prescribed under the *Sustainable Planning Act 2009*.

#### Associate of a person

- If the person is an individual, an associate of the person is any of the following:
  - the individual's spouse or de facto partner
  - a relative of the individual, whether by blood, spousal relationship or adoption
  - an employee of the individual
  - an employee of a corporation of which the individual is an executive officer
  - a partner of the individual
  - a corporation of which the individual is an executive officer
  - a corporation in which the individual holds a controlling interest
  - a person who is a trustee of a trust of which the individual is a trustee or beneficiary
  - a person who is a beneficiary of a trust of which the individual is a trustee or beneficiary
  - a person who is accustomed or under an obligation, whether formal or informal, to act in accordance with the directions, instructions or wishes of the individual
  - a person who is an associate of someone who is an associate of the individual.
- If the person is a corporation, an associate of the person is any of the following:
  - an executive officer of the corporation
  - an associate of an executive officer of the corporation
  - an employee of the corporation
  - a person who holds a controlling interest in the corporation
  - a related body corporate, within the meaning of the Corporations Act, of the corporation
  - a person who is an associate of someone who is an associate of the corporation.
- If the person is an incorporated association, an associate of the person is a member of the association's management committee.

#### Australian Securities and Investments Commission (ASIC)

- See <http://www.asic.gov.au/>

#### Authorised enclosure for a category A animal

- An enclosure of a type in which the category A animal is authorised to be exhibited or dealt with.

#### Authorised enclosure for a category B or C animal

- An enclosure in which the category B or C animal is authorised to be exhibited or dealt with.

#### Authority holder

- The person who holds an exhibited animal authority.



### **Dealing with an exhibited animal**

- Carrying out an activity that involves an exhibited animal, or relates to an exhibited animal, other than exhibiting the animal. It includes:
  - accepting, buying, importing or obtaining the animal
  - breeding, culturing, growing or raising the animal
  - keeping or possessing the animal
  - moving the animal
  - giving, selling or otherwise disposing of, the animal.

### **Development approval**

- See the [Sustainable Planning Act 2009 \(PDF, 2.7MB\)](#), schedule 3.

### **Enclosure**

- A space, in which an animal can be accommodated, that is completely bounded by a barrier designed and constructed to contain the animal.
- The space may be fixed in position or moveable.
- Examples of fixed enclosures are:
  - a building or other fixed structure
  - an area of land surrounded by a fence, embankment, moat or other fixed barrier
  - an area of water contained by an embankment or other fixed barrier.
- Examples of moveable enclosures are:
  - a moveable cage
  - a moveable water tank.

### **Executive officer** of a corporation

- A person who is concerned with, or takes part in, the management of a corporation, whether or not the person is a director, or whether the person's position is given the name of executive officer.

### **Exhibit an animal**

- Generally, exhibiting an animal means displaying the animal to the public, including for commercial, cultural, educational, entertainment or scientific purposes.
- Examples of exhibiting an animal are:
  - displaying an animal in a zoo or wildlife park
  - using an animal in a performance in a circus or magic show
  - allowing public interaction with animals at a petting farm
  - showing an animal as part of an educational wildlife demonstration
  - displaying an animal, for example a bird in a cage, in a part of commercial premises accessible to the public.

### **Former owner**

- The person who owned an exhibited animal or thing immediately before it was seized or forfeited under chapter 6, part 3, division 4 or 6, or transferred under section 206(b) of the [Exhibited Animals Act 2015 \(PDF, 928KB\)](#).

### **Full-time equivalent employee**

- An employee of the applicant who ordinarily works for the applicant for at least 35 hours each week.

### **Insolvent under administration**

- A person who is insolvent under administration under the [Corporations Act 2001 \(Cth\)](#).

### **Interstate authority**

- Interstate authority means a licence, permit or other authority that is issued under a corresponding law to the [Exhibited Animals Act 2015 \(PDF, 928KB\)](#) and is equivalent to an exhibition licence.

### **Keep**

- This includes keeping the animal while it is being moved.

### **Loss, of a required record**

- This includes:
  - the destruction or theft of the record
  - for a record in paper form—damage to the record causing it to be illegible
  - for a record in electronic form—inability to reproduce the record in a legible form.

### **Occupier, of a place**

- For chapter 3, this is the person who, whether or not the owner of the place, is the person who is effectively in day-to-day control of the place, whether or not that control is exercised through an agent or employee.
- Otherwise, it includes:
  - any of the persons, if there is more than 1 person who apparently occupies the place
  - any person at the place who is apparently acting with the authority of a person who apparently occupies the place
  - any person who is an owner of the place, if no-one apparently occupies the place.

### **Of a place**

- This includes at, in or on the place.

### **Place**

- This includes:
  - premises
  - vacant land
  - a place in Queensland waters
  - a place held under more than 1 title or by more than 1 owner
  - the land or water where a building or structure, or a group of buildings or structures, is situated.

### **Premises**

- This includes:
  - a building or other structure
  - a part of a building or other structure
  - a caravan, mobile home or vehicle
  - a cave or tent
  - premises held under more than 1 title or by more than 1 owner.

### **Private assessment report**

- A report about a private assessment, prepared by an accredited person for the holder of an exhibition licence to help the chief executive decide an application to renew or restore the licence. The report must state the information specified in the [Exhibited Animals Act 2015 \(PDF, 928KB\)](#).

### **Public interaction**

- An activity involving an exhibited animal that is carried out by a person, other than a responsible person for the animal, who is close to the animal and not separated from the animal by a barrier. Examples of these activities include:
  - handling, touching or feeding an exhibited animal
  - swimming near an aquatic exhibited animal
  - viewing, filming or photographing an exhibited animal in close proximity to the animal.

#### **Quarantine**

- Keeping the exhibited animal isolated from persons or other animals as required by the [Exhibited Animals Act 2015 \(PDF, 928KB\)](#), the [Biosecurity Act 2014 \(PDF, 1.5MB\)](#) or a law of the Commonwealth.

#### **Regular enclosure for a category A animal**

- An authorised enclosure of the **type** identified in the exhibition licence as a type of regular enclosure for the animal.

#### **Regular enclosure for a category B or C animal**

- An authorised enclosure identified in an exhibition licence as a regular enclosure for the animal.

#### **Regular enclosure site**

- A site for a regular enclosure or regular enclosure of a type that is, permanently fixed in position

#### **Required record**

A record of information the authority holder has to keep under the *Exhibited Animals Regulations 2016*.

#### **Similar authority**

- An authority:
  - under the Nature Conservation Act to use or keep an animalor
  - under a corresponding law to the Act that is similar to an exhibition licence or interstate exhibitors permit (however the authority is prescribed).