

FORM R1 APPLICATION FOR A SCIENTIFIC PROCEDURES PREMISES LICENCE

AGRICULTURE VICTORIA

This form is to be used to apply for a Scientific Procedures Premises Licence to replace a licence expiring on 30 June 2017. Due to the licence system changes enacted in 2016, new licences will be issued with new licence numbers.

The new licence system and application form include a number of new and revised elements:

Probity assessment – in granting a licence, the Department Head may consider whether the applicant and office bearers are fit and proper persons to exercise control over a licence. This is reflected in Part C of the form.

Licence fees – new licence fees have been established to better reflect licence administration costs and exclude audit costs. Up to a 4 year licence may be applied for.

Licence amalgamations – where an institution holds more than one scientific procedures licence a single licence may be applied for to replace the multiple licences. Specified Animals Breeding Licences may not be amalgamated.

An application for an amalgamated licence may only be submitted after discussion with DEDJTR Licensing & Audit.

Premises details – licensed premises details will not be altered during this process. As required by the legislation, the applicant designates the premises to be licensed by attaching the expiring licence to this form.

Licence fee payment method – a new method has been introduced to expedite the fee payment process. Licence holders will be issued a Payment Notice that will provide the payment methods and include a Customer Reference Number that will be used to track payment.

A payment invoice will be provided on request

Further information - is provided in the Explanatory Notes on pages 7 and 8 of this application.

FORM R1 APPLICATION FOR A SCIENTIFIC PROCEDURES PREMISES LICENCE

PART A APPLICANT NOMINATION, DECLARATION AND CONTACT DETAILS

Name of body corporate or natural person to be licensed (the applicant):

.....[1]

herein applies for a Scientific Procedures Premises Licence (SPPL) for the appended premises.

The applicant nominates the following person to be responsible under Section 26(2) of the Prevention of Cruelty to Animals Act 1986 (the Act) for any scientific procedures to be carried out under this licence

.....[2]

The applicant declares that these requirements have been fulfilled-

- (a) there is a person nominated under Section 26(2) of the Prevention of Cruelty to Animals Act 1986 (the Act) to be responsible for procedures to be carried out on the premises;
- (b) One or more Animal Ethics Committees has been nominated for the purposes of the licence to perform functions under the licence in accordance with the Australian code for the care and use of animals for scientific purposes
- (c) all scientific procedures will be carried out in accordance with the Act and associated Regulations, the Australian Code for the care and use of animals for scientific purposes, the Victorian Code of practice for the housing and care of laboratory mice, rats guinea pigs and rabbits, and the Victorian Code of practice for the use of animals from municipal pounds in scientific procedures.

Name, position, and signature of person(s) authorised to sign this application on behalf of the applicant (e.g. vice chancellor of university or director, chief executive officer or secretary of company):

[3]

Signatory #1 – Name:..... Position:

Signature: Date:

[4]

Signatory #2 – Name:..... Position:

Signature: Date:

For an applicant that is a body corporate, i.e. not a natural person, provide [evidence of incorporation within Australia](#):

.....[5]

Provide [registered address](#) of a body corporate or postal address of a natural person:

.....[6]

[7]

Provide licensing officer details [if relevant](#)

Title, name, surname:

Postal address:.....

Phone: Fax: Email:

PART B [LICENCE NOMINEE](#) ACCEPTANCE

I,, consent to the above nomination as the person to be responsible under Section 26(2) of the [Prevention of Cruelty to Animals Act 1986](#) (the Act). I agree to comply with all the relevant requirements of the Act and Regulations, the licence, the [Australian Code for the care and use of animals for scientific purposes](#), the [Victorian Code of practice for the housing and care of laboratory mice, rats guinea pigs and rabbits](#), and the [Victorian Code of practice for the use of animals from municipal pounds in scientific procedures](#)

Signature of Nominee: Date:

Title: Position:

Postal address:

Phone: Fax: Email:

PART C PROBITY DETAILS

Please provide [probity details](#) for the following:

- a natural person that is the licence applicant
- or
- a body corporate that is the licence applicant; and
 - any person who holds office or acts as a director of the corporation; and
 - any person who is involved in the management of the corporation; and
 - the person nominated to be responsible for the licence.

Has the natural person or body corporate been found guilty of an offence in the last 10 years, or currently have an outstanding offence, under any of the following:

Prevention of Cruelty to Animals Act 1986	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
Domestic Animals Act 1994	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
Wildlife Act 1975	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
Catchment and Land Protection Act 1994	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
Fisheries Act 1995	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
Meat Industry Act 1993	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
Any equivalent Commonwealth or other State or Territory Statute or Regulation	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

and

Has the natural person or body corporate been found guilty of an indictable offence within the last 10 years, or currently have an outstanding indictable offence, under any Statute or Regulation either within or outside Victoria	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

If Yes to any of the above, please provide details including the nature of the offence, the penalty imposed and the date of the finding

Offence	Penalty	Date of Conviction

PART D ANIMAL ETHICS COMMITTEE

[Animal Ethics Committee](#) nominated for the licence:

Secretary title: Given name: Surname:

Postal address:

Phone:..... Fax: Email:

DEDJTR WSI AEC: if the DEDJTR WSI AEC is to be used, a copy of the letter from the AEC accepting use of the committee by the applicant must be appended to the licence application. No further details are required.

Chair title: ; Given name:; Surname:

Postal address:

Position in institution:

AEC agreement to oversee licence activities and statement that premises listed on the application have been inspected and approved (to be completed by Chair or Secretary)

Name of AEC representative:

Signature of representative: Date:

Document full AEC membership. Include additional lines or sheets as necessary.

Title	Name	Surname	Category or role (include Chair)	Voting?

PART E PREMISES DETAILS



Please append [a copy of the expiring licence](#) or multiple licences if amalgamating.

Please note:

Licence amalgamations are only available to multiple scientific procedures licences held by the same institution. Specified Animals Breeding Licences may not be amalgamated.

Licence amalgamations will only be approved after discussion with DEDJTR. Please contact DEDJTR Licensing and Audit prior to applying for an amalgamated licence.

Email: Sp.Licensing@ecodev.vic.gov.au Phone: (03) 9217 4425

PART F TERM OF LICENCE

Please indicate the number of years the licence is being applied for

- | | | | |
|--------------------------|---------|----------------------------|-----------|
| <input type="checkbox"/> | 1 year | 1 July 2017 – 30 June 2018 | \$460.70 |
| <input type="checkbox"/> | 2 years | 1 July 2017 – 30 June 2019 | \$775.00 |
| <input type="checkbox"/> | 3 years | 1 July 2017 – 30 June 2020 | \$1087.80 |
| <input type="checkbox"/> | 4 years | 1 July 2017 – 30 June 2021 | \$1402.10 |

Fee exemption

A fee exemption is provided for scientific procedures undertaken by a [not-for profit organisation](#) that consists of 5 or less full-time equivalent employees. In such cases the licence fee is nil. A statutory declaration will be required. Please apply to sp.Licensing@ecodev.vic.gov.au for appropriate wording to be used.

Note: A licence will NOT be issued until payment is confirmed.

PART G FORM SUBMISSION

Post this form in hard copy with original (non-scanned) signatures and any required attachments to:

Licensing Officer, Licensing and Audit

DEDJTR

475 Mickleham Rd

ATTWOOD VICTORIA 3049

EXPLANATORY NOTES

Scientific Procedures Premises Licence

A scientific procedures premises licence (SPPL) authorises the licence holder to use animals for research, teaching or testing in Victoria, under the approval of a nominated Animal Ethics Committee. [Return to form](#)

The applicant

The applicant is the entity that will be the licence holder (e.g. natural person, company, or university). If the licence holder is not a natural person, it must be a body corporate legally recognised in Australia. Examples are:

- an Australian-registered company (quote ACN);
- an association incorporated under Australian State or Territory incorporation legislation (quote Incorporated Association registration number and state where incorporated);
- An institution incorporated by statute of an Australian Parliament (quote the relevant Parliament and Act);
- An ASIC-registered international company (quote ABN). [Return to form](#)

Licence Nominee

The Licence Nominee is the person nominated by the applicant to be legally responsible for scientific procedures and any breeding of specified animals. This person should have a senior line management role over personnel and procedures associated with animal use. Where the applicant is a natural person, they must also take the role of the Licence Nominee. [Return to form](#)

Person authorised to sign on behalf of the applicant

The application form must be signed on behalf of the applicant by a person authorised to represent the corporation. This may be a vice chancellor for a university or chief executive officer for a company. In the case where an individual is being licensed, they will sign on their own behalf. Space is provided for 2 signatories, for the case where an institution requires more than one officer to sign on its behalf. [Return to form](#)

Registered address

The registered address for a body corporate is the address that is registered with the body through which the body corporate is established. For an Australian company, the registered address is the one registered with the ASIC. [Return to form](#)

Licensing officer

Where institutions have an officer to facilitate licence administration, contact details for this officer may be provided. [Return to form](#)

Probity details

In granting a Scientific Procedures Premises Licence, the Department Head may consider whether the applicant and office bearers are fit and proper persons to exercise control over a licence, whether the applicant has committed an offence under the Prevention of Cruelty to Animals Act or the regulations, and any other relevant matter. [Return to form](#)

Licence premises & AEC

Licensed premises & AEC memberships variations will not be processed at this time. If variations to premises or AEC memberships are planned, please submit a variation form. [Return to form](#)

Payment

A new method has been introduced to expedite the fee payment process. Licence holders will be issued a Payment Notice that will provide the payment methods and include a Customer Reference Number that will be used to track payment. An invoices will be issued on request.

A licence will not be issued until payment is verified.

Not-for-profit organisation

For the purposes of application for a scientific procedures licence, a not-for-profit organisation is one defined by the Prevention of Cruelty to Animals Regulations as an organisation that

- is not established for the purposes of profit or gain; and
- has a primary purpose or objective that is operated not for profit or gain; and
- does not distribute any part of the profit or gain in the conduct of activities by the organisation to any entity; and
- has whole charitable, benevolent, philanthropic or recreational purposes; and
- is not a school or an educational institution; and
- is not a body which promotes or is funded by horse racing or greyhound racing. [Return to form](#)

Further information

Licensing & Audit

DEDJTR

(03) 9217 4425

Email:

Sp.Licensing@ecodev.vic.gov.au

Website:

<http://agriculture.vic.gov.au/ART>

ACCESSIBILITY

If you would like to receive this publication in an accessible format, please contact DEDJTR, Biosecurity Branch, Licensing & Audit at sp.licensing@ecodev.vic.gov.au This document is also available in PDF format at www.agriculture.vic.gov.au

[The Department of Economic Development, Jobs, Transport and Resources (DEDJTR) is committed to protecting personal information provided by you in accordance with the principles of the Victorian privacy laws. The information you provide will be used to manage the terms and conditions of your licence, provide you with information about any changes to licence terms and conditions or fees, provide reminders for renewal, and provide other information relating to legislation compliance. This information is being collected in accordance with Part 3 of the Prevention of Cruelty to Animals Act 1986. The information you provide may be made available to departmental authorised officers or auditors or another government organisation for the purpose of administering or enforcing the Act or another relevant Act. If all requested information is not received, DEDJTR will be unable to issue the licence or process the licence variation. You may access the information you have provided to DEDJTR by contacting the Licensing and Audit section at Sp.Licensing@ecodev.vic.gov.au or (03) 9217 4425.]