

# Guidance Note: Applications for Pest Animal Special Collections Permits

## PURPOSE

The *Catchment and Land Protection Act 1994* (CaLP) prohibits the keeping, selling, releasing and importation into Victoria of declared pest animals without permission.

This guidance note defines the purposes of animal use for which a pest animal special collections permit application may be considered and provides assistance to applicants.

## GENERAL

When assessing an application consideration is given to:

1. Collection and benefit;
2. Risk assessment and management; and
3. Animal welfare and husbandry

An application form must be completed to apply to bring into Victoria, keep, sell or release a pest animal under a pest animal special collections permit.

The application form depends on the reason the pest animal is to be kept and is available on the [Agriculture Victoria](https://www.agriculture.vic.gov.au) website or by contacting the pest animal permit administrator on:

- telephone: 136 186
- email [pestanimal.permit@agriculture.vic.gov.au](mailto:pestanimal.permit@agriculture.vic.gov.au)
- or in writing

Department of Energy, Environment and Climate Action  
 Pest Animal Permit Administrator  
 475 Mickleham Road  
 Attwood Victoria 3049

Except in limited circumstances the applicant must be a natural person.

The Department of Energy, Environment and Climate Action (department) may contact third parties to confirm information provided in an application.

The department will consider applications and provide a response within 60 days from receipt of all required information.

A current permit holder may apply to renew a pest animal permit.

## NEW APPLICATIONS

A new application for a pest animal special collections permit will only be considered for purposes that have demonstrable and significant benefit to conservation or the economy or social amenity in Victoria or other Australian jurisdictions.

### 1. COLLECTION AND BENEFIT

Permission will be granted in line with nationally agreed principles of risk management as outlined in the [Guidelines for the import, movement and keeping of non-indigenous vertebrates in Australia](#).

There are six activities for which a pest animal special collections permit may be granted.

New pest animal permit applications may be considered for three approved activities:

1. Use in media, permit duration to a maximum of one year.
2. Use in pest animal management, permit duration to a maximum of two years.
3. Use in an approved activity for purposes with demonstrable and significant public benefit, permit duration to a maximum of two years.

Information on the three approved activities that will be considered for renewal from existing permit holders is provided in the Existing Permitted Arrangements Section below.

The pest animal permit, if issued, will specify the maximum number of pest animals that may be brought into Victoria, kept, released or sold.

The maximum number permitted will be determined by accessing information from the applicant in terms of the number of animals required to achieve the purpose. The capacity of the proposed facilities to contain the number of animals applied for will be considered.

The proposed duration of the activity will be considered in determining the permit duration.

The applicant must provide detail of the location at which the animals will be kept, which will become the authorised premises specified on a permit, if issued.

Persons wishing to apply for a pest animal special collections permit for the above purposes should access the applicable application form for additional guidance in submitting an application.

### 1.1 Permission to import into Victoria

A declared pest animal must not be brought into Victoria without permission. The application form to keep a pest animal has a separate section for use by a person intending to import pest animals into Victoria.

### 1.2 Permission to sell

A declared pest animal must not be sold without permission. A person permitted to keep a pest animal must apply for permission to sell that animal.

### 1.3 Permission to release

A declared pest animal must not be released without permission. A person permitted to keep a pest animal must apply for permission to release that animal.

Applications to release a pest animal will only be considered for the purpose of pest animal management.

## 2. RISK ASSESSMENT AND MANAGEMENT

Management of pest animals kept under permit must reduce the risk of negative impacts.

Breeding is prohibited in most circumstances.

Disposal arrangements for all pest animals will be considered and must be consistent with relevant legislation and codes of practice.

Where possible all pest animals must be permanently identified.

### 2.1 Capability and animal care

Permits will only be considered for persons appropriately qualified or experienced in the keeping of the species of pest animal.

Appropriate resources must be available to ensure the ongoing security, care and health of pest animals.

The applicant must provide a commitment to record keeping and provide details of access to veterinary care.

The applicant must demonstrate that pest animal care, facilities and husbandry meet expected standards.

### 2.2 Containment

Security measures must prevent unauthorised movement of pest animals and people.

A schedule for maintenance of facilities used for keeping of pest animals is expected.

### 2.3 Transport

Arrangements for transport will be considered in the application assessment.

### 2.4 Contingency planning

Contingency plans that meet appropriate codes of practice, guidelines, standards and husbandry manuals must be developed. The applicant will be required to ensure these plans are in place and make them available to the department on request.

#### 2.4.1 Biosecurity

The plan must address animal health and disease prevention for the pest animals being kept.

#### 2.4.2 Insurance

Applicants must have appropriate insurance.

#### 2.4.3 Disruption to normal amenity supply

An emergency plan that takes into account how disruption of normal amenity supply will be managed to ensure ongoing pest animal welfare and containment security must be in place.

#### 2.4.4 Natural threats

An evacuation/natural disaster contingency plan containing detail on how the risk of all possible natural disasters such as storm, flood or fire will be managed must be in place.

#### 2.4.5 Escaped animals

An escape contingency plan outlining the response that will be taken in event of escape of pest animals must be in place. As applicable the plan must include decision-making criteria for humane destruction of an escaped pest animal and include details of suitably qualified persons and, as appropriate, licensing arrangements.

## 3. ANIMAL WELFARE

Applicants must demonstrate compliance with the relevant codes of practice, guidelines, standards and animal husbandry manuals.

#### 4. EXISTING PERMITTED ARRANGEMENTS

Current permit holders may apply to continue existing permitted arrangements that are not consistent with the activities for which a new special collections pest animal permit application would be considered.

There are three such circumstances. Current permit holders applying to renew a permit to keep pest animals are required to use the application form consistent with the purpose of use.

The application form provides guidance as to the information required.

1. Persons currently permitted to keep declared pest animals for non-commercial activities as a result of a government amnesty or transitional arrangement. Annual permits may be granted for the lifetime of the animal(s).
2. Persons currently permitted to keep declared regulated pest animals for commercial activities that are not primary production, such as training horses. Consideration will be given to permitting continued use of the pest animal species for this activity.
3. Persons currently permitted to keep declared pest animals for the purpose of display to the public under a pest animal special collections permit. New applications for the use of pest animals for this activity may be considered in accordance with the pest animal approved collections (zoo) permit application assessment guidance note.

Permit duration is considered on a case-by-case basis, in most cases permits may be issued up to one year duration.

---

#### ACCESSIBILITY

If you would like to receive this publication in an accessible format, please telephone the pest animal permit administrator on 136 186.

---