



# APPLICATION TO CHANGE LICENCE DETAILS

When applying for a licence to use or supply animals for scientific purposes, applicants are required to nominate a licence holder, contact person(s), declare designated sites where animals may be used kept or held, and an animal ethics committee (*scientific use licences only*).

Should any of these details change, licence holders are required to advise the Department of Primary Industries and Regional Development (DPIRD).

An application to change licence details must be submitted by licence holders intending to:

- change the nominated licence holder;
- add contact persons;
- add or remove designated sites registered with the DPIRD; or
- change the primary animal ethics committee responsible for overseeing the licence holders activities.

To submit an application to change licence details form, please send the completed document to [scientific.licensing@dpird.wa.gov.au](mailto:scientific.licensing@dpird.wa.gov.au).

Please select what changes you want to make and complete the appropriate section.

**Nominated licence holder**

Please complete Section 1

**Licence contact person(s)**

Please complete Section 2

**Designated sites**

Please complete Section 3

**Animal ethics committee**

Please complete Section 4

## Section 1 – Nominated licence holder

**This section contains three (3) parts. All parts must be completed.**

**Part A – to be completed by an individual authorised to sign this application on behalf of the licence holder (i.e. a person authorised to represent the scientific establishment).**

Name of scientific establishment (as printed on issued licence)

nominates the following person to be responsible for licence (licence number)  
issued under Part 2 of the *Animal Welfare Act 2002* and held by the scientific establishment.

Name of Licence Nominee

From (DD / MM / YYYY)

### **Part B – Probity details of Licence Nominee**

Has the proposed Licence Nominee been convicted of an offence under the *Animal Welfare Act 2002*, the *Animal Welfare (Scientific Purposes) Regulations 2003* or any equivalent legislation in another Australian jurisdiction, in the previous 10 years?

Yes                  No

Has the proposed Licence Nominee ever had a licence issued under the *Animal Welfare Act 2002* or under any equivalent legislation in another Australian jurisdiction, suspended or revoked?

Yes                  No

### **Part C – To be completed by the Licence Nominee**

I (name of Licence Nominee)

consent to the above nomination as the person to be responsible under the *Animal Welfare Act 2002*.

I agree to comply with all the relevant requirements of the *Animal Welfare Act 2002*, associated Regulations, the licence conditions and the Australian Code for the care and use of animals for scientific purposes (2013)(8<sup>th</sup> edition).

**SIGNATURE OF PERSON AUTHORISED TO SIGN ON BEHALF OF THE INSTITUTION**

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Signature

Date

Name

Position within scientific establishment

Email address

Phone number

**SIGNATURE OF LICENCE NOMINEE**

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Signature

Date

Name

Position within scientific establishment

Email address

Phone number

**WITNESS**

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Signature

Date

Name

Job Title

Email address

Phone number

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## Section 2 – Contact person(s)

**This section contains two (2) parts. All parts must be completed.**

### Part A – designated contact person(s)

Please complete this section to add individuals to the list of contacts registered with DPIRD. In this form you may add up to three (3) people. For a list of contacts registered, please email [scientific.licensing@dpird.wa.gov.au](mailto:scientific.licensing@dpird.wa.gov.au).

#### PRIMARY CONTACT

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Title	First Name	Last Name
Position		
Email address	Phone Number	

#### ADDITIONAL CONTACT

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Title	First Name	Last Name
Position		
Email address	Phone Number	

#### ADDITIONAL CONTACT

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Title	First Name	Last Name
Position		
Email address	Phone Number	

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**PLEASE ENSURE PART B ON FOLLOWING PAGE IS COMPLETED**

**Part B – To be completed by nominated licence holder**

I authorise the Department of Primary Industries and Regional Development to contact the above person(s) regarding (licence number)

held by (name of scientific establishment as printed on issued licence)

**SIGNATURE OF NOMINATED LICENCE HOLDER**

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Signature

Date

Name

Position within scientific establishment

Email address

Phone number

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To remove contacts please email [scientific.licensing@dpird.wa.gov.au](mailto:scientific.licensing@dpird.wa.gov.au).

## Section 3 – Designated sites

**This section contains three (3) parts. All parts must be completed.**

### Part A – Licence holder information

Name of scientific establishment (as printed on issued licence)

Licence number

### Part B – To be completed by nominated licence holder

I (name of nominated licence holder)

herein apply to amend the designated sites registered with the Department of Primary Industries and Regional Development as outlined in the table below.

### **SIGNATURE OF NOMINATED LICENCE HOLDER**

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Signature

Date

Name

Position within scientific establishment

Email address

Phone number

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### Part C – Add/Remove designated sites

Please use the table on the following page to amend the list of designated sites owned or managed by the licence holder where animals may be used or kept for scientific purposes, or kept, held or housed before, during or after being supplied for scientific purposes, in **Western Australia** only.

For a list of designated sites and facilities registered with DPIRD, please email [scientific.licensing@dpiird.wa.gov.au](mailto:scientific.licensing@dpiird.wa.gov.au).

Add / Remove	Location Name	Location Address	Facilities ( <i>please select relevant facilities</i> )		
			Buildings	Cages	Containers
			Paddocks	Pens	Ponds
			Other		
			Buildings	Cages	Containers
			Paddocks	Pens	Ponds
			Other		
			Buildings	Cages	Containers
			Paddocks	Pens	Ponds
			Other		
			Buildings	Cages	Containers
			Paddocks	Pens	Ponds
			Other		
			Buildings	Cages	Containers
			Paddocks	Pens	Ponds
			Other		
			Buildings	Cages	Containers
			Paddocks	Pens	Ponds
			Other		
			Buildings	Cages	Containers
			Paddocks	Pens	Ponds
			Other		

## Section 4 – Animal ethics committee

**This section contains two (2) parts. All parts must be completed.**

### Part A – to be completed by the Nominated Licence Holder

I understand that I **must** submit a copy of the formal agreement between the institution/individual that holds a licence and the institution responsible for the animal ethics committee.

Yes

No

I (name of nominated licence holder)

herein apply to nominate (name of animal ethics committee)

to be an animal ethics committee responsible for overseeing the activities of (name of scientific establishment as printed on issued licence)

Licence number

### **SIGNATURE OF NOMINATED LICENCE HOLDER**

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Signature

Date

Name

Position within scientific establishment

Email address

Phone number

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***PLEASE ENSURE PART B ON FOLLOWING PAGE IS COMPLETED***



**Part B – to be completed by the Chairperson of the nominated Animal Ethics Committee**

I understand that the Department of Primary Industries and Regional Development may request further information and documentation, including but not limited to:

- Annual reports;
- Membership details including experience and qualifications; and
- Terms of Reference and operating procedures.

Yes

No

Should the Department of Primary Industries and Regional Development require further information or documentation regarding the Animal Ethics Committee, please contact:

**PRIMARY CONTACT**

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Title

First Name

Last Name

Position

Email address

Phone Number

**SIGNATURE OF CHAIRPERSON OF THE ANIMAL ETHICS COMMITTEE**

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Signature

Date

Name

Email address

Phone number

