Department of Natural Resources and Environment Tasmania
BIOSECURITY TASMANIA

ANIMAL WELFARE ACT 1993
Section 29

Tasmanian Government

Application for a Licence to Carry Out Animal Research

To: The Minister for Natural Resources and Environment Tasmania

Forwarded through:
Inspector of Animal Research
Animal Biosecurity and Welfare Branch
Department of Natural Resources and Environment Tasmania
165 Westbury Road
PROSPECT TAS 7250

APPLICANT

I, (TITLE AND FULL NAME)

in the capacity of _____

POSITION IN INSTITUTION

at _____

NAME OF INSTITUTION

ADDRESS OF INSTITUTION _____

_____

_____

hereby apply for *a licence/renewal of licence, authorising the Institution to carry out animal research for a period of *1 or 2 or 3 years. (*Strike out whichever does not apply)

I declare that:-

I will be responsible for ensuring that the above Institution complies with all of the relevant requirements of the *Animal Welfare Act 1993*, the Regulations made under that Act, and the *Australian Code for the Care and Use of Animals for Scientific Purposes, 8th edition 2013* (the Code) or its revised version, approved by the Minister under s.34 of the Act; and

An Animal Experimentation Ethics Committee (hereafter referred to as Animal Ethics Committee (AEC)) has been established for this Institution, is constituted in accordance with the Code and animal research will only commence after formal approval by a quorate meeting of the AEC in accordance with the Code; and

The names of the members of the AEC and their qualifications for membership of the Committee are shown on this form; and

I have supplied the date/s of the last external and regulatory review/s of the AEC on this form; and
The Terms of Reference and Operating Procedures for the AEC are included with this application (or reference to electronic access); and

(For Interstate institutions) Certification by the animal research regulator of the Institution's resident jurisdiction that the Institution's AEC is constituted in accordance with the Code must be attached to this application (e.g. copy of current licence) if licensed in that jurisdiction, and a plan for monitoring and emergency response for projects or parts of projects conducted in Tasmania is attached; and

I have no objection to an Inspector of Animal Research being present at the meetings of the AEC when research project proposals are being considered, the AEC being inspected as to its compliance with the Code by an inspector at least annually and notice prior to commencement, of details of projects to be undertaken in Tasmania; and

I will forward an annual report to you by 31 May of each year providing information on the number and types of animals used in research; the types of research carried out; and any other information you may require for the previous calendar year during which the institution was licensed to conduct animal research in Tasmania; and

For the purposes of Section 29(2)(b) of the Act, the general nature of animal research carried out or to be carried out by this Institution in Tasmania includes: (please tick all appropriate boxes)

- ☐ Human biology research
- ☐ Animal biology research
- ☐ Human health research
- ☐ Animal health research
- ☐ Animal management/production research
- ☐ Animal welfare research
- ☐ Environment/Ecology research
- ☐ Commercial products development research
- ☐ Wildlife (native and introduced) research
- ☐ Achieve teaching/educational objectives
- ☐ Production of Biological Products
- ☐ Other - please specify……
- ☐ **Using the following procedures: (please tick appropriate boxes)**
- ☐ Observation involving minor interference
- ☐ Animal unconscious without recovery
- ☐ Minor conscious intervention (eg blood sampling, feeding trials, banding)
- ☐ Minor surgery with recovery (eg biopsies, cannulations)
- ☐ Major surgery with recovery (eg abdominal surgery etc)
- ☐ Minor physiological challenge (eg residue testing, polyclonal antibody production, minor infections)
- ☐ Major physiological challenge (eg significant impact on animal such as toxicity testing)
- ☐ Death as an endpoint (death must be a deliberate measure eg LD50 testing)

Signature of applicant: …… Date **….**/**…../….**.

PRIVACY STATEMENT*: Personal information is being collected from you for the purpose of identifying the Institutions' representatives and will be used by NRE Tas in matters relating to animal research licensing as permitted under the Animal Welfare Act 1993. You are required to provide this information by the Animal Welfare Act 1993. Failure to provide this information may result in your application not being processed. Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to law enforcement agencies, courts and other organisations authorised to collect it. Your basic personal information may be disclosed to other public sector bodies where necessary, for the efficient storage and use of the information. Personal information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates on request to NRE Tas. You may be charged a fee for this service. Please direct inquiries to the Animal Biosecurity & Welfare Branch, (03) 6165 3777.*

PLEASE LIST THE NAMES OF THE MEMBERS OF THE ANIMAL ETHICS COMMITTEE

Notes
*If necessary, an AEC may be shared with another licensee provided the host licensee agrees, and appropriate arrangements are made according to section 2.6 of the Code. A copy of the **Sharing Agreement** (and the host's institutional licence if resident interstate), must be be submitted with this application.

*In the table below, please clearly indicate the animal welfare organisation to which the Category C member actively belongs and is endorsed by. Category D member's current and past occupations are clearly relevant in assessing suitability for Category D membership, thus information about those aspects are required. Both C and D members must be independent of the institution – please ensure this is noted in the table.

***For interstate applicants**, certification by the jurisdictional regulator that the Institution's AEC is constituted in accordance with the Code must be attached to this application (e.g. copy of current licence).

MEMBERS OF THE ANIMAL ETHICS COMMITTEE (Attach list if supplied table too small)

If sharing an AEC only name the Institution whose AEC you use (eg NRE Tas): CHAIRPERSON: (Name, Title & Qualifications) This person should be a senior member of the institution.	CATEGORY as per the Code of Practice, (A, B, C or D)
MEMBERS: (Name, Title & Qualifications)	

Are all Category A members persons who are eligible for registration as veterinary surgeons in Australia? Yes ☐ No ☐

Date of last external review of the AEC: …./…./….

The Terms of reference and Operating procedures for the AEC may be found at (web link):

……..
(unless otherwise attached to this application)

INTERSTATE INSTITUTIONS:

Monitoring and emergency response plan for projects conducted in Tasmania

Please tick methods that will be employed in monitoring and response:

- Video □
- Still photography □
- Written reports □ (At what frequency?).....
- Inspection of project sites routinely planned □ (At what stage?)

.....

- Other monitoring methods □ (Please describe briefly)

.....

- Inspection of project sites if requested by the Inspector:

  Who will attend? .....

  AEC members □ or Delegated authority* □ to:

(Name).....

(Agency).....

*eg to local Parks and Wildlife Ranger, UTAS Animal Welfare Officer, etc.

Please note for institutions that may use procedures other than 'observation involving minor interference' a combination of remote recording (eg photographs) and a physical inspection capacity (at least 'Inspection of project sites if required by the Inspector') is required.

INSTITUTIONAL CONTACT DETAILS FOR ROUTINE INQUIRIES:

Name: (Title) .....

Position: .....

Address:.....

Telephone: .....

Email: .....

PRESCRIBED FEES:

The prescribed annual fee (see below) will need to be paid on receipt of an invoice.

Multiply the appropriate annual fee by the number of years required to be licensed up to a maximum of 3 years.

Appropriate fee (Category…..) $……. X Number of years…….. = $total fee **.....**

An invoice for the fees payable will be emailed to you at your nominated email address, as provided in the 'INSTITUTIONAL CONTACT DETAILS FOR ROUTINE INQUIRIES' section above.

Payment options are detailed on the invoice and include payment by bankcard or EFT (Electronic Funds Transfer), by mail (cheque or money order) or in person.

Animal Research Licence Fees prescribed as at 1 July 2026

The prescribed licence fees for each year of the licence, (GST exempt) are as follows per category:-

1. Institutions based in Tasmania employing not more than 3 persons and having not more than 4 animal research project proposals each year: $352.80
2. Institutions based in Tasmania employing 4 or more persons: $705.60
3. Institutions based in Tasmania with 5 or more animal research project proposals each year: $705.60
4. Institutions based outside of Tasmania with own Animal Experimentation Ethics Committee: $176.40
5. Institutions based outside of Tasmania without own Animal Experimentation Ethics Committee and having not more than 4 animal research project proposals each year: $352.80
6. Institutions based outside Tasmania without own Animal Experimentation Ethics Committee and having 5 or more animal research project proposals each year:.....$352.80
7. Institutions established solely for charitable purposes and not for profit or gain.....free.....**No Licence fee.**

DOCUMENTATION CHECKLIST

All institutional applicants:

- ☐ Completed Application Form
- ☐ AEC Terms of Reference (or electronic address)
- ☐ AEC Operating Procedures (or electronic address)
- ☐ Copy of sharing agreement where applicants use another institution's AEC.
- ☐ Correct fee (Cheque (Australian dollars) or Credit Card details)

Non-Tasmanian institutions

- ☐ Resident jurisdictional animal research certification/licence

QUERIES about this form or the licensing process should be directed to the:

Inspector, Animal Research
Animal Biosecurity and Welfare Branch
Department of Natural Resources and Environment Tasmania
165 Westbury Road
PROSPECT TAS 7250

Tel: 0419 258 127 or 03 6165 3777
Email: animalwelfare.enquiries@nre.tas.gov.au