



Special Purposes Wildlife Permit

to possess products of wildlife (taxidermied specimens)

For a Body Corporate

FACT SHEET AND APPLICATION FORM

For a Body Corporate to possess taxidermied products of wildlife, a *Special Purposes Wildlife Permit* is required. Please read this fact sheet before completing and submitting your application.

What does this permit authorise?

A Special Purposes Wildlife Permit (SPWP) is issued under Regulation 48 of the *Nature Conservation (Wildlife) Regulations 2021* pursuant to Regulation 38 and may authorise the possession of products of *protected*, *specially protected* and *restricted (special purposes) wildlife* as taxidermied specimens.

The applicant must demonstrate the lawful obtainment of each taxidermied specimen detailed on their application form.

A SPWP to possess a taxidermied specimen does **not** authorise:

- the take or possession of wildlife or unprocessed products of wildlife;
- the delivery of a product of wildlife to a licenced taxidermist for the purpose of taxidermy; or

Definitions:

Product of wildlife: the dead bodies, and parts of the dead bodies, of that form of wildlife; and any material or thing obtained from the bodies or dead bodies of that form of wildlife.

Taxidermy: preparing and mounting parts, or complete specimens, of products of wildlife for the purpose of preserving those parts or specimens of products of wildlife in lifelike form; or restoring already preserved parts of specimens that are products of wildlife.

Unprocessed: a product of wildlife that has not been taxidermied.

- the purchase or sale of any products of wildlife (whether unprocessed or taxidermied).

Please note: Once a product of *partly protected wildlife* (under Schedule 8 of the *Nature Conservation (Wildlife) Regulations 2021*) has been completely, and lawfully, prepared and preserved by the holder of a Commercial Taxidermy Licence, the taxidermied specimen is no longer deemed to be a product of wildlife and therefore does not require a permit authorising possession.

Criteria for possessing a taxidermied specimen

Approval to possess a taxidermied specimen will only be issued where the product has been lawfully obtained.

In addition to the above, approval to possess a *specially protected* taxidermied specimen requires the following;

- there is a scientific purpose; or

- the specimen will be held by a formal educational organisation/facility where the specimen will be used for the instruction of enrolled students; or
- for educational display where the specimen will be held in a public space and where the applicant can demonstrate that appropriate educational interpretation material relating to conservation of that species will be displayed alongside the specimen.

All taxidermied specimens of *protected*, *specialty protected* and *restricted (special purpose) wildlife* must be microchipped and the microchip number provided to the Department on the application form.

Who can apply?

A body corporate wishing to possess a product of wildlife that has already been legally taxidermied.

A body corporate application form must be executed, by signing, by the following company officers in accordance with S127(1) of the *Corporations Act 2001*:

- 2 directors of the company; or
- A director and a company secretary * of the company; or
- the sole director, who is also the sole company secretary of the company.

*A company secretary is one of the managers at the highest level of a company, who is responsible for making sure

that the company is managed correctly and according to the law.

Please note, individual applicants can apply using the [Application SPWP to Possess Products of Wildlife \(Taxidermied Specimens\)](#).

Nominated person

A nominated person is required to apply on behalf of a body corporate. The nominated person's name is specified on the permit authorising them to perform all actions under the authority of the permit.

How do I apply?

Complete and return the attached application form (not this fact sheet) and a supporting statutory declaration.

When applying for this permit, the applicant must identify the;

- purpose or intended use of the product of wildlife;
- species and description of the product of wildlife;
- how the specimen was obtained; and
- the microchip number of the specimen.

Cost of permit

There is not a fee for this type of permit.

Providing a statutory declaration

When a Statutory Declaration is provided with this application, the applicant must declare:

- the species (if known); and

- how the taxidermied specimen came into your possession.

A Statutory Declaration must be signed in the presence of a Justice of the Peace or Commissioner for Declarations in order to make the declaration legally binding.

A person who makes a false statement in a Statutory Declaration is guilty of a crime ([Criminal Code Act 1924 s113](#)) and can be fined or given a jail term or both.

For more information, or to obtain a Statutory Declaration document, please visit the Department of Justice website www.justice.tas.gov.au/justice-system/statutory-declarations

Useful information

- Laws can be accessed from

[Home - Tasmanian Legislation Online](#).

- Information on Taxidermy Permits and Licence can be accessed from

[Wildlife Management - Department of Natural Resources and Environment Tasmania](#)

- Obtaining a Statutory Declaration document from Department of Justice website

www.justice.tas.gov.au/justice-system/statutory-declarations

Duration of permit

A SPWP commences on the date specified on the permit. The validity period for a SPWP cannot exceed a five (5) year period.



What will I receive?

Successful applicants will receive a SPWP in the body corporate's name.

Unsuccessful applicants will receive an explanation as to why their application was unsuccessful.

What do I have to do?

Comply with all permit conditions.

Complete and provide to the Department all return and record keeping requirements.

A new permit will not be granted if return and record keeping requirements for any previous permit have not been received.

Permit reissue

If you wish to continue current activities under a SPWP, please complete the *Confirmation of Possession* (which includes an application), on your permit, upon the expiry of your permit.

If you are granted a permit/licence and intend to conduct activities requiring the authority of a permit or licence beyond its expiry, such as the possession of wildlife, it is your responsibility to ensure you submit a complete application within an appropriate timeframe for processing in order to continue operating lawfully.

Personal information

Information on the collection, maintenance, use and disclosure of personal information can be found on our website. [NRE Tas Personal Information Protection Policy | Department of Natural Resources and Environment Tasmania.](#)



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Department of Natural Resources and Environment Tasmania



Tasmanian
Government

Return this form to

Wildlife Services, GPO Box 44, Hobart TAS 7001

Phone (03) 6165 4305, Email Wildlife.Services@nre.tas.gov.au

Application instructions:

All fields marked with an asterisk* are mandatory and require a response, noting you may be prompted to fill out other sections based on your responses. Incomplete applications are unable to be processed by the Department and will be returned to you without further processing. A new complete application will need to be submitted. Please allow at least 20 business days for processing of applications. Where an application fee is required, please refer to [Licence and Permit Fees | Department of Natural Resources and Environment Tasmania \(nre.tas.gov.au\)](#) for payment details. The Secretary may request further information or evidence in relation to this application. If you fail to provide the required information within 10 business days, your application will be refused and you will need to submit a new application. Please contact the Department at the earliest opportunity to discuss the potential for an extension, noting that your request may not be accepted. It is an offence to provide false and misleading information at any stage during the application process.

Please note:

Applications will not be processed if you have any outstanding returns and/or records required from a previous permit or licence which have not been received by the Department.

1. Body corporate details:

Business name:* _____

Australian Business Number (ABN):* _____

Body corporate type – Please select from the below options.*

Company - Please supply ACN: _____

OR

Foreign Company - Please supply ARBN: _____

OR

Incorporated association

Do you have a registration with the Australian Charities and Not-for-profits Commission (ACNC):*

No Yes - Please supply registration number: _____

Postal address: _____

Post code: _____

Business telephone:* _____ Business email:* _____

Business operating address*: Please ensure the listed address is the site address for the group or organisation. _____

Post code: _____

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Director one (1) details:*

Given name(s):* _____

Family name:* _____

Telephone:* _____ Email:* _____

Are you the sole director, who is also the sole company secretary of the company? *Please detail below**

Yes No - *If no, please complete the details for a second director or the company secretary below.*

Director two (2) details:

Given name(s): _____

Family name: _____

Telephone:* _____ Email:* _____

Company secretary details:

Given name(s): _____

Family name: _____

Telephone:* _____ Email:* _____

Nominated (responsible) person's details* *There can only be one nomination.*

Director one Director two Company secretary

2. Permit information

Has the body corporate previously been granted a permit to possess the taxidermied specimen?

Yes - *Please reference permit number and go to 'Purpose of Taxidermied Specimen':* _____

No - *Please provide details of the taxidermied specimen*

3. Details of the taxidermied specimen*

Species	
Description	
Cause of death (if known)	
How did you obtain the taxidermied specimen?	
Date specimen came into applicant's possession	

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Location where wildlife was taken (if known)	
Microchip number	

4. Purpose of taxidermied specimen*

Scientific Formal educational organisation / facility Educational display

Personal use Other *Please provide details:* _____

If Formal educational organisation / facility has been selected above, please provide details:

Name: _____

Address: _____ Post code: _____

Telephone: _____ Email: _____

If Educational display has been selected above, please provide details of where the taxidermied specimen will be publicly displayed and additional educational interpretation materials, including key conservation messages:

Please provide details of where the taxidermied specimen will be held if not on permanent display.

Address: _____ Post code: _____

5. Statutory declaration

A statutory declaration must be completed and attached to this application form by applicants to declare how the taxidermied specimen came into your possession.* *Please see fact sheet for more details.*

6. Declarations and important information to read before applying for a permit

Please indicate whether you have been convicted of a 'Relevant Offence' within the period of 5 years immediately preceding the day on which this application is made.*

A list of relevant offences determined by the Secretary for the purposes of the definition of relevant offence in Regulation 3(1) of the Nature Conservation (Wildlife) Regulations 2021 can be found at <https://nre.tas.gov.au/relevant-offences>. Alternatively, a copy of what constitutes a relevant offence can be posted to you by using the contact details found elsewhere on this form.

I HAVE been convicted of a Relevant Offence and I have attached written details

I have NOT been convicted of a Relevant Offence

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Please note that when making this application, it is an offence to provide information that you know is false or misleading, or to mislead the Department of Natural Resources and Environment Tasmania by omitting relevant information that you know you should provide. If you have any doubts about whether or not you should provide certain information you should contact the Department of Natural Resources and Environment Tasmania using the contact details elsewhere on this form or seek independent legal advice.

I, the Applicant, hereby make application for a Special Purposes Wildlife Permit to possess taxidermied specimens, and declare that;

- the information provided in this application is true and correct;
- my Statutory Declaration has been signed in accordance with section 14 of the *Oaths Act 2001* and attached to this application form as a supporting document; and

I consent to the collection and use of my personal information in accordance with the Department's Personal Information Protection Policy.

Executed by:* _____ (*insert Body Corporate name and ACN number*) in accordance with the requirements of section 127 of the *Corporations Act 2001* (Cth) by:

_____ Date:* _____
Name of director* Signature of director*

_____ Date: _____
Name of director/secretary Signature of director/secretary