

HOW TO OBTAIN A PERMIT TO IMPORT AND EXPORT WILDLIFE OR WILDLIFE PRODUCTS

INTRODUCTION

Australia's unique plants and animals are known throughout the world and are an important part of our natural heritage.

The Australian Government is committed to protecting and conserving Australian native wildlife and helping to ensure that the introduction of non-native live species will not jeopardise Australia's biodiversity.

Regulation of wildlife trade (imports and exports) is important for protecting Australia's biodiversity, including our wildlife. We also support the efforts of other countries to protect their wildlife by regulating trade in species listed under the *Convention on International Trade in Endangered Species of Wild Fauna and Flora* (CITES).

CITES is an international agreement between over 166 countries which aims to ensure that trade does not threaten the survival of any plant or animal species. In Australia, the import and export of wildlife and wildlife products is controlled under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) which is administered by the Australian Government Department of the Environment and Heritage (DEH). The EPBC Act's controls apply to transactions undertaken by commercial and non-commercial organisations, and by individuals.

DO I NEED A PERMIT?

You may need a permit from DEH to import or export animals, plants or products made from them.

Failure to obtain an Australian import or export permit prior to consignment of the wildlife specimen or product is an offence under the EPBC Act and may result in the item being seized. Severe penalties exist for persons or companies breaching the EPBC Act.

The most important factor for determining whether you will require a permit from DEH is the species of animal and plant you wish to import or export or the species that your wildlife product is derived from. The species' name will determine whether or not your wildlife specimen requires a permit.

For example a mounted antler specimen could be from one of many different deer species, some of which are protected under CITES and require a permit. Having adequate documentation describing the species' scientific name is therefore essential.

Examples of acceptable documentation that describes the species (even if a permit is not required) could include a letter from a government museum or a taxidermist, or CITES documentation issued by the importing/ exporting country where that country is other than Australia.

Failure to provide adequate documentation to identify the species may result in your items being seized.

PLEASE NOTE: The material in this fact sheet is provided for general information only and should not be relied upon for the purpose of a particular matter. While efforts have been made to keep this material current, it may not exactly reflect Commonwealth legislation or Australia's international obligations. For further information call the Department of Environment and Heritage on 02 6274 1900.



DO I NEED A SINGLE USE OR MULTIPLE USE PERMIT?

You can apply for a single use permit or a multiple use permit.

A single use permit is valid for 6 months and one consignment only in the case of CITES specimens and up to 3 years and one consignment only for Australian native specimens.

A multiple use permit allows you to import or export for up to six months for CITES species and three years for non-CITES species. When using this permit the importer or exporter must complete the necessary paperwork each time they import or export specimens. It is usually used by commercial importers and exporters who perform the same transaction several times a year.

Multiple use permits may be issued for CITES Appendix II and native species if they are:

- not an eligible listed threatened species under the EPBC Act (see the website);
- artificially propagated (CITES or native plants);
- harvested under a state approved wildlife trade management plan (CITES II or non-threatened natives only);
- sourced from an approved wildlife trade operation; or
- captive bred CITES specimens

Listed Species Native (LSN)/Listed Species CITES (LSC) forms are issued with multiple use permits and these forms are to be filled in by the permit holder. The permit holder must return a copy of these forms within two weeks of the consignments occurring.

Scientific name, quantities, dates of export and destinations must be completed. Incomplete forms will be returned for correction. Failure to comply with the conditions of the multiple use permit will result in its revocation and legal action may be initiated.

HOW DO I APPLY FOR A PERMIT?

1. *Obtain* an application form from DEH – refer to our website or contact us at the address below. If you have any questions about the form, please contact us for assistance.
2. *Compile* evidence of your ownership, the item's origin and species, as outlined in specific information sheets. Please attach all supporting documentation to your application. Failure to do this will result in delays.
3. *Complete* all parts of the application. Incomplete applications will not be accepted.
4. *Sign* the form. Unsigned forms will not be accepted.
5. *Make* a copy of your application and supporting documentation for your own records.
6. *Attach* your payment to the form. The fees are listed in the table on page 4. Please post the fee with your application form. You can pay by credit card (Bankcard, MasterCard or Visa), cheque or money order. Cheques and Money Orders should be made payable to the "Collector of Public Monies".
7. *Send* the form to DEH, either by post or fax. Contact details are below.



To prevent time delays caused by posting your application, you may fax your application form and supporting documents to (02) 6274 1921, however we will not assess your application until the fee has been received. If you are paying by credit card, a faxed copy of your application and supporting documentation will be sufficient.

When we receive your application (complete with required fees), we will assess it to ensure it meets the requirements of the EPBC Act. The assessment and approval process usually takes 10 – 15 working days, provided that your application is satisfactory and contains all supporting documentation. The Legislation stipulates applications be processed within 40 business days of receipt. DEH will endeavour to process applications within this timeframe.

Your application will not be acknowledged on receipt.

Should your permit expire before the export or import occurs, you will need to reapply and pay another fee for its re-issue.

If your application is approved, we will send a permit to you. The original copy of the permit must accompany the wildlife specimen or product at the time of export or import.

In some instances applications for import permits will require a CITES export permit issued by the exporting country clearly showing the source of the products. For example, it should show whether they were captive bred or wild caught. Contact details for overseas CITES Management Authorities can be found on the CITES website at <http://www.cites.org>

WHAT ELSE DO I NEED TO KNOW?

In addition to a DEH permit, imports and exports of wildlife and wildlife products may also be subject to controls under the *Customs Act 1901* (administered by the Australian Customs Service) and the *Quarantine Act 1908* (administered by the Australian Quarantine Inspection Service - AQIS). Information about all these matters can be obtained by contacting Customs and AQIS offices in your State capital city or by contacting the head offices at:

Australian Customs Service
5 Constitution Avenue
CANBERRA ACT 2601
Telephone: 02 6275 6666
Website: www.customs.gov.au

Australian Quarantine and Inspection Service
GPO Box 858, CANBERRA ACT 2601
Phone: (02) 6272 3933
Freecall: 1800 020 504
Website: www.aqis.gov.au

CONTACTS

More information on permits is available from:

The Director
International Wildlife Trade
Department of the Environment & Heritage
GPO Box 787
CANBERRA ACT 2601
Phone: +61 2 6274 1900
Fax: +61 2 6274 1921
Email: wildlifetrade@deh.gov.au

DEH wildlife trade website: www.deh.gov.au/biodiversity/trade-use

Details of species that are subject to, or exempt from, the Act can be obtained from:
www.deh.gov.au/biodiversity/trade-use/lists

The List of Specimens Suitable for Live Import is available at:
www.deh.gov.au/biodiversity/trade-use/lists/import/index.html

A copy of the CITES list as applied in Australia can be downloaded from:
www.deh.gov.au/biodiversity/trade-use/lists/cites

CITES website: www.cites.org

Application Forms can be found at:
<http://www.deh.gov.au/biodiversity/trade-use/permits/forms/index.html>

SCHEDULE OF FEES FOR THE IMPORT & EXPORT OF WILDLIFE & WILDLIFE PRODUCTS

Description	Fees - Single Use	Fees - Multiple Use
Export or import of living and non-living specimens (other than those mentioned below)	\$30 #	\$75 per 6 months
Export of non-living kangaroo or wallaby products	\$30 (valid for up to 3 years)	\$75 per 6 months plus \$60 per planned export.
Export or import of household pets	\$150 #	
Export or re-export of a manufactured CITES II specimen as a personal or household effect e.g. crocodile products or mounted butterflies	\$1 (valid for up to 6 months)	
Pre CITES certificate for export/re-export	No charge	
Export or import of living or non-living specimens approved where exceptional circumstances exist and the import or export of the specimen would not adversely affect biodiversity	\$150 #	
Import or export of a live specimen if the Act requires an assessment of conditions applicable to the welfare of the specimen and those conditions have not previously been assessed (live Mammals, Amphibians, Reptiles and Birds)	\$150 #	
Testing permit	\$150 (valid for up to 6 months)	\$150 (valid for up to 6 months)

These permits are valid for up to 6 months for CITES listed species and up to 3 years for non-CITES listed species