



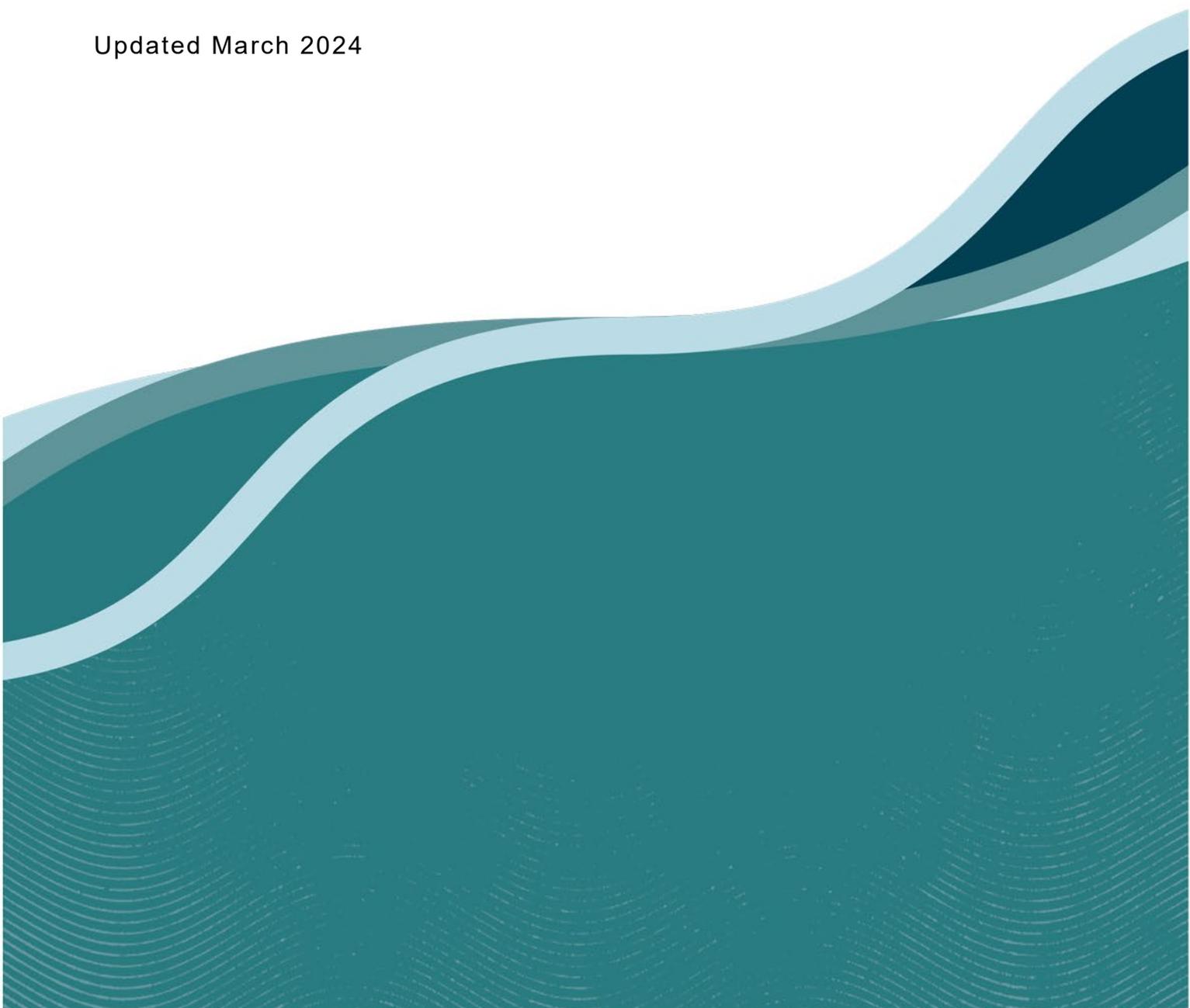
Department of  
Primary Industries and  
Regional Development

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# Application Guidelines

## Licences to use animals for scientific purposes

Updated March 2024



The contents of this document may undergo periodic updates to reflect changes to policies, procedures or legislation. For the most up-to-date version, please refer to the Department of Primary Industries and Regional Development's webpage.

### **Important disclaimer**

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# 1. Application for a licence to use animals for scientific purposes

The process for renewing and issuing licences to use animals for scientific purposes is governed by the *Animal Welfare Act 2002* and the *Animal Welfare (Scientific Purposes) Regulations 2003*. Any individual or institution applying for a new licence or renew an existing licence must follow the process established by the legislation.

This guideline is intended to provide applicants guidance on preparing and submitting an application for a new licence, or to renew an existing licence, to use animals for scientific purposes. This guideline does not apply to an application to be issued or renew a licence to supply animals for scientific purposes.

## 1.1 Acronyms and defined terms

In this document:

**AEC** means animal ethics committee.

**AW Act** means the *Animal Welfare Act 2002*.

**Code** means the Australian code for the care and use of animals for scientific purposes (2013)(8<sup>th</sup> edition).

**Digital signature** means a digital code generated and authenticated by an encryption which is attached to an electronically transmitted document to verify its contents and the sender's identity.

**DPIRD** means the Department of Primary Industries and Regional Development.

**Ink signature** means a physical marking a person makes to sign their name on a physical document, usually with a pen.

**Institution** means any organisation or agency involved in the care and use of animals for scientific purposes, including universities, hospitals, research institutions, government departments, teaching organisations (including schools and colleges), vocational training organisations, agricultural organisations, and commercial companies.

**Investigator** means any person who uses animals for scientific purposes. Includes researchers, teachers, undergraduate and postgraduate students involved in research projects, and people involved in product testing, environmental testing, production of biological products and wildlife surveys.

**Licence holder** means the institution or the investigator to which a licence to use animals for scientific purposes has been issued. This term may be used interchangeably with scientific establishment.

**Scientific establishment** means the institution or the investigator to which a licence to use animals for scientific purposes has been issued. This term may be used interchangeably with licence holder.

**Signature** means a person's name, or a mark representing it, as signed, or written by himself or herself.

## 1.2 Timeframes for applications to renew an existing licence

Section 8(3) of the AW Act requires that an application to renew a licence is made no later than 42 days before the day on which the licence is due to expire. As licences expire on 31 December, this means that **an application to renew a licence must be made no later than 18 November** in the calendar year which the licence is scheduled to expire.

If an application to renew a licence is not submitted on or before 18 November, an application for a new licence is required.

## 1.3 Preparing and submitting an application

Applicants are responsible for ensuring that the licence application submitted to DPIRD is complete and accurate. To this end, it is recommended that applicants read the information provided in this guideline prior to submitting a licence application.

### 1.3.1 Documentation required for licence applications

Before a licence application is processed, a number of forms must be submitted. This includes the application form, payment form, and a statutory declaration. Further,

applications for new licences must include a formal agreement with an AEC, where the nominated AEC is established by another scientific establishment.

Application forms may be accessed by going to the 'Forms' page on DPIRD's website ([link](#)).

Guidance on completing these forms can be found in this document. A checklist detailing the forms that must be submitted, depending on the type of licence application, has been provided below.

**Table 1: Required forms for an application to be issued a new licence to use animals for scientific purposes**

Required documentation	Complete (Y / N)
Application for a licence form (Attachment 1)	
Payment form (Attachment 2)	
Statutory declaration (relevant to applicant's State or Territory) (Attachment 3)	
Formal Agreement with AEC <i>This is only required for applicants using an AEC established by another scientific establishment.</i>	

**Table 2: Required forms for an application to renew an existing licence to use animals for scientific purposes**

Required documentation	Complete (Y / N)
Application for a licence form (Attachment 1)	
Payment form (Attachment 2)	
Statutory declaration (relevant to applicant's State or Territory) (Attachment 3)	

### 1.3.2 Further information may be required

When assessing a licence application, DPIRD may require further information from the applicant, including but not limited to:

- annual reports;
- independent external review reports; and
- AEC membership details, terms of reference and operating procedures.

If DPIRD requires further information, applicants will be contacted accordingly.

### **1.3.3 Appropriate signatories for applicants that are institutions**

Institutions applying for a new licence should ensure the application is reviewed and signed by a staff member that holds a senior or executive role, ensuring appropriate accountability. Should the application be approved, this individual will be appointed as the nominated licence holder.

Institutions applying to renew an existing licence must have the application signed by the nominated licence holder. If the nominated licence holder changes, please submit an *Application to Change the Licensing Details* form. This form may be accessed by going to the 'Forms' page on DPIRD's website ([link](#)).

### **1.3.4 Submitting an application**

To submit an application, please send an email with the required attachments to [scientific.licensing@dpiird.wa.gov.au](mailto:scientific.licensing@dpiird.wa.gov.au).

While DPIRD may seek further information through the assessment process, it is the responsibility of the applicant to ensure that all the required documents have been submitted, and that the information provided is clear and accurate. To this end, to facilitate efficient review and to ensure that all information is readily accessible, it is useful if all required documents are included in a single email.

### **1.3.5 Assessment of licence applications**

It may take up to 10 business days for a licence application to be assessed. During this assessment, applicants will be contacted if any additional information is required or if there is an update on the status of a submission.

Once a complete application has been submitted, it may take up to five weeks for a licence to be approved.

## 2. Guidance on completing Application for a licence form (Attachment 1)

### 2.1 Person or Scientific Establishment (Applicant)

Person or Scientific Establishment (Applicant)	Name:	1
	Address:	2

At 1 (orange), please provide the name of the individual or institution to be licenced. At 2 (green) please provide a mailing address for the individual or institution to be licenced.

### 2.2 Type of licence that is required

Type of licence that is required	<input type="checkbox"/> Licence to <u>use</u> animals for scientific purposes	1
	<input type="checkbox"/> Issue <input type="checkbox"/> Renewal	2
	<input type="checkbox"/> Licence to <u>supply</u> animals for scientific purposes	
	<input type="checkbox"/> Issue <input type="checkbox"/> Renewal	

At 1 (orange) please mark the checkbox to indicate that the application is for a licence to use animals for scientific purposes. At 2 (green) please mark the appropriate checkbox based on the application type.

### 2.3 Primary Activity

If applying for a USE licence, indicate the PRIMARY activity for which the animals are to be used	<input type="checkbox"/> Medical research	<input type="checkbox"/> Academic research
	<input type="checkbox"/> Agricultural research	<input type="checkbox"/> Field Trials
	<input type="checkbox"/> Teaching	<input type="checkbox"/> Veterinary research (including wildlife)
	<input type="checkbox"/> Other (please specify)	

Please indicate the primary activity intended to be undertaken by marking at least one checkbox in this section. If 'Other (please specify)' is marked, please specify in the textbox provided (bottom right corner).

## 2.4 Place(s) where animals are to be located under this licence

Place(s) where animals are to be located under this licence	
-------------------------------------------------------------	--

In this section, applicants have the ability to declare designated sites where animals may be used or kept for scientific purposes. Designated sites refer to a place and the facilities at this place that are under the responsibility and control of the applicant. Further information regarding what may be considered a designated site may be found at DPIRD’s *Locations where animals may be used for scientific purposes* guideline. This guideline may be accessed by going to the ‘Forms’ page on DPIRD’s website ([link](#)).

### For applicants that manage designated sites

Please provide the location name, location address and if applicable types of facilities at the location. For example:

Location name	Location address	Facilities
Colours Research Facility	123 Example Drive, PERTH WA 6000	Buildings, Cages and Containers
Numbers Wildlife Sanctuary	46 Tertiary Street, BUNBURY 6230	Buildings, Pens, and Ponds

### For applicants that do not manage designated sites

Applicants that only, or intend to only, use animals for scientific purposes at field sites, may state in this section that they do not manage designated sites.

## 2.5 Animal Ethics Committee

<b>Animal ethics committee</b> <i>(for USE licence only)</i>	The applicant has —	
	<input type="checkbox"/> established its own committee; or	1
	<input type="checkbox"/> arranged for the committee of	2
	<input type="text"/>	
	to act as its committee.	

**If the institution to be licenced is responsible for the establishment and governance of an AEC**

Please mark the checkbox at 1 (**orange**).

**If the institution or individual to be licensed is not responsible for the establishment and governance of an AEC**

Please mark the checkbox at 2 (**green**) and provide the name of the AEC in the textbox provided.

If you are unsure which option to select, please review the information regarding AECs provided in this guideline at 5. Guidance on providing information on Animal Ethics Committees.

## 2.6 Experience and competence of applicant and staff

<b>Experience and competence of applicant and staff</b>	<p><i>(Complete for a Use or a Supply licence )</i></p> <p><input type="checkbox"/> The applicant and the applicant’s staff are experienced and competent in caring for and handling animals of the kind to be used or supplied.</p>	1
	<p><i>(Complete for a Use licence only)</i></p> <p><input type="checkbox"/> The applicant and the applicant’s staff are experienced and competent in using animals for scientific purposes.</p>	2
	<p>The following details are in support of the above statement(s):</p> <div style="background-color: #ccccff; height: 150px; border: 1px solid purple;"></div>	3

To demonstrate the experience and competency of staff members, please mark the checkboxes at 1 (**orange**) and 2 (**green**). At the textbox provided at 3 (**purple**) please provide further information to support the statements at 1 (**orange**) and 2 (**green**).

Information that demonstrates an individual’s competence includes but is not limited to:

- i. completion of formal and informal training;
- ii. tertiary and vocational qualifications;
- iii. work experience; and
- iv. other experience

undertaking activities using animals for scientific purposes or caring for and handling animals.

If appropriate, applicants may include certificates or other documentation to demonstrate the competency of the applicant or the applicant’s staff in their application as additional attachments.

**If the applicant is an institution**

Applicants that are institutions may demonstrate staff competency by outlining policies and procedures implemented by the institution to ensure competency prior to undertaking activities using animals for scientific purposes.

## 2.7 Prior Offences and Related Matters

<b>Prior Offences and related matters</b>	<p>Has the applicant or (to the best of the applicant's knowledge) have any of its staff or students been convicted of an offence under this Act (or the <i>Prevention of Cruelty to Animals Act 1920</i>) or any equivalent legislation in another Australian jurisdiction, in the previous 3 years?</p> <p><input type="checkbox"/> No      <input type="checkbox"/> Yes. Give details:</p>	1
	<div style="background-color: #e6f2ff; height: 100px;"></div>	*2
	<p>Has the applicant —</p> <ul style="list-style-type: none"><li>• ever had a licence under this Act or the <i>Prevention of Cruelty to Animals Act 1920</i> or under any equivalent legislation in another Australian jurisdiction, suspended or revoked?</li></ul> <p>or</p> <ul style="list-style-type: none"><li>• been disqualified from holding such a licence?</li></ul> <p><input type="checkbox"/> No      <input type="checkbox"/> Yes. Give details:</p>	3
	<div style="background-color: #e6f2ff; height: 100px;"></div>	*4

Please consider the statements in this section at 1 (orange) and 3 (purple). If the 'Yes' checkbox is marked at either statement, please provide further information in the textbox provided beneath the statement.

## 2.8 Signature of applicant or authorised person

Signature of applicant or authorised person	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border-bottom: 1px solid black; width: 60%;"></div> <div style="border-bottom: 1px solid black; width: 20%;"></div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>(signature)</span> <span>(date)</span> </div>	1
	Name (please print): <input style="width: 90%;" type="text"/>	2
	<u>Contact Details</u> Postal Address: <input style="width: 95%;" type="text"/> Business Phone: <input style="width: 95%;" type="text"/> Business Fax: <input style="width: 95%;" type="text"/> Mobile Phone: <input style="width: 95%;" type="text"/> Email: <input style="width: 95%;" type="text"/>	3

The signature applied to this document must be either an ink signature or a digital signature.

### If the applicant is an individual (issue and renewal)

The signature provided at 1 (**orange**) must be the signature of the individual applying for the licence. The name provided at 2 (**green**) and the contact details provided at 3 (**purple**) must also be for the individual applying for the licence.

### If the applicant is an institution applying to be issued a **NEW** licence

The signature provided at 1 (**orange**) must be the signature of an individual authorised to sign on behalf of the institution. Please refer to section 1.3.1. of this guideline for further information. The name provided at 2 (**green**) and the contact details provided at 3 (**purple**) must also be for the signatory.

### If the applicant is an institution applying to **RENEW** an existing licence

The nominated licence holder is required to sign the application at 1 (**orange**). The name provided at 2 (**green**) and the contact details provided at 3 (**purple**) must also be for the signatory/nominated licence holder.

### 3. Guidance on completing the payment form (Attachment 2)

#### 3.1 Contact Details

1. CONTACT DETAILS	
Name	
Address	
Telephone (W)	
Telephone (M)	
Email	

**If the applicant is an institution**

In this section, please provide the contact details for the individual or office that may be contacted if there are any queries or concerns with the payment being made.

**If the applicant is an individual**

Please provide your name and contact details in this section.

#### 3.2 Applicant details (if applicant in an institution)

2. APPLICANT DETAILS (If applicant is an institution)	
Name of institution	

**If the applicant is an institution**

Please provide the name of the institution.

**If the applicant is an individual**

Please leave this section blank.

### 3.3 Licence Application Details

3. LICENCE APPLICATION DETAILS	
Licence to <u>use</u> animals for scientific purposes	Licence to <u>supply</u> animals for scientific purposes
<input type="checkbox"/> 1 Year (\$100)	<input type="checkbox"/> 1 Year (\$100)
<input type="checkbox"/> 2 Years (\$200)	<input type="checkbox"/> 2 Years (\$200)
<input type="checkbox"/> 3 Years (\$300)	<input type="checkbox"/> 3 Years (\$300)
<b>*TOTAL AMOUNT TO BE PAID</b>	

Please select the appropriate licence duration in the left column. The corresponding expense is provided in brackets.

**If the applicant is applying for a licence to use animals for scientific purposes only**

The total amount to be paid is the amount provided in brackets.

**If the applicant is applying for a licence to use and supply animals for scientific purposes**

The total amount to be paid is the sum of the two fees provided in brackets.

### 3.4 Card Details

4. CARD DETAILS	
Name on Card	
<input type="checkbox"/> Visa	
<input type="checkbox"/> MasterCard	
Card Number	
Expiry Date	
Amount to be paid	
<b>Cardholders Signature</b> <i>I hereby authorise the Department of Primary Industries and Regional Development to charge my debit/credit card for the total of amount in this application.</i>	
Signature	Date

The signature applied to this document must be either an ink signature or a digital signature.

The person whose name is on the card must sign this section.

## **4. Guidance on completing the statutory declaration (Attachment 3)**

Applicants must complete a statutory declaration relevant to the signatory's State or Territory location and the application type. This means that, if the person who is signing the statutory declaration is in WA and the application is for a licence to use animals for scientific purposes, a WA Use Statutory Declaration must be completed.

Statutory declarations may be accessed by going to the 'Forms' page on DPIRD's website ([link](#)).

## 5. Guidance on providing information on Animal Ethics Committees

A licence to use animals for scientific purposes cannot be issued or renewed if arrangements for an AEC to oversee the licence have not been made.

No animal(s) can be used for scientific purposes unless the proposed use is reviewed and approved by an AEC. Prior to using animals for scientific purposes, written approval from an AEC is required.

The primary responsibility of an AEC is to ensure, on behalf of the scientific establishment for which it acts, that all activities relating to the care and use of animals for scientific purposes are conducted in accordance with the Code and other relevant legislation.

AECs may achieve this by:

- reviewing applications for projects to ensure they are ethically acceptable and conform to the requirements of the Code;
- reviewing activities and facilities associated with the care and management of animals;
- conducting follow-up review of approved projects and activities;
- continuing to monitor the care and use of animals, including facilities, practices and procedures;
- taking appropriate actions regarding unexpected adverse events and non-compliance; and
- providing advice and recommendations to the institution.

### 5.1 Applications to be issued a new licence

Applicants applying to be issued a new licence may demonstrate arrangements with an AEC by:

- establishing their own AEC in accordance with the Code; or
- making arrangements for the AEC of another scientific establishment to act as its AEC.

### **5.1.1 Applicants that have established their own animal ethics committee**

If an applicant has established its own AEC, a formal agreement is not required to be provided.

### **5.1.2 Applicants that have not established their own animal ethics committee**

Applicants that have not established an AEC are required to make arrangements for the AEC of another scientific establishment to act as its AEC. In this circumstance, a formal agreement between the applicant and the scientific establishment to use its AEC must be provided in the licence application.

Applicants that are schools may consider contacting the Department of Education's Schools Animal Ethics Committee. To contact the Schools Animal Ethics Committee, please go to their website ([link](#)).

Applicants that use animals for scientific purposes in environmental science disciplines may consider contacting the Wildlife Animal Ethics Committee. To contact the Wildlife Animal Ethics Committee, please go to their website ([link](#)).

## **5.2 Applications to renew an existing licence**

Applicants applying to renew an existing licence are not required to provide further information regarding the AEC declared in their application if the declared AEC has not changed since the licence was issued or last renewed. If the AEC overseeing the licence has changed, please contact [scientific.licensing@dpird.wa.gov.au](mailto:scientific.licensing@dpird.wa.gov.au).

## **5.3 Animal ethics committee's that do not oversee existing licence holders**

If the AEC declared in an application does not oversee existing licence holders, it is likely that DPIRD will request further information and documentation including the AEC's current membership, terms of reference and operating procedures and a copy of its most recent annual report. If this information is required, the applicant will be contacted after an assessment of the application has been completed.