



ANIMAL WELFARE ACT 1993

Section 29

APPLICATION FOR A LICENCE TO CARRY OUT ANIMAL RESEARCH

To: The Minister for Primary Industries, Parks, Water and Environment

Forwarded through: Dr M L Conway, Inspector of Animal Research
Department of Primary Industries, Parks, Water and Environment
New Town Research Laboratories
13 St Johns Avenue
NEW TOWN 7008

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 of Practice for the Care and Use of Animals for Scientific Purposes, 7th edition (2004)*, approved by the Minister under s.34 of the Act ("the Code of Practice"); and

An Animal Experimentation Ethics Committee (hereafter referred to as Animal Ethics Committee (AEC)) has been established for this Institution, and is constituted in accordance with the Code of Practice; and

The names of the members of the AEC and their qualifications for membership of the Committee are shown on this form (Tasmanian institutions) / Jurisdictional regulator's certification that the AEC is constituted in accordance with the Code of Practice (for Interstate and Overseas institutions only) is attached (strike out whichever does not apply); and

Animal research will only commence after formal approval by a quorate meeting of the AEC in accordance with the Code of Practice; 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) 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, and the AEC being inspected as to its compliance with the Code of Practice by an inspector at least annually; and

I will forward an annual report to you by 31st 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:.....(dd/mm/year)

Institutional contact details for routine inquiries:

Name:.....

Address:.....

Telephone:.....FAX:.....

Email:.....

Continued next page.

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

If necessary, an AEC may be shared with another licensee provided that licensee agrees, appropriate arrangements are made for monitoring and that the records pertaining to any particular licensed establishment are readily identifiable as such. Verification of the sharing agreement is required.

In the table please clearly indicate the animal welfare organisation to which the Category C member belongs. In the case of Category D membership the nominated person's occupation should be shown. Because the nature of current and past occupations are clearly relevant in judging suitability for Category D membership, information about them would be appreciated. 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 *Australian Code of Practice for the Care and Use of Animals for Scientific Purposes, 7th edition (2004)* must be attached to this application.

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

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

Are all Category A members persons that 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:

.....
(unless hardcopy attached to application)

Continued next page

Interstate institutions:

Please complete the plan for monitoring and emergency response for projects conducted in Tasmania. Please tick methods that will be employed in monitoring and response:

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

- Other monitoring methods (Please describe briefly)

- Inspection of project sites if required by the Inspector Yes No
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 an inspection capacity (at least 'Inspection of project sites if required by the Inspector') is required.

Prescribed fees:

The prescribed annual fee must accompany this application (see below).

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

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

Animal Research Licence prescribed Fees as at 1st July 2009

The prescribed fee must accompany this application. *The Licence to carry out animal research cannot be issued for more than 3 years at a time from the commencement date of the Licence.* 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: \$239.40
2. Institutions based in Tasmania employing 4 or more persons: \$478.80
3. Institutions based in Tasmania with 5 or more animal research project proposals each year: \$478.80
4. Institutions based outside of Tasmania with own Animal Experimentation Ethics Committee: \$119.70
5. Institutions based outside of Tasmania without own Animal Experimentation Ethics Committee and having not more than 4 animal research project proposals each year: \$239.40
6. Institutions based outside Tasmania without own Animal Experimentation Ethics Committee and having 5 or more animal research project proposals each year: \$239.40
7. Not-for-profit institutions - no licence fee payable.

"Not-for-profit institutions" means those organisations that are community based and run by volunteers eg Naturalist Clubs.

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Documentation checklist:

- Completed Application Form
- AEC Terms of Reference (or electronic address)
- AEC Operating Procedures (or electronic address)
- Written verification of sharing agreement where institutions use another institution's AEC.
- For non-Tasmanian institutions** – resident jurisdictional animal research certification
- Correct fee (Cheque ((Australian dollars) or Credit Card details)

Privacy statement:

Personal information is being collected from you for the purpose of identifying the Institutions' representatives and will be used by DPIPWE 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 DPIPWE. You may be charged a fee for this service. Please direct inquiries to the Animal Health & Welfare Branch, (03) 6278 6875.