

Application for an Authority to Control Wildlife

All native animals (birds, mammals, reptiles and frogs) are protected in Victoria under the *Wildlife Act 1975*. It is illegal to wilfully disturb, trap or kill wildlife without a permit and may result in a fine and/or imprisonment.

You may apply for an Authority to Control Wildlife (ATCW) permit to disturb (scare) disperse, trap or kill wildlife if it is:

- damaging buildings, pasture, crops or other property;
- posing a risk to human health and safety; or
- impacting on biodiversity

and you are either the:

- owner;
- occupier; or
- administrator of the affected property

Guidance to help you understand the ATCW application process and how to fill in this application form is available on our website - [ATCW form guidance](#).

Before you apply for an ATCW

There are a number of ways to manage wildlife damage that do not require an ATCW, for example fencing or compliant netting to exclude animals. An application for the lethal control of wildlife will only be considered when all practical non-lethal options have been considered. More information about non-lethal and lethal control methods can be found in the [ATCW form guidance](#).

An ATCW is not required to control Eastern or Western Grey Kangaroos if you use a Kangaroo Harvest Program (KHP) authorised harvester. Landholders are required to register with Services Victoria who will provide a list of authorised harvesters working in your area. It is then up to you to contact a harvester. The KHP ensures the harvesting is ecologically sustainable, humane, only undertaken by people who have been authorised to do so and enables the use of carcasses pet food production. Further information is available at <https://djpr.vic.gov.au/game-hunting/kangaroo-harvesting>.

Applicants are encouraged to complete an ATCW application online. The online form includes links to assist you with completing your property details and will ensure that all required information has been included which will help reduce processing times. You can find the online form at <https://www.vic.gov.au/wildlife-management-and-control-authorisations>.

Processing time and causes for delay

Allow up to 6 weeks for your ATCW to be processed. Your application will be assessed by a DELWP officer who may inspect your property to confirm the wildlife issues. To ensure your application is processed as quickly as possible:

- make sure your application is complete and legible;
- provide as much detail as possible to support your application, including photos if they are relevant;
- send your application via email.

Incomplete applications will not be assessed until all required information has been supplied.

Review of the decision

If you are not satisfied with the decision made by DELWP, you can apply to the Victorian Civil Administrative Tribunal (VCAT) for a review within 28 days. See <https://www.vcat.vic.gov.au/>.

ATCW expiry and renewal

Authorities to Control Wildlife have an expiry date and are not able to be renewed. Each application is individually assessed against many factors, including the local and broader environmental context. If you have been issued an ATCW in the past, keep in mind that your application for a similar activity will not be automatically approved.

Additional obligations

There are other requirements you might need to meet before controlling wildlife, even if you have been issued an ATCW. These include following local municipal bylaws and other legislation relating to the use of firearms or the disposal of carcasses. More information can be found in the [ATCW form guidance](#).

For more information

Should you have any question, please consult our [website](#) or call the Customer Service Centre on 136 186.

Authority to Control Wildlife Application Form

Please ensure all fields have been completed, are legible and submit your application via email. Standard assessment timeframes for applications submitted by email is six to eight weeks.

1. Applicant's personal details

Title	First name	Other given names	Family name	Date of birth

2. Applicant's residential address

Flat/Floor/Unit No	House/Lot No	Street name	
City/Suburb/Town			Postcode

3. Applicant's postal address

Tick if 'As above' (or give details below)

Flat/Floor/Unit No	House/Lot No or PO Box No	Street name	
City/Suburb/Town		State	Postcode

4. Applicant's contact details

Preferred phone number	Email address

5. Applicant's relationship to the land the application applies to:

Landowner Occupier Administrator Other

Is the land where wildlife is to be controlled: Private land Crown land

If Crown Land, what is the name of the park or reserve?

6. Business name (ONLY complete if the land is owned under the name of a business)

7. Description and location of land where you plan to control wildlife

Crown Allotment Number(s) must be supplied. See your Local Government Rates Notice or look for your Crown Allotment number at <https://www.propertyandlandtitles.vic.gov.au/property-information/property-information> or https://www.landata.vic.gov.au/tpc_specify_property.aspx

Crown allotment number/s

Property address (e.g. 42 Upper Smith Road, Smithville)	Postcode

Municipality (eg. Glenelg Shire)	Approximate area (hectares)	Land use zone	Current land use

8. Understanding the wildlife problem - species, wildlife impact, and control methods

For each individual species of wildlife that you are seeking an ATCW for, please provide a completed Part 8 addressing each species separately (eg. if applying to control three species, please complete Part 8 for each of them).

i. Species

It is your responsibility to provide us with the species and number of problem wildlife. For example, if your issue is with ducks, please do not simply list "ducks" but identify what type of duck (eg. Hardhead or White-eyed Duck).

If applying for Eastern Grey Kangaroo or Western Grey Kangaroos, have you registered for the Kangaroo Harvest Program or had an authorised harvester shoot kangaroos on your property? Yes
 No

- ii. Wildlife impact/ reason for application for this species?**
- Health and safety risks
 - Wildlife causing damage
 - For the conservation or protection of wildlife
 - To support a wildlife management plan

iii. Description of impact

Please describe the damage or safety risks being caused by this species; why management, conservation, protection, or control of this species is required (eg. if other wildlife or biodiversity values are being affected).

iv. Estimated number of animals on the property causing problems

The number causing problems

This is not the number of animals that you wish to control. It should be a reasonable and accurate estimate of the number of animals that you have observed causing problems.

How was that number was estimated? *(ie. actual count, or estimation based on tracks/scats, or on impacts)*

v. Description of attempts to reduce wildlife impacts

Please describe which control methods you are currently using, if any, or steps you have already taken to stop the wildlife i.e. installing netting, wire or fences to stop wildlife gaining access; what the intended effect of the control method was and if it was successful i.e., to stop wildlife having access to; and if you have not been able to take any further steps, why i.e. financial reasons, in the process of installing a long-term control method but need an immediate solution.

vi. Requested wildlife control

Please describe which methods you are proposing to undertake to manage the wildlife issues, both lethal/non-lethal. It is important that your methods favour an overall approach to living with and managing wildlife. Please note that lethal control is a last resort method which will only be approved if all practicable non-lethal controls are exhausted.

State the maximum number of animals you wish to control via your preferred Control Method.

Shoot only		Trap and gas	
Trap and release		Egg and nest destruction	
Trap and shoot		Scare/disturb	

9. Understanding the wildlife problem - species, wildlife impact, and control methods

I, (*name of applicant*) being the applicant for this Authority to Control Wildlife, acknowledge that it is an offence under Section 58B of the *Wildlife Act 1975* to provide false or misleading information in, or in connection with, the application for an Authority to Control Wildlife and I state that the information that I have provided is true, correct and complete.

SIGNATURE of Applicant DATE signed

Collection, use and disclosure of personal information - *Privacy and Data Protection Act 2014*

The Department of Environment, Land, Water and Planning (DELWP) is committed to protecting personal information provided by you in accordance with the principles set out in the Victorian privacy laws. This privacy statement applies to the collection and use of personal information, voluntarily provided by you, in relation to administration of licences and authorisations administered under the *Wildlife Act 1975*. The information you provide will be used to assess your application, administer any relevant licences or authorisations and carry out compliance relating to those licences or authorisations. DELWP or its contracted service providers under confidentiality agreements may survey you about your experience with DELWP. You may apply for access to your personal information at any time to confirm that it is accurate and up to date, upon payment of a prescribed fee (if any).

Enquires should be directed to the DELWP Customer Service Centre on 136 186.

Submitting your application

Once your application has been completed and signed, please lodge at your local DELWP Office (listed below).

You are encouraged to submit your application via email.

Application forms returned via post may be subject to delays greater than 6 weeks.

Port Phillip region

atcw.portphillipregion@delwp.vic.gov.au

or
 Permissions Lead
 DELWP
 Private Bag 15
 Ferntree Gully Delivery Centre VIC 3156

Gippsland region

Gippsland.cr@delwp.vic.gov.au

or
 Permissions Lead
 DELWP
 71 Hotham Street
 Traralgon VIC 3844

Hume region

atcw.hume@delwp.vic.gov.au

or
 Permissions Lead
 DELWP
 1683 Healesville – Kinglake Road
 Toolangi VIC 3777

Grampians region

atcw.grampians@delwp.vic.gov.au

or
 Permissions Lead
 DELWP
 110 Natimuk Road
 Horsham 3400

Barwon South West region

barwonsouthwest.cr@delwp.vic.gov.au

or
 Permissions Lead
 DELWP
 PO Box 115
 Colac VIC 3250

Loddon Mallee region

permissions.lm@delwp.vic.gov.au

or
 Permissions Lead
 DELWP
 PO Box 3100
 Bendigo Delivery Centre
 Bendigo VIC 3551

