**Application to Undertake Scientific Research in South Australia**

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| **NOTE:**  • Completed form, if returned as a PDF, must allow copy-and-paste of text for data entry  • Email pages 1-5, including signatures, to [DEWresearchpermits@sa.gov.au](mailto:DEWresearchpermits@sa.gov.au)  • Subject heading: “WPA”, “Marine Mammal” (if relevant) and “New Application”  Allow up to 4 weeks for the approval process. In particular, if the work includes marine mammals, has Native Title implications, involves consultation with Aboriginal groups or co-management boards, or requires entry to wilderness protection areas, processing will take longer, with an average of 4 weeks required depending on the complexity.  Permit applications or renewals will not be processed unless all outstanding reports have been received.  Visit the [Scientific Research Permits](http://www.environment.sa.gov.au/managing-natural-resources/Plants_Animals/Permits_licences/Scientific_Permits) webpage for additional information. |

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| Project title: |  |
| Title: (Mr/Mrs/Ms/Miss/Dr/Prof/Other) |  |
| Surname (Family name): |  |
| Given names: |  |
| Institution or Organisation  (if applicable): |  |
| Department/Section: |  |
| Address: |  |
| Postal address for correspondence  (if different from above): |  |
| Telephone: |  |
| Business: |  |
| Home or Mobile: |  |
| Email: |  |
| Field vehicle type and registration number (if known): |  |

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| **STUDENT use only**  *Supervisor’s name and signature (for applicants who are students)* | | |
| Name: |  | Position: |
| Institution: |  | |
| Telephone: | Work: | Mobile: |
| Email: |  | |
| Supervisor signature: |  | |
| **DEW Employee use only**  *Manager’s name and signature (for applicants employed by DEW)* | | |
| Name: |  | Position: |
| Branch/Unit: |  | |
| Telephone: | Work: | Mobile: |
| Email: |  | |
| Manager signature: |  | |

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| ***I declare that the information enclosed within is true and correct.***  ***I understand that the Department for Environment and Water will in no way be responsible for any injuries, loss or damage resulting from activities undertaken in conjunction with this permit.***  ***I accept the Application Conditions and I agree to comply with the terms and conditions of the permit (if granted).*** | | |
| Signature of applicant: |  | Date: |

**PROJECT SUMMARY**

Provide a brief summary (up to 200 words) in simple everyday terms.

**FULL PROJECT DESCRIPTION**

Give a full and detailed description of the project, including the aims and objectives of the project. This detailed description can be submitted as a separate document. Write “See Attached” if you are submitting a separate project description.

## RESEARCH BENEFITS

What benefit(s) will accrue from your research?

## COLLABORATORS

List the names and contact details of others who will be collaborating in this project. Briefly describe their role/activities in the project.

## FIELD ASSISTANTS

List the names and contact details for any others who will be carrying out fieldwork independently and/or collecting specimens of behalf of the permit holder. These people must be provided with a copy of the permit which they must carry in the field.

## FIELDWORK DATES AND PROJECT DURATION

Permits are issued for a maximum of 12 months, but can be renewed annually following receipt of a satisfactory progress report.

Anticipated dates of field trips:

Total duration of project:

## SPECIMENS/FIELDWORK ACTIVITIES

Provide details of any specimens you wish to collect and activities you will undertake. Where applicable ensure details are consistent with animal ethics applications.

For research within reserves, all proposed activities need to be stated, including observations.

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| **NOTE**: The collection of voucher specimens is a requirement for most flora and fauna studies, particularly biological surveys. You will need to contact the appropriate State Herbarium of SA, and/or SA Museum staff, to discuss vouchering, and address this in your application. |

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| EXAMPLES:  ● Plant specimens for identification purposes – sufficient material for one herbarium specimen plus one duplicate of each species at each location  ● Small reptile species – as trapped; catch, weigh, measure, release  ● Observe and record the behaviour of birds in response to playback of territorial calls  ● Soil samples – 50 samples – 50 grams each |

## METHODOLOGY

Describe clearly the methodology you will use to collect the specimens.

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| EXAMPLES:  ● Animals will be caught using Elliott traps, pitfall traps, mist nets, harp traps and hand capture techniques. State the number of traps, number of sites, number of trap-nights etc. State the number of traps, number of sites, number of trap-nights etc.  ● Leaf material for analysis will be collected using sterilised secateurs  ● Rock samples will be chipped from surface rock using a geologist’s hammer |

## DISPOSITION

State the ultimate fate of the specimens. Include short term and long term if applicable.

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| EXAMPLES:  ● Animals will be released at point of capture within 8 hours  ● Samples will be consumed by analysis  ● Specimens will be studied at X University and then deposited at the SA Museum |

## MINIMISING ENVIRONMENTAL IMPACTS

Describe in detail what steps you will take to minimise any environmental impacts.

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| EXAMPLES:  ● Describe the hygiene measures you will use to prevent the spread of animal or plant pests and diseases  ● Describe the restoration of any habitat disturbance caused by your methodology  ● Explain whether you are sharing data or specimens with other researchers to avoid duplication in specimen collection  ● Explain how you will access the site (vehicle, foot) |

## GENERAL LOCATIONS

State the DEW Region(s) and/or Districts where the work will be conducted  
(Consult [www.NatureMaps.sa.gov.au](http://www.NatureMaps.sa.gov.au) or Permit Officers can advise and provide maps).

## RESERVES

List all the DEW Reserves where field work will be conducted (if known in advance and consult [www.NatureMaps.sa.gov.au](http://www.NatureMaps.sa.gov.au) for reserve locations).

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| **NOTE**: Additional approvals will be required if you wish to enter wilderness protection areas or co-managed reserves – allow up to 4 weeks processing time. For a list of reserves with co-management agreements refer to the DEW [National park co-management boards and committees](http://www.environment.sa.gov.au/about-us/boards-and-committees/park-co-management) webpage. |

## JUSTIFICATION FOR CONDUCTING ACTIVITIES IN DEW RESERVES

If you intend to access reserves for observations, sampling or specimen collection, provide a justification for this. Where the research question can be answered by using an equivalent site outside protected areas, then it is usually expected that the alternative site is used.

## ABORIGINAL CONSULTATION

Please advise on:

1. what contact has been undertaken to check the [Aboriginal Affairs and Reconciliation](http://www.statedevelopment.sa.gov.au/aboriginal-affairs/aboriginal-affairs-and-reconciliation) (AAR) central archive regarding the presence of any recorded or [registered sites](https://statedevelopment.sa.gov.au/aboriginal-affairs/aboriginal-affairs-and-reconciliation/aboriginal-heritage/aboriginal-heritage-registers) in the project area
2. the results of the search
3. outline the reasons why no contact has been made
4. whether you have also discussed your intentions with local Aboriginal representatives (Aboriginal corporations) and/or the Park Co-management Board (if applicable) to ensure that your activity will not damage, disturb or interfere with any Aboriginal site (physical or mythological), Aboriginal object or Aboriginal object or remains?

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| **NOTE**: Under the *Aboriginal Heritage Act 1988* it is an offence to damage, disturb or interfere with any Aboriginal site, to damage any Aboriginal objects, and to disturb or interfere with any Aboriginal object or remains without the authorisation of the Minister for Aboriginal Affairs and Reconciliation. Projects may require additional costs for cultural heritage surveys to be undertaken that will need to be discussed with the Aboriginal corporation. |

**ANIMAL ETHICS APPROVAL**

Fauna studies that involve 'taking' or 'interfering with' a protected animal species in the wild must be covered by:

1. [A licence for teaching, research or experimentation involving animals](http://www.environment.sa.gov.au/managing-natural-resources/plants-and-animals/Animal_welfare/Animals_in_research_teaching/Research_teaching_licences/Applying_for_a_research_and_teaching_licence) **and**
2. An approval from an [Australian Animals Ethics Committee](http://www.environment.sa.gov.au/managing-natural-resources/plants-and-animals/Animal_welfare/Animals_in_research_teaching/Animal_ethics_committees/common-forms)

Any permits involving research on vertebrates (including fish if required by the applicant’s institution) will require the approval of an [appropriate animal ethics committee](http://www.environment.sa.gov.au/managing-natural-resources/plants-and-animals/Animal_welfare/Animals_in_research_teaching/Animal_ethics_committees/common-forms) as approved when the “Licence for Teaching, Research or Experimentation involving animals” is issued by DEW Animal Welfare Unit. If an application has been submitted but not yet approved, give details of the committee and indicate “approval pending”.

Name of animal ethics/welfare committee:

Approval Number:

Expiry Date:

**OTHER PERMITS AND APPROVALS**

List all other permits, approvals or permissions and their expiry dates that are associated with the research. Examples include PIRSA Fisheries Minister Exemption, SA Marine Parks Permits, and Commonwealth Cetacean Interaction Permit.

## APPLICATION CONDITIONS

**Application appraisal**

The assessment of this application will involve circulation of this and any accompanying documents to relevant government officers for comment. Similarly, Research Permits officers will distribute progress reports and unpublished data to relevant government officers as part of the renewal process for ongoing projects.

###### Collection of voucher specimens

Plant or animal voucher specimens are to be collected when validating a field identification (i.e. in most survey work), when a field identification cannot be reliably made, or if the specimen constitutes a new park species record, a significant range extension or an unusual form. Vouchering should be discussed with the appropriate Herbarium or SA Museum staff at an early stage in the project planning, so that vouchering requirements can be addressed adequately in the Research Permit application and when seeking animal ethics committee approval.

###### Research confidentiality

Applicant and project details will be stored in a departmental database. A significant aim of this database is to encourage collaboration between researchers, including DEW staff, which has the potential to minimise research impacts on the environment by avoiding duplication. The name of your institution, the project title and a brief project summary may be made publicly available. Individual’s names or contact details will NOT be included. In submitting your application, you are giving your consent to making this information generally available. Please submit a written objection to Research Permits if you want these details to remain confidential. An applicant’s personal information (contact details) will be collected, stored, used and disclosed in accordance with the Government of South Australia’s [Information Privacy Principles Instruction (PC012)](http://dpc.sa.gov.au/sites/default/files/pubimages/Circulars/PC012_Privacy_0.pdf).

###### Permit reports

Any specimen data that you are required to provide will be included in the DEW [Biological Databases of South Australia](http://www.environment.sa.gov.au/Science/Information_data/Biological_databases_of_South_Australia) (BDBSA) unless alternative arrangements have been made. Permits will not be renewed unless a satisfactory progress report has been received by the Research Permits Officer. New permits will not be issued unless all prior reporting requirements have been met. Unpublished information provided in reports will not be used without permission of the author.

## PERMIT CONDITIONS

1. **A scientific research permit is issued subject to the following standard conditions**
2. **Additional specific terms and conditions may be applied to the issued permit**
3. **Failure to adhere to the conditions constitutes a breach which can result in permit withdrawal and potential prosecution**

**Standard permit conditions**

1. This permit does not authorise access or entry onto any land without the consent of the landowner or relevant authority having control of the land.
2. This permit does not authorise collection of any specimens without the consent of the landowner or relevant authority having control of the land. Where the collection is of protected animals (or their eggs) consent must be in writing and granted not more than six months beforehand.
3. The relevant Natural Resources Centre regional office(s) must be notified at least 10 days prior to undertaking any research within those regions.
4. Upon arrival in a reserve attended by a resident Ranger, the permit must be shown to the Ranger before research is undertaken. Details of any vehicles to be used in field work should also be provided
5. The permit holder and field assistants must comply with any instructions given by a Ranger, landholder or authority in respect to access.
6. The permit holder, all field assistants and any third party carrier must adhere to the National Parks and Wildlife (National Parks) Regulations 2001 pertaining to correct conduct in a reserve.
7. Standard practices to minimise the risk of Phytophthora (Root rot fungus) spread must be used at all times in vulnerable areas: ensure awareness of Phytophthora; heed warning signs; stay on formed tracks; adopt hygiene procedures.
8. Where collection of samples is approved under this permit, samples collected shall be limited in size and taken where they will cause the least disfigurement or disturbance.
9. Where collection of specimens is approved under this permit, the number of specimens of any one species which may be taken is limited to the number specified in the permit, or where the number is not stated to the minimum number required to achieve the aims of the approved research proposal.
10. The permit holder is responsible for the actions of other persons who may undertake this research or collect specimens on their behalf. It is a defence to the provisions of this clause if the permit holder is able to demonstrate that the actions of other persons operating under the permit were inconsistent with directions given to them by the permit holder.
11. Specimens collected may not be exported from this State unless approved under this permit or otherwise approved by the Director, National Parks and Wildlife (or delegate).
12. Specimens or the progeny and carcasses of animals taken under the permit may not be sold or transferred without the written consent of the Director, National Parks and Wildlife (or delegate) and all such specimens shall be disposed of in the manner specified in this permit at the termination of the permit or a time specified by the Director (or delegate).
13. Any research approved under this permit and involving the use of vertebrate animals requires a current 'Licence for Teaching, Research or Experimentation Involving Animals' issued to either the permit-holder or the permit-holder's organisation, an approval from an official South Australian animal ethics/welfare committee (in addition to any approval from committees outside of the State) and compliance with the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes (Australian Government; National Health and Medical Research Council, 2004)
14. If vertebrate animals are collected under this permit and exported for use in a scientific research project in another State or Territory, the project and use of the animals must have the approval of the relevant State or Territory animal ethics or welfare committee.
15. Upon completion of the research, all equipment and markers must be removed, unless specific approval to the contrary has been obtained from the land owner or relevant authority having control of the land.
16. At the end of the permit period, and before any renewal is granted, the Research Permit Officer must be provided with a full report (or satisfactory progress report) on the research carried out under the permit. For flora or fauna research and if otherwise requested, a dataset of all collections/captures must be provided in electronic format, unless alternative arrangements have been made. The dataset must comply with the Department’s dataset requirements and include, as a minimum, the observer(s) name, scientific name (including sub-species if relevant), number of individuals observed/collected, date of sighting/collection, location coordinates, datum and accuracy, and observation/collection method. A suitable electronic template is available on request.
17. If an account of the research is published, or information circulated, a copy of the account or information must be lodged with the Research Permit Officer, as soon as practicable after its publication or circulation
18. When planning and conducting your research, you must be aware that your work may intrude on locations or involve species with cultural significance to local Aboriginal communities. As part of your project planning it would be a courtesy, and in some cases a requirement, to consult with local Aboriginal representatives to determine any potential impacts and the means of avoiding or limiting them.
19. Under the *Aboriginal Heritage Act 1988* it is an offence to damage, disturb or interfere with any Aboriginal site, to damage any Aboriginal objects and to disturb or interfere with any Aboriginal object or remains without the authorisation of the Minister for Aboriginal Affairs and Reconciliation. It is the applicants' responsibility to obtain their own advice in relation to this matter. Any findings of Aboriginal object or remains must be reported to the Aboriginal Affairs and Reconciliation, Department of State Development.