**Scientific Research Permit Renewal, Amendment and Report Form**

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| **NOTE**:  • Completed form, if returned as a PDF, must allow copy-and-paste of text for data entry  • Email to [DEWresearchpermits@sa.gov.au](mailto:DEWresearchpermits@sa.gov.au)  • Subject heading: “WPA”, “Marine Mammal” (if relevant) and “Renewal”, “Amendment” or “Report”  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. |

**PERMIT DETAILS**

Permit number:

Project title:

Researcher name:

**HAVE YOUR CONTACT DETAILS CHANGED?  
[**     **] YES** **OR** **[**     **]** **NO** (mark as applicable)

**WILL THE PERMIT HOLDER CHANGE?  
[**     **] YES** **OR** **[**     **]** **NO** (mark as applicable)

New permit holder:

New postal address:

New institution:

New telephone number(s):

New email address:

Other:

IS THIS AN INTERIM OR FINAL REPORT?

Do you wish to renew your permit and continue this project?  
[     ] YES OR [     ] NO (mark as applicable)

Is this the final report for this project?  
**[**     **] YES** **OR** **[**     **]** **NO** (mark as applicable)

Proposed fieldwork date:

**SPECIMEN DEPOSITION**

Provide details if there will be changes to where specimens or data will be lodged.

**METHODOLOGY**

If you are requesting a renewal of the permit, review your original application and describe the methodology you will use in carrying out the collections or activities for this permit.

**LOCATIONS**

If you are requesting a renewal of the permit, review your original application and list the locations (regions and/or reserves) where you will be conducting your research  
(consult [www.NatureMaps.sa.gov.au](http://www.NatureMaps.sa.gov.au) for regions and/or reserves).

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| **NOTE**: Additional approvals will be required if you wish to enter wilderness protection areas or co‑managed reserves – allow an average of 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. |

###### CHANGES TO PERSONNEL

###### If you are requesting a renewal of the permit, give names of any personnel that should be added or removed

**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. [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 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:

Licence for teaching or experimentation involving animals 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.

**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 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. |

**HOW WELL IS THE PROJECT MEETING ITS AIMS?**

Give details of any problems that have interfered with the progress of the project.

**REPORT SUMMARY**

Provide a brief summary (up to 300 words) in simple everyday terms outlining the results or progress of this project. More detailed results can be attached but must not replace the lay summary. Progress reports and unpublished data may be distributed to relevant government officers as part of the renewal process.

**PUBLICATIONS**

Give reference details and attach a copy or abstract of any publications or written reports resulting from work carried out under this permit. If the report will not be published, where will it be lodged?

##### DATASET

If your research involves the study of flora and fauna, attach the dataset for all species recorded (observed or collected) under this permit. You must use the DEW format [templates are available from DEW website (link below)] unless you have made other arrangements for data submission. You do not need to supply the data if it has already been lodged with another recognised environmental database (e.g. SA Museum, State Herbarium of SA, Birdlife Australia and ABBBS). Instead please indicate which database and date/s of lodgement. Contact the Research Permits Officer if you have good reason why your data should not 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) for access to the wider community.

**Submitting data**

[BDBSA Information Sharing](http://www.environment.sa.gov.au/Knowledge_Bank/Information_and_data/Biological_databases_of_South_Australia/Information_sharing)

**Indicate either:**

**[**     **] Data for this project is attached** (mark **YES OR NO**)

**OR**

**Data for this project was lodged at**        (insert location) **on**  (insert date)