# Property Identification Code (PIC) request

Use this form to apply, amend or make changes to a Property Identification Code (PIC) under the *Biosecurity (National Livestock Identification System) Regulation 2017*.

Anyone who keeps or owns livestock in NSW is required to ensure the land on which the livestock are kept has a Property Identification Code or PIC. 'Livestock' includes one or more cattle, sheep, goats, pigs, deer, bison, buffalo, camelids, equines (i.e., horses and donkeys), 100 or more poultry birds or 10 or more emus or ostriches. One PIC can be used for more than one property provided the properties are used for a common purpose (eg. to graze the same livestock) and are proximate (adjoining or nearby) following approval of the District Veterinarian.

If you wish to apply for a PIC covering more than one property, you will need to complete a PIC Amalgamation Request.

## Application type (select one only)

Apply for a new PIC  Amend PIC  PIC manager  De-activate PIC

|  |  |
| --- | --- |
| Applicant details |  |
| First name |  |
| Last name |  |
| Trading name \*Please provide the Full ASIC Certificate extract if owned by a company |  |
| Business or street address |  |
| Suburb, state and post code |  |
| Phone number |  |
| Postal address |  |
| Suburb, state and post code |  |
| Email address |  |

## Property details

|  |  |
| --- | --- |
| Name of property |  |
| Property address  (actual location of property) |  |
| Property area | hectares |
| Lot and DP number for this property  (from Council rates notice) |  |

## Property owner details

Tick if details are the same as applicant details above.

Complete the table below if property owner details are not the same as applicant details.

|  |  |
| --- | --- |
| First name |  |
| Last name |  |
| Postal address |  |
| Suburb, state and post code |  |
| Email address |  |
| Phone number |  |

## Nominated PIC manager

The person nominated will be authorised to use and access information associated with the PIC.

|  |  |
| --- | --- |
| First name |  |
| Last name |  |
| Postal address |  |
| Suburb, state and post code |  |
| Email address |  |
| Phone number |  |

## Declaration

### Property owner

I declare that the information contained in this form is complete and accurate and I am the owner of the property.

|  |  |
| --- | --- |
| Full name |  |
| Signature |  |
| Date |  |

### Lawful occupier or authorised representative

I declare that the information contained in this form is complete and accurate and I am the (tick one that applies).

Lawful occupier of the property  Authorised representative of the owner

If you ticked either of the above options, please provide a lease/agistment agreement or letter of authorisation from the owner.

|  |  |
| --- | --- |
| Full name |  |
| Signature |  |
| Date |  |

## Submitting the form

Please return the completed form to your Local Land Services office. For further information contact us on 1300 795 299.

## Privacy

This information is collected by Local Land Services (LLS) for the purpose of assessing an application for a property identification code as required by the Biosecurity (National Livestock Identification System) Regulation. The provision of this information is mandatory for the purpose of LLS’s assessment as to whether an application for a property identification code should be granted. This information may also be used by LLS to comply with its public register and record-keeping requirements under the Biosecurity (National Livestock Identification System) Regulation 2017, to confirm applicant details, to assist us with our assessment and determination of your application, including contacting you about your application, and to contact you to seek feedback about our services.

Except for purposes required by law, your personal information will not be disclosed to third parties unless the disclosure is directly related to the purpose for which the information was collected, and LLS has no reason to believe you would object to the disclosure, or you are reasonably likely to have been aware, or have been made aware, that information of that kind is usually disclosed to that other person or body, or LLS believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another person. You may apply to LLS to access and correct any personal information LLS holds about you if that information is inaccurate, incomplete, not relevant or out of date. For more information about LLS’s privacy statement please refer to our website: [www.lls.nsw.gov.au/privacy-statement](https://auc-word-edit.officeapps.live.com/we/www.lls.nsw.gov.au/privacy-statement)

## For office use only

|  |  |
| --- | --- |
| Entered by | date |
| Checked by | date |
| PIC | N |
| Holding reference |  |
| Receipt number |  |
| Fee paid | $      date |
| Date recorded in PIC audit register |  |