

User Guide

Wildlife (Animals)

Upgrade or downgrade a standard, specialised or advanced licence

This guide explains how to apply to upgrade or downgrade an existing standard, specialised or advanced licence using Online Services.

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Upgrade or downgrade a standard, specialised or advanced licence

Purpose

This guideline explains how to use Online Services to apply for an upgrade or downgrade of an existing

- Standard licence
- Specialised licence
- Advanced licence.

This guide covers how to apply for an amendment to upgrade or downgrade a standard, specialised or advanced licence through the Wildlife Permissions Hub.

Background

Licence eligibility and restrictions

Under the Nature Conservation (Animals) Regulation 2020 (the Animals Regulation), the Department of the Environment, Tourism, Science and Innovation (the department) may grant or automatically issue a standard, specialised or advanced licence if the applicant meets the requirements for the relevant licence.

The Animals Regulation does **not** allow a person to hold more than one of these licence types at the same time and places other restrictions on the granting of these licences.

Note: Applications to keep dangerous animals under a specialised or advanced licence are **not** automatically issued and must be assessed by the department.

Before you upgrade or downgrade your licence

If you are unsure which licence best suits your circumstances, use the **What animals can I keep? Species licence search** tool on the Queensland Government website (<https://www.qld.gov.au/> - search: What animals can I keep?).

You may need to upgrade your licence if you:

- want to keep more animals than your current licence allows
- want to keep class 2 animals
- want to keep dangerous animals
- require a different licence type for the animals you want to keep

You may be able to downgrade your licence if a lower licence type is suitable for the animals you keep or intend to keep.

Important information:

- If you upgrade your licence, you will be required to pay the difference in licence fees.
- Upgrading your licence does **not** change the expiry date of your current licence.
- If your licence is due to expire soon, you may wish to wait until renewal rather than upgrade immediately.
- Licence fees are **not** refunded when a licence is downgraded.
- Downgrading a specialised or advanced licence can only be completed as part of a renewal application (within 3 months before the licence expiry date).

Upgrade or downgrade a standard, specialised or advanced licence

Licence Types

The following outlines what the holder of a standard, specialised or advanced licence can and cannot do under the relevant licence:

Standard Licence

- Can keep up to 10 class 1 animals.
- **Cannot** breed animals held under the licence.
- **Cannot** sell or give away an animal within 6 months of acquiring it unless approved by the Department of the Environment, Tourism, Science and Innovation (the department).

Specialised Licence (non-dangerous animals)

- Can keep up to 50 class 1 and class 2 animals (including birds, reptiles and amphibians) and an unlimited number of protected scorpions and spiders.
- **Cannot** keep dangerous animals.
- Can breed animals held under the licence, as long as the maximum number of animals allowed under the licence is **not** exceeded.
- **Cannot** sell or give away an animal within 6 months of acquiring it unless approved by the department.

Specialised Licence (dangerous animals)

- Can keep up to 50 class 1 and class 2 animals (birds, reptiles and amphibians) and an unlimited number of protected scorpions and spiders.
- Can keep up to 50 dangerous animals.
- Can breed animals held under the licence, as long as the maximum number of animals allowed under the licence is **not** exceeded.
- **Cannot** sell or give away an animal within 6 months of acquiring it unless approved by the department.

Advanced Licence (non-dangerous animals)

- Can keep an unlimited number of class 1 and class 2 animals.
- **Cannot** keep dangerous animals.
- Can breed animals held under the licence.
- Can sell or give away an animal within 6 months of acquiring it without approval from the department.

Advanced Licence (dangerous animals)

- Can keep an unlimited number of class 1 and class 2 animals.
- Can keep up to 50 dangerous animals, unless approved for more by the department.
- Can breed animals held under the licence.
- Can sell or give away an animal within 6 months of acquiring it without approval from the department.

Upgrade or downgrade a standard, specialised or advanced licence

Getting started

To apply for an upgrade or downgrade of an existing standard, specialised or advanced licence, you will need an Online Services account.

To register, manage your application, or log into your account, visit the Online Services webpage (<https://www.business.qld.gov.au/running-business/environment/online-services>).

To access user guides, visit the Queensland Government website (<https://www.qld.gov.au/> - search: User guides for Online Services).

Wildlife Permissions Hub

After logging in, select **Wildlife Permissions Hub** from the available options.

The screenshot shows a dashboard with several tiles for different types of permissions:

- Wildlife Permissions Hub**: Apply for and manage authorities for protected animals and plants (excluding macropod harvesting and all research and educational purpose permits).
- Heritage**: Apply for and manage applications and notifications for State heritage.
- Environmental Authorities**: Apply for and manage environmental authorities for prescribed ERAs and resource activities.
- Scientific, Educational, Conservation and Research Authorities**: Apply and manage authorities for, scientific, educational, conservation, research and biodiversity purposes for the State of Queensland.
- Parks & Forests Authorities**: Apply for and manage authorities on Queensland Parks and Wildlife Service managed areas including marine parks, protected areas and State Forests (excluding all research permits).
- Macropods**: Apply for and manage macropod licenses and activities.

Finding your way around the Wildlife Permissions Hub

The screenshot shows the user interface of the Wildlife Permissions Hub. Key elements include:

- Navigation Bar**: Includes links for HOME, CUSTOMER DETAILS, and HELP. The CUSTOMER DETAILS link is highlighted with a green box.
- Customer Information**: Displays the Customer Record: Matt Harris and Customer Reference Number: 100591936. A green box highlights the 'Change Area or Customer' button.
- My Incomplete Actions**: A section for tracking actions, with a green box highlighting the 'Apply for a new Authority' button.
- Authorities Section**: A table for managing authorities. The table has columns: Authority Reference, Application Reference, Person In Charge, Authority Type, Status, Deactivation Reason, Start Date, Expiry Date, Granted Date, and Actions. A green box highlights the 'Apply for a new Authority' button in the left sidebar.
- Records Section**: A sidebar menu with links for Authorities, Applications, Returns / Reports, and Invoices. The 'Authorities' link is highlighted with a green box.
- Footer**: Contains contact information for permit and licensing enquiries, support regarding the Waste Levy (QWDS), and technical assistance.

Customer Details – Update email addresses, phone numbers and contact details. To change information that appears on your licence, you must submit an amendment application. **Note:** You must have a Queensland address to apply for these licences.

Upgrade or downgrade a standard, specialised or advanced licence

Change Area or Customer – Switch to another hub to access information relating to other dealings with the department.

Apply for a new Authority – Start a new application through the Wildlife Permissions Hub.

Authorities – View authorities that have been issued to you.

Records – Access copies of your applications, authorities, receipts and, where applicable, return records.

Upgrading your licence

Find the licence you want to amend

Under **Records**, select **Authorities**.

Locate the licence you want to amend using the **Authority Reference Number** in the **Authority Reference** column. Once located, select **Amend** from the **Actions** column.

The screenshot shows the Wildlife Permissions Hub interface. On the left, there's a sidebar with 'My Incomplete Actions' and 'Actions'. The 'Authorities' link is highlighted. The main area displays a table of authorities. The first row is highlighted, and the 'Amend' button in the 'Actions' column is highlighted with a green box.

Authority Reference	Application Reference	Person In Charge	Authority Type	Status	Deactivation Reason	Start Date	Expiry Date	Granted Date	Actions
P-STND-10087009	A-STND-NEW-100872093	Matt Harris	Standard Licence	Granted		19/08/2026	18/08/2031	19/08/2026	Amend Surrender
P-PPCE-100870098	A-PPCE-NEW-100870075	Matt Harris	Protected Plant Clearing Exemption	Granted		06/08/2026	05/08/2029	14/08/2026	
P-ADVC-10088094	A-ADVC-NEW-100880930	Matt Harris	Advanced Licence	Closed	Superseded	10/08/2026	31/12/2029	10/08/2026	
P-ADVC-10088094-1	A-ADVC-AMD-100880914	Matt Harris	Advanced Licence	Closed	Superseded	10/08/2026	31/12/2029	10/08/2026	
P-ADVC-100880241	A-ADVC-NEW-100883511	Matt Harris	Advanced Licence	Closed	Superseded	31/07/2026	30/07/2031	31/07/2026	
P-ADVC-100880241-1	A-ADVC-NEW-100883511	Matt Harris	Advanced Licence	Closed	Cancelled	31/07/2026	30/07/2031	31/07/2026	
P-STND-10089354	A-STND-NEW-100893467	Matt Harris	Standard Licence	Closed	Superseded	12/06/2026	11/06/2031	12/06/2026	

Amendment application

After selecting Amend, the amendment application will open.

Depending on your current licence type, different upgrade options may be available. If you hold a standard licence, the only amendment option available is to upgrade your licence.

Select 'the option that best matches the licence you would like to move to, then click Next.

Wildlife Authority Permits - Amend Upgrade - Specialised Licence

Getting Started

How to complete the form

The Assessment Process

Privacy Statement

The information you provide assists the department regulate activities associated with protected plant authorities and protected animal authorities under the Nature Conservation Act 1992.

Some information may be provided to other State and Commonwealth regulatory and law enforcement departments to investigate biosecurity or health issues or allegations of unlawful activity.

Some information, where relevant, may also be sent to non-government organisations such as the RSPCA Qld and the Queensland Wildlife Rehabilitation Council for the purpose of improving standards of native animal care.

Personal information in relation to your application and authority will not be disclosed to any party without your consent, unless authorised or required by law.

More information on our commitment to privacy is available on our [website](#). For specific privacy information or enquiries please email the department's corporate services team privacy@des.qld.gov.au.

Current Authority

Current authority type

Standard Licence

Standard Upgrade

Note: Upgrading, downgrading, or amending a licence does not extend the expiry date. Please carefully consider if an amendment is required if your licence is near expiry.

Are you upgrading the licence?

☒ Yes

☐ No

Upgrade to licence type

Specialised Licence

CANCEL

NEXT

Upgrade or downgrade a standard, specialised or advanced licence

Navigating the amendment application screens

Once you move past the first page of the application, you will see the following buttons at the bottom of each page:



- **Back** – Returns to the previous page.
- **Cancel** – Cancels the application.
- **Delete Application** – Deletes the application.
- **Validate** – Checks that all required information has been completed correctly on the current page.
- **Save and Close** – Saves the application so you can return to it later.
- **Next** – Moves to the next page of the application.

General Information tab

The 'General Information' tab contains questions about your suitability to hold a licence.

Read each question carefully and select the response that applies to you, then click Next.

Wildlife Authority Permits - Amend Upgrade - Specialised Licence
Application Reference: A-SPEC-AMUDUPG-100872102

[Getting Started](#)
[General Information >](#)
[Project General Details](#)
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General Information

Details

Application Reference	A-SPEC-AMUDUPG-100872102	Authority Type	Specialised Licence
Authority Reference	P-STMD-100872096	Application Type	Amend Upgrade
Status	DRAFT	Application	
Outcome		Lodgement Date	
Legal Entity	Matt Harris	Start Date	
		Expiry Date	
		Deactivation Reason	

Applicant Suitability

An authority may only be issued if the applicant is considered a suitable person as prescribed under either or all of the authorising Acts or subordinate regulations relevant to this application.

Note: An associate, of a person whose suitability to hold a wildlife authority is being considered, means -

1. If the person is a corporation - each executive officer of the corporation; or
2. If the person is an individual - another person who
 - (i) is or is intended to be, regularly or usually in charge of the individual's activity or business, or proposed activity or business, that relates, or is intended to relate, to the authority; or
 - (ii) regularly directs staff for the activity or business in their duties; or
 - (iii) is, or is intended to be, in a position to control or substantially influence the activity or business, or proposed activity or business.

1. During the past three (3) years, have you (or an associate) been convicted of:
 - (i) an offence against the Nature Conservation Act 1992 (the Act); or
 - (ii) an animal welfare offence under the Animal Care and Protection Act 2001; or
 - (iii) an offence relating to wildlife, however described, against another Act, or under the law of another State or country?
2. During the past three (3) years, have you (or an associate) accumulated 10 or more demerit points for an offence against the Act?
3. Within the past three (3) years, have you (or an associate) had an animal authority suspended or cancelled under the Act?
4. During the past three (3) years, have you (or an associate), had an equivalent animal authority, however described, suspended or cancelled under the law of another jurisdiction?

☐ Yes - One or more of the above criteria applies to me. **Note:** An assessment officer will contact you to discuss your situation further.
☒ No - The above criteria do not apply to me.

[BACK](#)
[CANCEL](#)
[DELETE APPLICATION](#)
[VALIDATE](#)

[SAVE & CLOSE](#)
[NEXT](#)

Upgrade or downgrade a standard, specialised or advanced licence

Project General Details Tab

Information from your current licence should be pre-populated. Review the details and update any information that has changed, then click **Next**.

Wildlife Authority Permits - Amend Upgrade - Specialised Licence
Application Reference: A-SPEC-AMDUFG-100872102

Project General Details

Term of the Authority
Your authority will be dated for 5 years from date of approval, as prescribed in the Nature Conservation (Animals) Regulation 2020. If manually assessed, it can take up to 40 business days to decide.

Company Office
The chief executive is prevented from granting an application for an animal authority or a plant authority to a corporation unless the corporation has an office in the State.
Please provide the address of your company office in the State of Queensland.
Address
400 George St BRISBANE CITY QLD 4000

Application Contacts and Parties
MANAGE CUSTOMER CONTACTS
~Person in Charge
Details of the person nominated to be in charge of the place(s) where the authorised activity is to be undertaken. The registered address is legally required for the serving of notices. It is the address of a person and cannot be a post office box.
Select from your existing contacts or use the link below to add a new contact
Matt Harris
~Application Contact
An alternative contact nominated by the legal entity which has submitted, or will in future submit, applications to be assessed by the department. All departmental correspondence relating to the assessment of applications will be directed to the application contact, however, if the application results in the issuing of a relevant authority, the relevant authority will be sent to the customer contact or if nominated, the primary contact.
Select from your existing contacts or use the link below to add a new contact
Matt Harris
~Authorised Signatory
Person(s) authorised to sign on behalf of the legal entity. If you are applying as an individual, please provide your own contact details.
Select from your existing contacts or use the link below to add a new contact
Matt Harris

Activities & Location Details tab

Activity – Click the **Activity** field or select the down arrow to view the available activity options. Available options will vary depending on your current licence type and the licence type you are applying for.

Locations – Enter the Queensland location where the animal(s) will be kept. This can be a street address or lot on plan. Update any information that has changed.

Once completed, click **Next**.

Wildlife Authority Permits - Amend Upgrade - Specialised Licence
Application Reference: A-SPEC-AMDUFG-100872102

Activities & Location Details

Activity
For a full list of class 1 and class 2 animals please refer to [Schedule 3 of the Nature Conservation \(Animals\) Regulation 2020](#). A dangerous animal is a class 2 animal stated to be a "dangerous animal" in schedule 3, part 3 of the Nature Conservation (Animals) Regulation 2020. Currently the only dangerous animals are snakes (Elapidae). You will be asked further questions and required to provide evidence of your suitability to handle dangerous snakes if you choose this option.
Activity Selection
Activity
--Select a value--

Locations
Provide the location (physical address or Lot Plan) within Queensland where the animals will be kept. This authority can be granted for one place only. An address must not be a post office box.
Location Selection
Location Type
Physical Street Address
Selected Locations
Address
66 Layerd St HOLLAND PARK QLD 4121
Type
Physical Street Address

← BACK CANCEL DELETE APPLICATION VALIDATE SAVE & CLOSE → NEXT

Note: If you select **Keep and use live Class 1 and Class 2 animals, including Dangerous animals**, your amendment application will require assessment by the department before a decision can be made.

Wildlife Authority Permits - Amend Upgrade - Specialised Licence
Application Reference: A-SPEC-AMDUFG-100872102

Activities & Location Details

Activity
For a full list of class 1 and class 2 animals please refer to [Schedule 3 of the Nature Conservation \(Animals\) Regulation 2020](#). A dangerous animal is a class 2 animal stated to be a "dangerous animal" in schedule 3, part 3 of the Nature Conservation (Animals) Regulation 2020. Currently the only dangerous animals are snakes (Elapidae). You will be asked further questions and required to provide evidence of your suitability to handle dangerous snakes if you choose this option.
Activity Selection
Activity
Keep and use live Class 1 and Class 2 animals, including Dangerous animals

Upgrade or downgrade a standard, specialised or advanced licence

Other Details tab

Code of Practice – Click the links to download and read the relevant Code of Practice, then acknowledge that you have read it.

Requirement for record keeping – Select the record keeping option you will use. Standard, specialised or advanced licence holders must maintain complete, accurate and legible records in Online Services, unless written approval has been granted by the chief executive to use and maintain a hard-copy record book. Records must be updated within 72 hours of an event occurring (e.g. when an animal is acquired, sold, given away or dies).

Note: Guidance on using the online record book is available in the Guideline – Completing your online record book (<https://www.qld.gov.au/> - search: User guides for Online Services).

If you are seeking approval to use paper (hard-copy) records, you must select a valid reason why you cannot use the online record book.

Once you have reviewed, click **Next**.

Additional requirements for dangerous animal applications

If you are upgrading your licence to keep dangerous animals (i.e. dangerous snakes) under a specialised or advanced licence, you will be required to answer additional questions and upload supporting information. Before completing this section, you must read the Assessment Guideline - Application to keep dangerous animals under specialised or advanced licences.

You will be required to provide:

- enclosure details
- relevant qualifications and/or experience
- supporting documentation
- other information required to assess your application.

Review tab

When you reach the Review' tab, any unanswered questions will be identified by an exclamation mark (!). The tab containing the missing information will also be highlighted.

Wildlife Authority Permits - New - Standard Licence

Application Reference: A-STND-NEW-100853467

Review

The following sections have unanswered questions
General Information: Applicant Suitability - During the past three (3) years, have you (or an associate) been convicted of:(i) an offence against the Nature Conservation Act 1992 (the Act); or(ii) an animal welfare offence under the Animal Care...

General Information EDIT

The following question/s have not been answered in this section:
During the past three (3) years, have you (or an associate) been convicted of:(i) an offence against the Nature Conservation Act 1992 (the Act); or(ii) an animal welfare offence under the Animal Care...

Details			
Application Reference	A-STND-NEW-100853467	Authority Type	Standard Licence
Status	DRAFT	Application Type	New
Outcome		Application Created Date	12/06/2026
Legal Entity		Application Lodgment Date	
Applicant Suitability			

Upgrade or downgrade a standard, specialised or advanced licence

If all questions have been answered, you will see a screen like this:

[General Information](#)
[Project General Details](#)
[Activities & Location Details](#)
[Other Details](#)
[Review >](#)
[Declaration](#)

Details

Application Reference	A-SPEC-AMDUPG-100872102	Authority Type	Specialised Licence
Status	DRAFT	Application Type	Amend Upgrade
Outcome		Application Created Date	19/08/2026
Legal Entity		Application Lodgment Date	

Applicant Suitability

An authority may only be issued if the applicant is considered a suitable person as prescribed under either or all of the authorising Acts or subordinate regulations relevant to this application.

Note: An associate, of a person whose suitability to hold a wildlife authority is being considered, means -

1. If the person is a corporation - each executive officer of the corporation; or
2. If the person is an individual - another person who
 - (i) is, or is intended to be, regularly or usually in charge of the individual's activity or business, or proposed activity or business, that relates, or is intended to relate, to the authority; or
 - (ii) regularly directs staff for the activity or business in their duties; or
 - (iii) is, or is intended to be, in a position to control or substantially influence the activity or business, or proposed activity or business.

1. During the past three (3) years, have you (or an associate) been convicted of:
 - (i) an offence against the Nature Conservation Act 1992 (the Act); or
 - (ii) an animal welfare offence under the Animal Care and Protection Act 2001; or
 - (iii) an offence relating to wildlife, however described, against another Act, or under the law of another State or country?
2. During the past three (3) years, have you (or an associate) accumulated 10 or more demerit points for an offence against the Act?
3. Within the past three (3) years, have you (or an associate) had an animal authority suspended or cancelled under the Act?
4. During the past three (3) years, have you (or an associate), had an equivalent animal authority, however described, suspended or cancelled under the law of another jurisdiction?

No - The above criteria do not apply to me.

Project General Details

Term of the Authority

Your authority will be dated for 5 years from date of approval, as prescribed in the Nature Conservation (Animal's) Regulation 2020. If manually assessed, it can take up to 40 business days to decide.

Company Office

The chief executive is prevented from granting an application for an animal authority or a plant authority to a corporation unless the corporation has an office in the State.

Please provide the address of your company office in the State of Queensland.

Declaration tab

Read and respond to the **Authority Holders Certification Statement** and the **Applicant Consent**. Once completed, click **Submit**.

Note: Applications requiring assessment may involve information being provided to a third party as part of the assessment process.

Wildlife Authority Permits - Amend Upgrade - Specialised Licence

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Declaration

Authority Holder's Certification Statement

I do solemnly and sincerely declare the information provided is true and correct to the best of my knowledge and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1987.

☒ Accepted

Applicant Consent

If not covered by the privacy statement or the above declaration, do you consent to this application and any supporting documentation being passed onto a third party to assist with the assessment of your application?

☒ Yes
☐ No

[← BACK](#)
[CANCEL](#)
[DELETE APPLICATION](#)
[VALIDATE](#)

[SAVE & CLOSE](#)
[NEXT](#)
[SUBMIT](#)

Payment

A summary of the application fee will be displayed. Once you have reviewed the fee, click **Next** to proceed.

Fee details for - A-SPEC-AMDUPG-100872102

Invoice Item Details				
Quantity	Description	Unit Price (incl GST)	Total (incl GST)	GST
1	Standard licence to specialised licence	296.90	296.90	\$296.90
Total Amount Payable				\$296.90
The total price includes GST of:				\$0.00

[← GO BACK](#)
[NEXT](#)

You will then be redirected to the payment portal to complete your application. Enter your payment details and click **Pay Now**.

Upgrade or downgrade a standard, specialised or advanced licence

Application fee for A-SPEC-AMDUPG-100872102

Make payment for invoice reference 7058817

Quantity	Description	Unit Price (excl GST)	Total (excl GST)	GST	Total
1	Standard licence to specialised licence	296.90	296.90		\$296.90
Total Amount Payable					\$296.90
The total price includes GST of:					\$0.00

We accept all major credit cards: MasterCard and Visa

Please enter your card details below to proceed with payment

Card Number

Expiry Date

CVN

CANCEL

PAY NOW

Application submitted

Once your application has been submitted, you will see a confirmation screen similar to the example below. Click **OK**.

Application Submission

Your authority application A-SPEC-AMDUPG-100872102 has been successfully submitted.

Subject to suitability checks by our online system, your authority will be issued automatically and should be available in approximately 15 minutes. Please return to Online Services shortly to view and/or download your authority documents by navigating to Authorities, clicking the authority reference for the granted authority, and navigating to Documents.

If you answered 'Yes' to the Applicant Suitability question, or a history of suspended or cancelled authorities is detected, your application will undergo assessment. The statutory timeframe to decide complete applications is 40 business days, unless further information is requested.

If you have any questions, including if your application has not been automatically granted within 15 minutes when you believe it should have been, please contact wildlife@oasi.qld.gov.au.

OK

Note: Standard, specialised and advanced licence applications that do not require assessment are generally issued automatically. In most cases, your licence will be available in Online Services within 15 minutes.

Viewing your licence

If your licence has been issued automatically, it will appear in the **Authorities** section of the Wildlife Permissions Hub. Available actions, such as amendment, surrender and renewal, will appear under the **Actions** column.

Note: A renewal option will appear 3 months before your licence expires.

Wildlife Permissions Hub
Customer Record: Matt Harris
Customer Reference Number: 100591936
[Change Area or Customer](#)

My Incomplete Actions

Actions

[Apply for a new Authority](#)
In Queensland, you may need an authority (licence or permit) to take, keep, use or move protected animals and plants under the Nature Conservation Act. Click 'Apply for a new Authority' to start a new application.

[Other Actions](#)
To view actions relating to an existing authority, invoice or return, see Records menu below. To amend, renew or surrender a current authority, go to Authorities and select the action from the Actions column for the relevant authority.

[Records](#)

[Applications](#)

[Authorities](#)

[Returns / Reports](#)

[Invoices](#)

Authorities

Search

Application Reference

Person In Charge

Status

Authority Type

SEARCH CLEAR

Authority Reference	Application Reference	Person In Charge	Authority Type	Status	Deactivation Reason	Start Date	Expiry Date	Granted Date	Actions
P-SPEC-100872096-1	A-SPEC-AMDUPG-100872102	Matt Harris	Specialised Licence	Granted		19/08/2026	18/08/2031	19/08/2026	Amend Surrender
P-STND-100872096	A-STND-NEW-100872093	Matt Harris	Standard Licence	Closed	Superseded	19/08/2026	18/08/2031	19/08/2026	
P-PPCE-100870098	A-PPCE-NEW-100870075	Matt Harris	Protected Plant Clearing Exemption	Granted		06/08/2026	05/08/2029	14/08/2026	Surrender
P-ADVC-100869094	A-ADVC-NEW-100869090	Matt Harris	Advanced Licence	Closed	Superseded	10/08/2026	31/12/2029	10/08/2026	
P-ADVC-100869094-1	A-ADVC-AMD-100869114	Matt Harris	Advanced Licence	Closed	Superseded	10/08/2026	31/12/2029	10/08/2026	
P-ADVC-100868041	A-ADVC-NEW-100868311	Matt Harris	Advanced Licence	Closed	Superseded	31/07/2026	30/07/2031	31/07/2026	
P-ADVC-100868041-1	A-ADVC-NEW-100868311	Matt Harris	Advanced Licence	Closed	Cancelled	31/07/2026	30/07/2031	31/07/2026	
P-STND-100833504	A-STND-NEW-100833467	Matt Harris	Standard Licence	Closed	Superseded	12/06/2026	11/06/2031	12/06/2026	

To view or download a copy of your licence and notice of issue, click the **Authority Reference Number** under the **Authority Reference** column. Once selected, then select **Documents**.

Wildlife Authority Permits: Specialised Licence, Authority Reference: P-SPEC-100872096-1

Summary | [Related Actions](#)

[General Information](#)

[Activities & Location Details](#)

[Documents >](#)

[Record Book](#)

Documents

[1. WA Permit Document](#)
Click the link above to retrieve the document

Upgrade or downgrade a standard, specialised or advanced licence

Downgrade your licence

To **downgrade** your licence to another licence type, you can only do so when your current licence is due for renewal.

The **Renew** option will only become available approximately 3 months before your licence expires.

Find the licence you want to downgrade upon renewal

Under **Records**, select **Authorities**.

Locate the licence you want to renew using the **Authority Reference Number** in the **Authority Reference** column. Once located, select **Renew** from the **Actions** column.

The screenshot shows the Wildlife Permissions Hub interface. On the left, there's a sidebar with 'My Incomplete Actions' and 'Records' (Applications, Authorities, Returns / Reports, Invoices). The main area is titled 'Authorities' and contains a table with columns: Authority Reference, Application Reference, Person In Charge, Authority Type, Status, Deactivation Reason, Start Date, Expiry Date, Granted Date, and Actions. A red box highlights the 'Renew' option in the Actions column for the first row.

Authority Reference	Application Reference	Person In Charge	Authority Type	Status	Deactivation Reason	Start Date	Expiry Date	Granted Date	Actions
#SPEC100872164	A.SPEC.NEM-100872161	Matt Harris	Specialised Licence	Granted		19/08/2026	30/09/2026	19/08/2026	Apply for a new Authority Renew Surrender

Renewal application

After selecting **Renew**, the application screen will open.

To downgrade your licence, select **Downgrade**. Then, click **Next** to continue with the renewal application.

Specialised Upgrade/Downgrade

A standard, specialised or advanced licence can be upgraded or downgraded upon renewal. Please review these licence options here: [Licences to keep, use or display native animals](#) or contact wildlife@desi.qld.gov.au if you have any questions about these licences.

Are you upgrading or downgrading the licence?

- ☐ Upgrade
☐ Downgrade
☐ No change

NEXT

Note: The remaining steps are the same as those outline in the **Upgrading your licence** section of this guideline.

Upgrade or downgrade a standard, specialised or advanced licence

Support

To learn more about Online Services and how to register, visit the Queensland Government website (<https://www.qld.gov.au/> - search: How to register for Online Services).

For more information about applying for a licence or renewing an existing licence, please contact the Permits and Licensing team:

General Enquiries: 1300 130 372 (option 4)

Email: palm@detsi.qld.gov.au

For technical support and access issues, please contact the Technical Support team:

Technical Support: 1300 130 372 (option 6)

Email: digital@detsi.qld.gov.au

For more information about keeping native animals, visit the Queensland Government website (<https://www.qld.gov.au/> - search: Keeping native animals).