



# Permitting for Development-Related Activities

## For an individual

### FACT SHEET & APPLICATION FORM

Permits are required to undertake development activities that involve the taking of wildlife, products of wildlife or threatened species. Please read this information before completing and submitting your application.

## What permits may be required?

To take, disturb or release listed taxon (flora and fauna) scheduled under the *Threatened Species Protection Act 1995* (TSPA), a Listed Taxon Permit (LTP) is granted under the authority of Regulation 4 of the *Threatened Species Protection Regulations 2016* (TSPR).

To take, possess, release and/or dispose of wildlife (or products of wildlife) scheduled under the *Nature Conservation (Wildlife) Regulations 2021*, a Special Purposes Wildlife Permit (SPWP) issued under Regulation 48 pursuant to Regulation 38 will be required. The specific take activities that may be authorised under a SPWP include killing, destroying, catching or injuring. A SPWP may also be issued for the destruction of products of wildlife including eggs and nests (dens and burrows).

It is essential to provide details of all proposed activities to enable accurate assessment of required permits.

#### Definitions:

*Threatened Species Protection Act 1995*

**Take:** includes kill, injure, catch, damage, destroy and collect.

**Taxon:** a taxonomic group of any rank into which organisms are categorised.

**Listed taxon:** a taxon of flora or fauna that is listed in Schedule 3, 4 or 5.

**Fauna:** any taxon of fauna, whether vertebrate or invertebrate, in any stage of biological development and includes eggs and any part of any such taxon.

**Flora:** any taxon of plant, whether vascular or non-vascular, in any stage of biological development and any part of any such taxon.

*Threatened Species Regulations 2016*

**Deal with:** in respect of a listed taxon, means take, acquire for any consideration, sell, keep, disturb, process, export or import.

*Nature Conservation Act 2002*

**Take:** A reference in this Act to the taking of any wildlife includes a reference to the killing, destroying, hunting, pursuing, catching, shooting, netting, snaring or injuring that wildlife or that form of wildlife.

Please note, consultants wishing to apply to undertake natural values flora surveys for the purpose of identification, to inform the management and impact mitigation of development proposals, should visit the [NRE Tas – Development Planning and Conservation Assessment website](#) for further information and application forms.

## Application requirements

The application must specify the following:

- project or development title (name) and description (including purpose and justification);
- the provision of ecological survey reports for the proposed development;
- the provision of a management plan(s) where relevant, see supporting templates below:
  - *Fauna Management/Translocation Plan for Development-related Activities;*
  - *Den Management and Decommissioning Plan for Development-related Activities; and*
  - *Little Penguin Management Plan for Development-related Activities;*
- confirmation that survey data collected for the species listed under this application has been entered into the Natural Values Atlas;
- confirmation that all other required approvals for the proposed activity have been obtained or have been submitted and are awaiting approval (e.g. development approval, reserve activity approval, EPA approval, etc);
- details of the listed taxon, wildlife and/or products of wildlife and the activity to be undertaken (e.g. take, disturb, release, translocate, etc);
- the project or development's start date and end date;
- location details including a map\*;
- demonstration of biosecurity management protocols (e.g., weed and disease mitigation) in relation to the species listed under this application;

- contextual information (where relevant), including subpopulation information for each species, in order for assessment of the local population size and the proportion of the population that is likely to be impacted by the activity;
- details of impact avoidance and mitigation measures implemented for the project (including a discussion of application of mitigation hierarchy: avoidance, relocation, rehabilitation);
- animal welfare considerations; and
- requirements for other persons to be authorised to perform an action under the permit.

\* The required map must contain the following:

- the development footprint;
- the location/s of individuals to be taken clearly marked on the map, including products of wildlife such as nests, dens and burrows;
- the location/s of individuals within the development site that will be excluded from impacts, clearly marked on the map, including products of wildlife such as nests, dens and burrows;
- the location of the development in relation to the nearest town (i.e., insert map or additional map to show location context). This map must show scale, easting/northing, datum grids, the PID (title or land tenure) and be in colour or clearly visible in black/white.

## Location

The tenure of the land will determine if additional permissions are required. Land tenure, the reservation status and reserve name, and conservation covenant status of the land can be obtained from the Tasmanian Government's Land Information System Tasmania ([LISTmap](https://maps.thelist.tas.gov.au/listmap/app/list/map) <https://maps.thelist.tas.gov.au/listmap/app/list/map>).



### **Private Land**

Permission must be sought directly from landowners or land managers to undertake activities on their land.

### **Conservation Covenanted Private Land**

To determine if an activity can be carried out on covenanted land in accordance with the terms of the covenant, the Private Land Conservation Program can be contacted at [PrivateLandConservation.Enquiries@nre.tas.gov.au](mailto:PrivateLandConservation.Enquiries@nre.tas.gov.au).

### **Reserved Land**

Permission must be sought directly from the Parks and Wildlife Service (PWS) to undertake activities on reserved land managed under the Tasmanian *National Parks and Reserves Management Act 2002*.

If the land tenure of the activity is identified as reserved land, the applicant must either:

- provide details of the Reserve Activity Assessment (RAA) number, including contact details of the PWS Officer assigned to undertake the RAA,
- or
- provide evidence from PWS that an RAA is not required.

### **Crown Land**

Permission must be sought from PWS Property Services to undertake activities on Crown Land and Future Potential Production Forest Land. Contact Property Services, PWS, NRE Tas on (03) 6169 9015 or [PropertyServices@parks.tas.gov.au](mailto:PropertyServices@parks.tas.gov.au) for additional approval if required.

## **Who can apply?**

Anyone can apply for a permit to take wildlife, products of wildlife or threatened species, including an individual acting on their own behalf, or an individual such as a manager, director, or consultant, acting on behalf of a development company. A body corporate wishing to apply, should apply using the [Permitting for Development-related Activities for a body corporate application](#).

## **Can others be authorised to act under the authority of these permits?**

Yes. When specified, a class of persons, such as employees or contractors, may be authorised to act under the authority of a permit under the supervision of the permit holder.

## **How do I apply?**

Complete and email the attached application form (not this fact sheet) to [ConservationAssessments@nre.tas.gov.au](mailto:ConservationAssessments@nre.tas.gov.au).

## **Cost of permit**

There is no fee for this type of permit.

## **Processing timeframe**

Please allow at least 20 business days for processing this application.

Please note that if the proposed development activities involve translocation, this may extend the processing timeframe beyond the standard 20 business days.

## **Useful information**

- Relevant laws can be accessed from: [Tasmanian Legislation Online](#)
- Information on Development Planning and Conservation Assessment, including the survey guidelines for terrestrial and marine species, can be accessed from:

[NRE Tas – Development Planning and Conservation Assessment](#)

## **What will I receive?**

Successful applicants will receive a permit in their name(s).

Unsuccessful applicants will receive an explanation as to why their application was unsuccessful.



## What do I have to do?

Comply with permit conditions including record keeping and provision requirements.

## Permit amendments

You can apply to have a current permit varied prior to expiration, under the following circumstances:

- changes to personal details (name, address, etc),
- extension to the permitted activity end date (please allow 20 working days **prior** to expiry of permits), or
- minor variation to numbers of individuals of species already authorised under the permit.

## Duration of permit

Permits commence from the date of issue and validity periods vary depending on the particulars of each application.

Where multiple permit(s) are required to undertake a development activity, all permits issued will have the same validity period.

## Return and record keeping

The permit holder is responsible for reading and understanding all return and record keeping requirements specified on their permit(s).

## Permit reissue

If return and record keeping requirements have not been satisfied for a previous permit, the Department will not issue any new permits.

If you are granted a permit/licence and intend to conduct activities requiring the authority of a permit or licence beyond its expiry, such as the possession of wildlife, it is your

responsibility to ensure you submit a complete application within an appropriate timeframe for processing in order to continue operating lawfully.

## Personal information

Information on the collection, maintenance, use and disclosure of personal information can be found on our website. [Personal Information Protection Policy | Department of Natural Resources and Environment Tasmania.](#)



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**Return this form to:**

Conservation Assessments, GPO Box 44, Hobart TAS 7001

Email [ConservationAssessments@nre.tas.gov.au](mailto:ConservationAssessments@nre.tas.gov.au)

**Application instructions:**

All fields marked with an asterisk are mandatory and require a response, noting you may be prompted to fill out other sections based on your responses. Incomplete applications are unable to be processed by the Department and will be returned to you without further processing. A new complete application will need to be submitted. Please allow at least 20 business days for processing of applications. Where an application fee is required, please refer to [Licence and Permit Fees | Department of Natural Resources and Environment Tasmania \(nre.tas.gov.au\)](#) for payment details. The Secretary may request further information or evidence in relation to this application. If you fail to provide the required information within 10 business days, your application will be refused and you will need to submit a new application. Please contact the Department at the earliest opportunity to discuss the potential for an extension, noting that your request may not be accepted. It is an offence to provide false and misleading information at any stage during the application process.

**Please note:**

Applications will not be processed if you have any outstanding returns and/or records required from a previous permit or licence which have not been received by the Department.

**1. Applicant's personal information**

*If more than one person wishes to make an application, please ensure each additional person completes the Joint Permit Holder Details Form at the end of this application and submit with this application.*

Given name(s):\* \_\_\_\_\_

Family name:\* \_\_\_\_\_

Telephone:\* \_\_\_\_\_ Email:\* \_\_\_\_\_

**2. Business information**

*Please complete if applicant above holds effective control and is acting on behalf of the company undertaking the development or project\**

Name of business: \_\_\_\_\_

Australian Business Number (ABN): \_\_\_\_\_

Applicant's position: \_\_\_\_\_

Business address: \_\_\_\_\_ Postal code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Have you been granted permits previously to undertake development-related activities authorising the take of wildlife, products of wildlife or listed taxon (flora or fauna) in Tasmania?\*

Yes - *Please provide permit number if known:* \_\_\_\_\_  No

If Yes - *Have return record keeping requirements been met?\**

Records have been entered into the NVA?  Yes  No

Records have been submitted to Conservation Assessments?  Yes  No

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**3. Project details**

Project or development title:\*

\_\_\_\_\_

Description of proposed project or development activity:\*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed start date: \* \_\_\_\_\_ and end date: \* \_\_\_\_\_

**4. Survey reports and/or management plans \***

*Please attach all relevant supporting documents to this application.*

| Report name | Consultant/Firm | Date of report | Summary |
|-------------|-----------------|----------------|---------|
|             |                 |                |         |
|             |                 |                |         |
|             |                 |                |         |
|             |                 |                |         |

**5. Location details**

Land tenure: \* *Please tick all that apply below.*

Private    Reserve Land    Crown Land    Conservation Covenant    Other: \_\_\_\_\_

Address of development: \* \_\_\_\_\_

Locality: \* \_\_\_\_\_ Postal code: \_\_\_\_\_

Grid reference: \* Easting \_\_\_\_\_ Northing \_\_\_\_\_

PID (Property Identification Code detailed on rates notice)\*: \_\_\_\_\_

And/or title number: \_\_\_\_\_ And/or tenure ID: \_\_\_\_\_

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***If the location of the development is on Reserved Land, please provide details of the following:\****

Parks and Wildlife Service (PWS) Reserve Activity Assessment (RAA) number:\* \_\_\_\_\_

PWS Officer assigned to the above RAA:\* \_\_\_\_\_

**OR**

A letter from Parks and Wildlife Service (PWS) advising an RAA is not required for this development.

**A legible map and GIS shapefiles must be attached to this application\*. See factsheet for details.**

**6. Other approval requirements**

*Please detail if you have obtained any other approvals for this development proposal or indicate if requests have been submitted and awaiting approval.\**

Environmental Protection Authority (EPA)  Approved  Submitted

Council planning approvals  Approved  Submitted

Mineral Resources Tasmania approvals  Approved  Submitted

Aboriginal Heritage Tasmania  Approved  Submitted

Other: \_\_\_\_\_  Approved  Submitted

**7. Permit information**

Are you applying for a class of persons to be authorised to act under the authority of this permit under the supervision of permit holders?\* *Please specify below:*

Employees  Contractors  Other: \_\_\_\_\_

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**What is the application for?\*** *Please complete the following table for each listed taxon species, wildlife species, and/or products of wildlife. This page can be copied as required.*

| Species         |             | Details of products of wildlife | Number to be taken | Activity | Contextual information | Avoidance and impact mitigation measures |
|-----------------|-------------|---------------------------------|--------------------|----------|------------------------|--|
| Scientific name | Common name |                                 |                    |          |                        |  |
|                 |             |                                 |                    |          |                        |  |
|                 |             |                                 |                    |          |                        |  |
|                 |             |                                 |                    |          |                        |  |
|                 |             |                                 |                    |          |                        |  |
|                 |             |                                 |                    |          |                        |  |



**8. Declarations and important information to read before applying for a permit**

Please indicate whether you have been convicted of a 'Relevant Offence' within the period of 5 years immediately preceding the day on which this application is made.\*

A list of relevant offences determined by the Secretary for the purposes of the definition of relevant offence in *Regulation 3(1) of the Nature Conservation (Wildlife) Regulations 2021* can be found at <https://nre.tas.gov.au/wildlife-management/forms-permits-and-fees/relevant-offences>. Alternatively, a copy of what constitutes a relevant offence can be posted to you by using the contact details found elsewhere on this form.

I HAVE been convicted of a Relevant Offence and I have attached written details

I have NOT been convicted of a Relevant Offence

Please note that when making this application, it is an offence to provide information that you know is false or misleading, or to mislead the Department of Natural Resources and Environment Tasmania by omitting relevant information that you know you should provide. If you have any doubts about whether or not you should provide certain information you should contact the Department of Natural Resources and Environment Tasmania using the contact details elsewhere on this form or seek independent legal advice.

I, the Applicant, hereby make application for all required permits to undertake the proposed activity specified under this application and declare that:

- the information provided in this application is true and correct;
- I have attached survey reports to support this application;
- I have attached a legible map and GIS shapefiles to this application;
- I have provided the required information related to other approval requirements; and
- I consent to the collection and use of my personal information in accordance with the Department's [Personal Information Protection Policy](#).

Applicant's signature:\* \_\_\_\_\_ Date:\* \_\_\_\_\_

## Joint Permit Holder Application

This form is to be completed by each additional individual wishing to apply as a joint permit holder.

### Application instructions:

All fields marked with an asterisk are mandatory and require a response, noting you may be prompted to fill out other sections based on your responses. Incomplete applications are unable to be processed by the Department and will be returned to you without further processing. A new complete application will need to be submitted. Please allow at least 20 business days for processing of applications. Where an application fee is required, please refer to [Licence and Permit Fees | Department of Natural Resources and Environment Tasmania \(nre.tas.gov.au\)](#) for payment details. The Secretary may request further information or evidence in relation to this application. If you fail to provide the required information within 10 business days, your application will be refused and you will need to submit a new application. Please contact the Department at the earliest opportunity to discuss the potential for an extension, noting that your request may not be accepted. It is an offence to provide false and misleading information at any stage during the application process.

### Please note:

Applications will not be processed if you have any outstanding returns and/or records required from a previous permit or licence which have not been received by the Department.

## 9. Applicant's personal information

Given name(s):\* \_\_\_\_\_

Family name:\* \_\_\_\_\_

Residential address:\* \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Telephone:\* \_\_\_\_\_ Email:\* \_\_\_\_\_

## 10. Business details

What is your role or association with the business undertaking the development?\*

Employee - *Please detail position title:* \_\_\_\_\_

Contractor - *Please complete the following business details:*

Name of business: \* \_\_\_\_\_

Australian Business Number (ABN):\* \_\_\_\_\_

Applicant's position: \* \_\_\_\_\_

Business address:\* \_\_\_\_\_ Postal code: \_\_\_\_\_

Telephone: \* \_\_\_\_\_ Email:\* \_\_\_\_\_

Other: \_\_\_\_\_

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**11. Permit information**

Have you been granted permits previously to undertake development-related activities authorising the take of wildlife, products of wildlife or listed taxon (flora or fauna) in Tasmania?\*

Yes - *Please provide permit number if known:* \_\_\_\_\_  No

If Yes - *Have return record keeping requirements been met?\**

Records have been entered into the NVA?  Yes  No

Records have been submitted to Conservation Assessments?  Yes  No

**12. Declarations and important information to read before applying as an additional permit holder**

Please indicate whether you have been convicted of a 'Relevant Offence' within the period of 5 years immediately preceding the day on which this application is made.\*

A list of relevant offences determined by the Secretary for the purposes of the definition of relevant offence in Regulation 3(1) of the *Nature Conservation (Wildlife) Regulations 2021* can be found at <https://nre.tas.gov.au/wildlife-management/forms-permits-and-fees/relevant-offences>. Alternatively, a copy of what constitutes a relevant offence can be posted to you by using the contact details found elsewhere on this form.

I HAVE been convicted of a Relevant Offence and I have attached written details

I have NOT been convicted of a Relevant Offence

Please note that when making this application, it is an offence to provide information that you know is false or misleading, or to mislead the Department of Natural Resources and Environment Tasmania by omitting relevant information that you know you should provide. If you have any doubts about whether or not you should provide certain information you should contact the Department of Natural Resources and Environment Tasmania using the contact details elsewhere on this form or seek independent legal advice.

I, the Applicant, hereby make application for all required permits to undertake the proposed activity specified under this application and declare that:

- the information provided in this application is true and correct including details captured in sections 3 through to 7 under the initiating application form; and
- I consent to the collection and use of my personal information in accordance with the Department's Personal Information Protection Policy.

Applicant's signature:\* \_\_\_\_\_ Date:\* \_\_\_\_\_