



Permitting for Development-Related Activities

For a body corporate

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 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).
- the 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.

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 for additional approval if required.

Who can apply?

A body corporate development company requiring permits to take wildlife, products of wildlife, or threatened species. An individual person wishing to apply, should apply using the [Permitting for Development-related Activities for an individual Application](#).

A body corporate application form must be executed, by signing, by the following company officers in accordance with S127(1) of the *Corporations Act 2001*:

- two directors of the company; or

- a director and a company secretary* of the company; or
- the sole director, who is also the sole company secretary of the company.

* A company secretary is one of the managers at the highest level of a company, who is responsible for making sure that the company is managed correctly and according to the law.

A body corporate must nominate a responsible person to manage the day-to-day activities specified under the permit.

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

Yes. Employees of the body corporate can be listed under the authority of the permit to perform an action under the direction of the nominated person of the body corporate. Each employee to be listed must complete the *Person to be specified under the permit* form on the last page of this application.

In addition, a class of persons, such as additional employees, or contractors, may be authorised to act under the authority of the permit(s) under the supervision of the nominated person of the body corporate or a person who has been listed under the permit(s).

How do I apply?

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

The body corporate applicant is requested to return their application form as well as all *Person to be specified under the permit* forms at the same time.

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(s) in their name and a *Specified Person performing an action under the permit* page for each listed person.

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

The nominated person of the body corporate can apply to have a current permit varied prior to expiration, under the following circumstances:

- changes to company 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.

The nominated person may request the addition or removal of employees to be listed under the authority of an active permit. All requests to list an additional person must be accompanied by a completed *Person to be specified under the permit* form on page 4 of this application.

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/licence.

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.](#)



Permitting for Development-related Activities Application For a body corporate Department of Natural Resources and Environment Tasmania



Return this form to:

Conservation Assessments, GPO Box 44, Hobart TAS 7001

Email 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. Body corporate details

Registered business name:* _____

Australian Business Number (ABN):* _____

Body corporate type – Please select from the below options.*

Company - Please supply ACN: _____

OR

Foreign company - Please supply ARBN: _____

OR

Incorporated association

Do you have a registration with the Australian Charities and Not-for-profits Commission (ACNC):*

No Yes - Please supply registration number: _____

Postal address:* _____

Post code: _____

Business telephone:* _____ Business email:* _____

Business operating address:* _____

Post code: _____

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Director one (1) details:*

Given name(s): _____

Family name:*

Telephone: * _____ Email: * _____

Are you the sole director, who is also the sole company secretary of the company? * *Please detail below.*

Yes No - *If no, please complete the details for a second director or the company secretary below.*

Director two (2) details:

Given name(s): _____

Family name: _____

Telephone: _____ Email: _____

Company secretary details:

Given name(s): _____

Family name: _____

Telephone: _____ Email: _____

Nominated (Responsible) person's details* *There can only be one nomination.*

Director one Director two Company secretary

Has the body corporate 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 and record keeping requirements been met?**

Records have been entered into the NVA? Yes No

Records have been submitted to Conservation Assessments? Yes No

2. Project details

Project or development title: * _____

Description of proposed project or development activity: * _____

Proposed start date: * _____ and end date: * _____

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3. Survey reports and/or management plans*

Please attach all relevant supporting documents to this application.

Report name	Consultant/Firm	Date of report	Summary

4. 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: _____

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.

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5. 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) | <input type="checkbox"/> Approved | <input type="checkbox"/> Submitted |
| Council planning approvals | <input type="checkbox"/> Approved | <input type="checkbox"/> Submitted |
| Mineral Resources Tasmania approvals | <input type="checkbox"/> Approved | <input type="checkbox"/> Submitted |
| Aboriginal Heritage Tasmania | <input type="checkbox"/> Approved | <input type="checkbox"/> Submitted |
| Other: _____ | <input type="checkbox"/> Approved | <input type="checkbox"/> Submitted |

6. 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 listed persons under the permit?* *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					

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7. 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](#).

Executed by:* _____ (*insert Body Corporate name and ACN*) in accordance with the requirements of section 127 of the *Corporations Act 2001* (Cth) by:

_____	_____	Date:* _____
Name of director*	Signature of director*	
_____	_____	Date: _____
Name of director/secretary	Signature of director/secretary	

Person to be specified under the permit

This form is to be used when a person is to be listed under a permit held by a body corporate.

Application instructions:

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Please note:

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8. Applicant's personal information

Given name(s):* _____

Family name:* _____

Residential address:* _____

Post code: _____

Telephone:* _____ Email:* _____

9. What is your association with the body corporate applicant?*

Employee Contractor Other - *Please specify:* _____

Position title: _____

10. Declarations and important information to read before applying to be listed under the authority of 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.*

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I, a person to be listed under permit(s) granted to the body corporate applicant, hereby declare that:

- the information provided in this application is true and correct; and
- consent to the collection and use of my personal information in accordance with the Department's Personal Information Protection Policy.

Applicant's signature:* _____ Date:* _____