



# Taking Flora for Development-related Surveys

## For a body corporate

### FACT SHEET & APPLICATION FORM

Permits are required to take flora while conducting surveys for the purpose of development-related activities to assess for the presence of threatened flora species. Please read this information before completing and submitting your application.

## What permits may be required?

A Listed Taxon Permit (LTP) is required to authorise the take (collection) of specimens of native flora species listed under the *Threatened Species Protection Act 1995* (TSPA) during natural values surveys for the purpose of identification to inform the management and impact mitigation of development proposals.

A LTP is granted under the authority of Regulation 4 of the *Threatened Species Protection Regulations 2016* (TSPR).

A LTP for a consultant **does not** authorise:

- the take of seaweeds and marine algae from marine areas managed under the *Living Marine Resources Management Act 1995*; or
- the take or possession of flora on reserved land; or
- constitute permission to access land.

#### 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.

**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.

## Location

The tenure of the land will determine if additional permissions are required. Land tenure, the reservation status, reserve name, and conservation covenant status of 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 a survey 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**

Reserved land managed under the Tasmanian *National Parks and Reserves Management Act 2002* requires an *Authority For Acts or Omissions on Reserved Land* (Authority) issued pursuant to Regulation 28 of the *National Parks and Reserves Management Regulations 2019* to take and possess flora on reserved land.

This application form will serve as an application for an Authority under regulations 5(2)(a), 5(2)(c) and 5(7)(b) but other authorities may be required depending on survey activities such as, but not limited to:

- use of vehicles off road or outside of designated areas;
- use of vessels within a vessel-prohibited area;
- use of aircraft to land on reserved land; or
- use of drones.

It is the responsibility of the holder of this Authority to ensure that all necessary approvals are obtained from the Tasmanian Parks and Wildlife Service prior to undertaking such activities.

### **Crown Land**

Permission must be sought from Property Services to take flora on Crown Land and Future Potential Production Forest Land. Contact Property Services, NRE Tas on (03) 6169 9015 or [PropertyServices@parks.tas.gov.au](mailto:PropertyServices@parks.tas.gov.au).

## **Identification of flora specimens**

The LTP for flora authorises the take of specimens for the purpose of identification or lodgement at the Tasmanian Herbarium.

## **Can others assist to take flora when surveying?**

Yes, when specified. For example, a class of persons, such as an assistant, which may include other consultants or volunteers, may be authorised to act under the authority of the LTP and the Authority under direct supervision.

## **When is a LTP for a consultant required for fauna?**

A LTP may be required for fauna when undertaking a targeted survey that requires take or causes disturbance to a listed taxon. For more information, or to apply contact Conservation Assessments ([ConservationAssessments@nre.tas.gov.au](mailto:ConservationAssessments@nre.tas.gov.au))

## **Who can apply?**

A body corporate consultancy firm whose directors can demonstrate suitable qualifications and experience.

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 this permit?

Yes. Consultants employed by 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 consultant to be listed must complete the *Person to be specified under the permit form* on page 4 of this application.

In addition, a class of persons, such as employees and assistants, which may include other employed consultants or volunteers, may be authorised to act under the authority of the LTP and the Authority under the supervision of the holder of a *Person to be specified under the permit* authority.

## 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).

The body corporate applicant is requested to return their application form, and 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.

## Useful information

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

<https://nre.tas.gov.au/conservation/development-planning-conservation-assessment>

## What will I receive?

Successful applicants will receive:

- a LTP authorising the take of flora specimens;
- a *Specified Person performing an action under the Permit* page for each listed person; and
- An Authority authorising the take and possession of flora on reserved land.

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

## What do I have to do?

Comply with the permit and Authority conditions including record keeping and provision requirements.

Distribute *Person to be specified under the permit* authority pages to all listed persons.

## Permit reissue

If you wish to continue current activities under a LTP for a consultant and the



Authority, the attached form must be used to apply.

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

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 to continue operating lawfully.

## Duration of permit

A LTP for a consultant commences on the date of issue for a three (3) year period. Any Authority issued as a result of this application will have the same validity period as the LTP.

## Record requirements

The permit holder is responsible for reading and understanding all record keeping requirements specified on their permit, including the upload of data into the Natural Values Atlas (NVA) database. Registration is required to access the NVA. Go to [www.naturalvaluesatlas.tas.gov.au](http://www.naturalvaluesatlas.tas.gov.au) and select the Register button. Fill in and submit the form. You will be informed via email when your username and password has been activated.

## 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](#).



# Taking Flora for Development-related Surveys 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](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. 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: \_\_\_\_\_

## Director one (1) details:\*

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

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

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

Taking Flora for Development-related Surveys Application  
For a body corporate  
Department of Natural Resources and Environment Tasmania



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.*

**Qualifications and experience**

Please outline qualifications (e.g., Bachelor of Applied Science, major in plant science) and experience (e.g., employment details such as ecologist with Forest Practices Authority, Parks & Wildlife Service).\*

---

---

---

**Director two (2) details:**

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

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

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

**Qualifications and experience**

Please outline qualifications (e.g., Bachelor of Applied Science, major in plant science) and experience (e.g., employment details such as ecologist with Forest Practices Authority, Parks & Wildlife Service).\*

---

---

---

**Company secretary details:**

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

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

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

**Qualifications and Experience**

Please outline qualifications (e.g., Bachelor of Applied Science, major in plant science) and experience (e.g., employment details such as ecologist with Forest Practices Authority, Parks & Wildlife Service).\*

---

---

---

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

Director one  Director two  Company secretary

## 2. Permit information

### Listed Taxon Permit issued under the *Threatened Species Protection Regulations 2016*

Has the body corporate been granted a Listed Taxon Permit (previously known as Permit to Take) for surveying flora in Tasmania before or been authorised under another permit?\*

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

If yes, have records been submitted, data entered into the NVA?\*

Yes  No

Are you applying for other persons (employees and assistants) to be listed under the authority of your permit to perform actions under your direction?\* *If so, please specify below:*

No  Yes - *Please ensure each person to be listed completes page 4 of this application.*

### Authority issued under the *National Parks and Reserves Management Regulations 2019*

The Acts or Omissions (that would otherwise constitute an offence) that are being applied for under this application to undertake surveying for flora on reserved land include:

Regulation 5(2)(a) take of growing or standing plant on any reserved land.

Regulation 5(2)(c) interfere with, dig up humus or other natural material.

Regulation 5(7)(b) possession of any plant on any reserved land.

## 3. Declarations and important information to read before applying for a permit

I, the Applicant, hereby make application for a Listed Taxon Permit to collect specimens of native flora for the purpose of identification to inform the management and impact mitigation of development proposals throughout the State of Tasmania, and concurrently apply for an Authority for Acts or Omissions on Reserved Land as identified under this application and 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.

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. Please copy as required.

### 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.

## 4. Applicant's personal information

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

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

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

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

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

## Qualifications and experience

Please outline qualifications (e.g., Bachelor of Applied Science, major in plant science) and experience (e.g., employment details such as ecologist with Forest Practices Authority, Parks & Wildlife Service).\*

---

---

---

## 5. Declarations and important information to read before applying to be listed under the authority of a permit.

I, a person to be listed under the permit, hereby make application for a Listed Taxon Permit to collect specimens of native flora for the purpose of identification to inform the management and impact mitigation of development proposals throughout the State of Tasmania, and concurrently apply for an Authority for Acts or Omissions on Reserved Land as identified under this application and declare that:

- the information provided in this application is true and correct; and



Taking Flora for Development-related Surveys Application  
For a body corporate  
Department of Natural Resources and Environment Tasmania



- consent to the collection and use of my personal information in accordance with the Department's Personal Information Protection Policy.

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