

Application for Licence under Chapter 11 of the *Nature Conservation Act 2014* in relation to Land

Chapter 9 of the *Nature Conservation Act 2014* (the Act) creates offences for certain activities carried out in nature reserves, national parks and wilderness areas. However, some activities may be carried out under a licence issued by the Conservator of Flora and Fauna. It is the applicant's responsibility to apply for licences for proposed activities that would otherwise be an offence under the Act.

- Applications will be considered on the information provided in this application.
- Failure to provide full details may result in delays or return of the application.
- A decision about the licence application will be made within the required time as defined in s273(4) of the Act, generally 28 days, provided all relevant requirements of the application are complied with.
- The outcome of an application cannot be guaranteed and should not be anticipated.
- If space on the form is not sufficient, please attach additional pages.
- Applications will be deemed not received until the relevant fee has been paid.

Privacy Notice

The personal information on this form is provided to the Environment, Planning and Sustainable Development Directorate (EPSDD), the Conservator for Flora and Fauna, and its delegates to enable the processing of your application. If some or all of the personal information is not collected your application may not be processed. The personal information you provide may be disclosed to other ACT Government Directorates, and third parties external to the ACT Government, as required by specific legislation.

The EPSDD Privacy Policy contains information in regard to what information is collected and to whom it may be disclosed. The policy also contains information about how you may access or seek to correct your personal information held by EPSDD, and how you may complain about an alleged breach of the Privacy Principles. The Privacy Policy can be found on the EPSDD website at www.environment.act.gov.au

1 Applicant's Details

1.1 For an individual

Please provide the information below for all people who will have management or control of the proposed activity for the licence (if work is being sub contracted please also include any sub contractors' details).

Surname	<input type="text"/>	First name	<input type="text"/>
Address	<input type="text"/>		
Postal address	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

1.2 For a corporation

Please provide the information below for all people with management or control in the corporation for the proposed activity for the licence.

Company name

ACN

ABN (if applicable)

Street address

Contact person

Phone

Mobile

Email

2 Suitability Information about a person

2.1 Suitability to carry on an activity

Please provide information detailing the applicant's and/or the person with management or control of the activity's suitability to hold a licence for the proposed activity, including the person's ability to appropriately carry on an activity. The *Nature Conservation Regulation 2015* prescribes suitability information about a person, including:

- The person's qualifications, training, knowledge and experience in carrying out the activity of the licence;
- If the activity for the licence involves a native species that has special protection status, or is a protected native species, and the purpose of the activity is:
 - Scientific research, education or propagation of the species – the person's association with relevant scientific research organisations; or
 - Practice of Aboriginal tradition – the person's membership of the Aboriginal community in the ACT or surrounding region.

Please provide details about this information, where relevant.

2.2 Against relevant laws

Have you or a person with management or control of the proposed activity for this licence had any convictions against, findings of guilt for an offence against, been found noncompliant with, been refused a licence, permit or other authority under the following: *Nature Conservation Act 2014, Animal Welfare Act 1992, Domestic Animals Act 2000, Environment Protection Act 1997, Fisheries Act 2000 or Water Resources Act 2007.*

No Yes

If yes, please provide details:

2.3 Offences against relevant laws in other jurisdiction

Have you or a person with management or control of the proposed activity for this licence had any convictions against, findings of guilt for an offence against, been found noncompliant with, been refused a licence, permit or other authority under a law of another jurisdiction corresponding to the legislation outlined in section 2.2 above?

No Yes

If yes, please provide details:

3 Location of the Proposed Activity

Please tick (please refer to ACTMAPi www.actmap.i.act.gov.au)

Nature Reserve

Unleased territory land

Designated land (National Capital Authority approval required)

Agistment

Name of reserve/area

Nearest suburb

Nearest street

Block(s) and Section(s) numbers

Preferred gate access

Please provide a clear and detailed map

4 Why does the activity need to occur within a nature reserve?

The primary purpose of a nature reserve is for conservation. New or upgraded infrastructure should only be located in the reserve network as a last resort, after all potential alternatives have been examined.

Have alternative locations, methods or routes that do not impact on the reserve been considered and, if yes, please detail why are they not considered suitable?

If there are no alternative methods or routes other than through a nature reserve, have low impact options been considered? If relevant, detail why low impact options are not considered suitable.

In relation to laying cables, has co-location using existing conduit lines been considered (as per clause 4.13 of the *Telecommunications Code of Practice 1997*), if yes detail why it is not considered suitable.

5 Proposed Activity

Note: The *Nature Conservation Regulation 2015* prescribes activities that are unsuitable activities for a licence. A licence cannot be issued for such activities.

Please describe in sufficient detail the proposed activity/activities for which the licence is sought, and why the proposed activity is required. Please also include references to relevant sections of the *Nature Conservation Act 2014* (attach additional pages if required).

5.1 Does the proposed activity involve:

- The clearing of native vegetation Excavation, or any type of ground disturbance

5.2 Is the proposed activity:

- New infrastructure work Maintenance of existing infrastructure

6 Potential impacts of the proposed activity

Please provide responses and details to the following questions in relation to impacts of the proposed activity, where relevant.

- What will be the impact of the proposed activity on flora and fauna of the area? Are there any threatened or uncommon native species or ecological communities that may be impacted? (You may be required to supply a consultant's report).
- Estimation (in square metres) of the land area affected.
- Estimation (in cubic metres) of the amount of material to be excavated.
- How will the soil, vegetation and timber affected by the proposed activity be disposed of?
- Please provide details of the erosion control measures to be used for the proposed activity.
- What impact will the proposed activity have on the drainage of the site and surrounding area?
- Will the proposed activity involve plant and machinery working off the existing trail network?
- If the proposed activity is on or immediately adjacent to a fire trail, will it affect access by fire vehicles and if so for how long?
- If the proposed activity involves any landscaping/revegetation, please provide details of the methods, species and number of plants.
- If the proposed activity involves bringing in fill or other extraneous material, please provide details on the quantity and source of the material.
- What impact will the proposed activity have on fences and gates in the area?
- What consideration has been given to contractor parking areas and site facilities?
- Please itemise all plant and machinery that will be used in relation to the proposed activity.
- Will the proposed activity involve welding, the use of angle grinders, the use of oxyacetylene torches, or anything else that may emit a spark or use a naked flame?

7 What measures do you commit to in order to minimise potential impacts?

For example:

- How will vehicles and machinery be confined to existing management tracks?
- How will threatened or rare plants be protected?
- How will damage to major trees and their roots be avoided?
- How will a wet condition contingency be implemented to avoid excessive soil and vegetation damage?
- How will machinery and equipment be cleaned and free of mud and organic matter prior to entering reserve?
- How will potential impacts on recreationists be dealt with?

This is not an exhaustive list and a risk management plan or additional information may also be required.

8 Rehabilitation

Please provide details, where relevant, as to how the site will be rehabilitated after the proposed activity is completed, including details of flora species to be used, weed control and method of rehabilitation (*attach additional pages if required*).

9 Approvals and clearances

Please indicate whether you have obtained any of the following in regard to these works:

	Yes	No	Not Applicable
Development Approval under the <i>Planning and Development Act 2007</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Significance Opinion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Capital Authority Works Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dial-before-you -dig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environment Authorisations under the <i>Environment Protection Act 1997</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licence issued under the <i>Water Resources Act 2007</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licence issued under the <i>Dangerous Substances Act 2004</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is the applicant pre-qualified by the ACT Government to undertake such work

	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

If so please provide the pre-qualification number and expiry date

Applicants who are not pre-qualified must include with their application copies of certificates of currency for:

- Public liability insurance of at least \$20 million
- Professional indemnity insurance of \$10 million
- Safe Work Method Statement
- Workers compensation insurance; and
- Vehicle registration and insurance for any vehicles or plant used for the works

10 Declaration

I certify that the above information is true and correct:

Signature of applicant (type name if submitting by email)

Date Signature of supporting individual (type name)

Date Signature of supporting parent/guardian (type name)

Giving false or misleading information is an offence against the Criminal Code, s338.

Fee Structure

Correct from 1 July 2018

Full fee schedule can be found at <http://www.legislation.act.gov.au/a/2014-59/fee.asp>

Please tick appropriate box.

- \$523.00 Nature Conservation Licences relating to Land – small works
- \$1568.00 Nature Conservation Licences relating to Land – medium works
- \$5228.00 Nature Conservation Licences relating to Land – large works

Options for payment of application fees

- By cheque or money order made out to the 'Receiver of Public Monies', or
- By Credit Card (Visa, MasterCard) by providing your details in the area below:

Card Type (circle): Visa / MasterCard	Amount: \$
Card Number:	Expiry Date:

Please check the fees list to ensure that correct amount is paid.

Contact Licensing and Compliance if assistance is required via pcs.licensingandcompliance@act.gov.au

Office Use Only	
Receipt number:	Date:

Please check the fees list to ensure that correct amount is paid.

Licensing and Compliance | ACT Parks and Conservation Service
Environment, Planning and Sustainable Development Directorate | ACT Government
Phone: **02 6207 6376** | Email: pcs.licensingandcompliance@act.gov.au
Location: Stromlo Depot, 500 Cotter Rd, Weston Creek | Postal: GPO Box 158, Canberra ACT 2601 |
<http://www.environment.act.gov.au/>

[Please send your licence application to email: pcs.licensingandcompliance@act.gov.au](mailto:pcs.licensingandcompliance@act.gov.au)