



BEFORE YOU START

This is a digital form and can be completed electronically. There is no need to print this form. Please complete on your computer and then return to us by email.

Return your completed application (and any additional attachments) to:

wettropics@wtma.qld.gov.au

OFFICIAL USE ONLY

Application no:

Date received:

File ref:

Applicant ref:

Entered by:

Assessment officer:

IMPORTANT INFORMATION FOR APPLICANTS

Information requested in this form is required to enable your application to conduct an activity in the Wet Tropics of Queensland World Heritage Area to be processed. If you have any difficulties completing the form, contact us on (07) 4241 0500 or by email at wettropics@wtma.qld.gov.au.

Guidance on completing the application form can be found in the Permit Application and Assessment Info Sheet (No. 2) on the Authority's website at <https://www.wettropics.gov.au/permit-system>

The *Wet Tropics Management Plan 1998* (WTM Plan) regulates only those activities within the World Heritage Area that have the potential to adversely affect the natural, cultural (inc. aboriginal tradition) or scenic values of the Area. The activities of most concern are those that disturb native vegetation, impact on threatened and endemic species, involve earthworks, interfere with watercourses and/or have visual impacts on the surrounding landscape. You can read more about the WTM Plan at <https://www.wettropics.gov.au/ManagementPlan>

When assessing permit applications, the Authority must have due regard to the effects that the proposed activity may have on the community. In order to process your application quickly and efficiently, the Authority advises that you notify those members of the community (e.g. landholders, conservation groups, native title holders, claimants or Aboriginal people particularly concerned with land in the area) who may be affected by the proposed activity as early as possible and seek their views regarding the activity. The Authority can advise you on whom you could contact and may also assist in consultation.

It is important that you provide sufficient information for your application to be properly assessed and to include any documents that provide supporting information to the permit application (e.g. ecological assessment, environmental management plan, cultural heritage study, erosion and sediment control plan). This information will assist the Authority in deciding your permit application.

Your application will be assessed against the criteria set out in sections 56-61 of the WTM Plan. Applicants are advised to familiarise themselves with the criteria prior to finalising their application. Please provide a statement on how you have addressed each of these criteria. A permit cannot be granted if insufficient information is provided and the Authority may seek further information from you under s 47 of the WTM Plan if you have not provided enough detail. The information required by this application form can be tendered in a separate document if required.

Note:

1. This application is not a permit for activities. The application will be assessed, and the nominated activity cannot proceed until, and only if, a permit is granted by the Wet Tropics Management Authority.
2. Please allow 60 days* for this application to be processed.

*Should further information or documentation be required, a hold will be put on the processing time until that information is supplied (at a minimum **90 days**).

SECTION 1 GUIDE

If this application relates to the renewal of an expiring infrastructure maintenance permit, provide details. When completing this form for a permit renewal, only provide details where they differ from the original permit application. For new permit applications, all details must be completed.

SECTION 2 GUIDE

The applicant is a person or registered legal entity (not a business trading name) intending to carry out the activity and in whose name the permit is to be issued. If there are two or more applicants, provide details as a separate email attachment to this application.

The registered address is legally required for the serving of notices. It is the address of a person or legal entity and cannot be a post office box.

If the applicant is a legal entity, provide both the authorised signatory name and legal entity name. A suitably authorised signatory of the company or organisation making the application is to provide details and complete the declaration at Section 10.

Enter the Australian Company Number (ACN) or Australian Business Number (ABN) of the incorporated company or the Association Number (AN) of the incorporated association; or the title and section of the legislation that gives the statutory corporation its legal status.

SECTION 1: PERMIT RENEWAL

This application is for a **new** permit (go to Section 2)

This application is for **renewal** of an existing permit (complete details below)

Permit Number:	
Expiry Date (DD/MM/YYYY):	/ /

SECTION 2: APPLICANT

Select one that best describes the applicant:
If the applicant is not the landholder, you must also complete Section 4.

Authorised Signatory:

Title:		First name(s):	
Surname:			
Street or registered address (not a PO Box):			
Suburb/town:			
State:		Postcode:	
Preferred phone contact:			
Email address:			

If the applicant is a legal entity, complete details below:

Legal Entity Name:	
Trading Name (if applicable):	
ACN/ABN/AN:	
Position/role:	

Postal address is **the same** as street address (go to Section 3)

Postal address is **different** to street address (complete details below)

Postal Address/PO Box:			
Suburb/town:			
State:		Postcode:	

SECTION 3 GUIDE

The Project Contact is the person with working knowledge of the project details and with whom the Authority will liaise on a regular basis throughout the project term.

Insert details of the project contact person (if different from the Applicant in Section 2).

SECTION 3: PROJECT CONTACT

Project contact is **the same** as the Applicant named in Section 2 (go to Section 4)

Project contact is **different** to the Applicant named in Section 2 (complete Section 3)

Title:		First name(s):	
Surname:			

Street address:			
Suburb/town:			
State:		Postcode:	
Preferred phone contact:			
Email address:			

Organisation/Company Name (if applicable):	
ACN/ABN/AN:	
Position/role:	

SECTION 4 GUIDE

If the applicant is not the landholder, authorisation from the landholder is required.

The landholder is the legal owner of the property where activities are proposed.

In Section 10 of this application, the landholder (if different from the applicant) will be required to acknowledge that an application for an activity regulated by the WTM Plan has been made for the land described below.

Please include any additional information e.g. copy of the Title plan.

SECTION 5 GUIDE

Identify precisely where the proposed activity will be carried out, or the route to be used.

The management zone(s) in which the activity is to be undertaken can be found at <https://www.wettropics.gov.au/ZoningMap>

Ideally, provide a map of the location of the proposed activity and supply digital geospatial data in shapefile (.shp) or .kml/ .kmz format. If multiple sites, provide in .csv or .xlsx format in addition to geospatial data.

Map data should be returned either as an attachment to this application or (in the case of large files) by another means such as DropBox or USB.

SECTION 4: LANDHOLDER

Landholder is **the same** as the Applicant named in Section 2 (go to Section 5)

Landholder is **different** to the Applicant named in Section 2 (complete Section 4)

Title:		First name(s):		
Surname:				
Organisation/Company Name (if applicable):				
ACN/ABN/AN:				
Relationship to the Applicant:				
Address:				
Suburb/town:				
State:			Postcode:	
Preferred phone contact:				
Email address:				

SECTION 5: ACTIVITY LOCATION

Property Name (if relevant):			
Lot on Plan(s):			
Street address:			
Suburb/town:			
State:		Postcode:	
Tenure (select one that best describes the activity location):			
Management Zone:			

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Tick this box if map data will be returned with this application as an email attachment.

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Tick this box if map data will be provided at a later date e.g. through DropBox, USB, etc.

SECTION 6 GUIDE

If a pre-lodgement meeting or discussion occurred with the Authority regarding the proposal, please provide details here.

If you have not had a pre-lodgement meeting regarding the proposed activity, we recommend you contact the Authority prior to lodging your application.

SECTION 7 GUIDE

Have additional approvals been sought under other legislation (e.g. *Planning Act 2016*, *Nature Conservation Act 1992*, *Environment Protection and Biodiversity Conservation Act 1999* (Cwth), *Vegetation Management Act 1999*, *Water Act 2000*, *Aboriginal Cultural Heritage Act 2003*)? Please provide details.

If you have or intend to negotiate an Indigenous Land Use Agreement or enter into any other arrangement for the proposed activity in order to comply with requirements under the *Native Title Act 1993* (Cwth) please include details here.

SECTION 6: PRE-LODGEEMENT MEETING

Name of WTMA officer:	
Date of meeting (DD/MM/YYYY):	/ /

Provide details of issues discussed relevant to this application:

☐ Tick this box if additional information will be returned with this application as an email attachment.

SECTION 7: OTHER APPROVALS

Provide details of other approvals:

☐ Tick this box if additional information will be returned with this application as an email attachment.

SECTION 8 GUIDE

Provide a detailed description of the activity proposed to be carried out (e.g. building a house, forming a road, building a bridge, erecting a fence) and a detailed description of the methodology that will be used to undertake the activity. This may be attached separately if required.

Please include details of any concept or working drawings of the proposed activity (if applicable).

Please allow a minimum of 60 days for your application to be processed. Should further information or documentation be required a hold will be put on the processing time until that information is supplied (a maximum of 90 days).

SECTION 8: DESCRIPTION OF PROPOSED ACTIVITY

Provide a description of proposed activity:

Proposed project commencement date (DD/MM/YYYY): / /

☐ Tick this box if additional information will be returned with this application as an email attachment.

SECTION 9 GUIDE

Applicants are advised to familiarise themselves with the criteria prior to finalising their application.

Applicants will need to provide details on the potential impacts of the proposed activity as well as how those impacts will be managed.

You can read more about the WTM Plan at

<https://www.wet Tropics.gov.au/ManagementPlan>

SECTION 9A GUIDE

Integrity – Integrity relates to the 'wholeness and intactness' of the heritage property and how it conveys the values it holds. Integrity can also relate to the size of the property (sufficient size to continue to represent the values) and to any threats affecting the property (will the values continue to exist?).

The applicant will also need to consider the intended physical and social setting of the area, including the management purpose of the zone and adjoining zone.

- In what zone(s) will the proposed activity take place? Zoning can be found at:

<https://www.wet Tropics.gov.au/ZoningMap>

- Is the activity consistent with the management purpose of the zone? Management purposes of each zone are defined in Division 2 of the WTMP found at

<https://www.legislation.qld.gov.au/view/pdf/inforce/current/s1-1998-0161>

- Describe potential cumulative impacts of the proposed activity and how they will be managed or mitigated (e.g. extended linear projects impacting on fauna movement or scenic amenity – progressive revegetation may ameliorate impacts)

SECTION 9: PRINCIPLES AND CRITERIA FOR DECIDING PERMIT APPLICATIONS.

Your application will be assessed against the criteria set out in Sections 56 – 61 of the WTM Plan. Assessment will be against the criteria listed below.

SECTION 9A: IMPACTS ON WORLD HERITAGE VALUES AND INTEGRITY OF THE AREA (S. 56)

Provide details regarding the likely impacts of the proposed activity on World Heritage values.

INTEGRITY

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Tick this box if additional information will be returned with this application as an email attachment.

Vegetation – Provide a detailed description of the vegetation to be impacted including identification of Endangered, Vulnerable or Near Threatened flora species (*Nature Conservation Act 1992*) and the mapped Regional Ecosystem and *Vegetation Management Act 1999* status. Provide details of any likely disturbance the activity will have on vegetation (e.g. clear felling, selective removal of plants, pruning/trimming, slashing, killing or disposing of an undesirable plant) and the expected extent of the disturbance. Describe any measures that will be undertaken to reduce and mitigate the impacts of the disturbance (e.g. works limited to existing infrastructure footprint; rehabilitation of site; identification, marking and retention of threatened plants or vegetation communities, etc.)

VEGETATION

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Tick this box if additional information will be returned with this application as an email attachment.

Soil - Provide details of any likely disturbance the activity will have on soil (e.g. topsoil removal, drainage works, excavation, mining, quarrying, grading) and the expected extent of the disturbance. Describe any measures that will be undertaken to reduce the impacts of the disturbance (e.g. earthworks undertaken in dry season, erosion and sediment control plan in place).

SOIL

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Tick this box if additional information will be returned with this application as an email attachment.

Water – Identify the watercourse(s) that may be impacted. Provide details of any likely interference to a watercourse that may result from the activity (e.g. extracting or diverting water, damming a watercourse) and the expected extent of the interference. Describe any measures that will be undertaken to reduce the impacts of the interference (e.g. stabilisation of drainage channels, site rehabilitation, sediment control measures).

WATER

☐ Tick this box if additional information will be returned with this application as an email attachment.

Wildlife – Detail the potential impacts that the proposed activity may have on wildlife and wildlife habitat, particularly threatened species (e.g. clearing of vegetation, restriction of species movement). Detail any measures that will be undertaken to reduce the impacts on wildlife (e.g. retention of essential wildlife habitat, traffic control, domestic animal control).

WILDLIFE

☐ Tick this box if additional information will be returned with this application as an email attachment.

Scenic amenity – Detail the potential visual impacts that the proposed activity may have on the surrounding landscape (e.g. development of skyline structures, contrasting colours, landscape scarring). Describe any measures that will be taken to reduce the impacts on the scenic amenity of the area (e.g. blending colours with the surrounding landscape, site rehabilitation). Include any concept drawings / specifications where available.

SCENIC AMENITY

☐ Tick this box if additional information will be returned with this application as an email attachment.

SECTION 9B GUIDE

Where there are threats of serious or irreversible environmental damage, lack of scientific certainty should not be used as a reason for postponing measures to prevent environmental degradation. Provide evidence that the proposal has been considered using available scientific knowledge.

SECTION 9B: PRECAUTIONARY PRINCIPLE (S. 57)

Provide details of how the precautionary principle has been applied:

☐ Tick this box if additional information will be returned with this application as an email attachment.

SECTION 9C GUIDE

Consider alternative sites (including outside the World Heritage Area) and methodologies for the proposed activity, including the consequences of postponing or not undertaking the proposed activity. Explain why the chosen alternative is the most appropriate and why prudent and feasible alternatives were rejected.

SECTION 9D GUIDE

Provide information about the consultation process undertaken including the date(s) and method(s) of contact made with the Rainforest Aboriginal People for the proposed activity area.

Refer to Guideline 3: Consulting Aboriginal People Particularly Concerned with Land in the Wet Tropics Area available at <https://www.wettropics.gov.au/section-62-guidelines>

Document concerns, issues, effects or potential impacts on Aboriginal tradition or native title holders that were raised and how were they addressed.

Include evidence, if available, of Rainforest Aboriginal Peoples' endorsement of the proposed activity.

Applicants may use the [DATSIP public map](https://culturalheritage.datsip.qld.gov.au/achris/public/public-registry/home) to identify the appropriate Rainforest Aboriginal People to contact. The map can be found at <https://culturalheritage.datsip.qld.gov.au/achris/public/public-registry/home>

SECTION 9C: PRUDENT AND FEASIBLE ALTERNATIVES (S. 58)

Provide details of the prudent and feasible alternatives investigated:

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Tick this box if additional information will be returned with this application as an email attachment.

SECTION 9D: ABORIGINAL TRADITION (S. 59)

The authority must have regard to the effects a proposed decision may have on the Aboriginal tradition of Aboriginal people particularly concerned with land in the area. Include details of any consultation that has been undertaken and the outcomes of this consultation, including any associated actions you propose to address impacts on Aboriginal tradition.

Consultation details:

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Tick this box if additional information will be returned with this application as an email attachment.

SECTION 9E GUIDE

Community Considerations
(including Aboriginal Traditional Owners – refer to Aboriginal Tradition, above)

Provide information about the consultation process undertaken including the date(s) and method(s) of contact made with the affected communities for the proposed activity area.

Document concerns, issues, effects or potential impacts on the affected communities that were raised and how were they addressed.

SECTION 9E: COMMUNITY CONSIDERATIONS (S. 60)

Provide details of the likely impacts of the proposed activity on the local community (e.g. conservation groups, neighbours, adjacent landholders, community service infrastructure providers and any other relevant community member/s).

Community considerations:

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Tick this box if additional information will be returned with this application as an email attachment.

SECTION 9F GUIDE

The authority must have regard to the carrying capacity of land in the area that may be affected by the proposed activity. The carrying capacity of land, in relation to an activity, means the extent to which the activity may be carried on before it has an adverse impact on:

(a) the world heritage values and integrity of the land that is unacceptable under this plan; or

(b) the quality of experience enjoyed by visitors to the area.

Provide details of how any adverse impacts from the proposed activity will impact on visitor experience and how such impacts will be managed.

SECTION 9F: CARRYING CAPACITY (S. 61)

Provide details on how the activity will impact on visitor experience and carrying capacity of an area:

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Tick this box if additional information will be returned with this application as an email attachment.

SECTION 10 GUIDE

The Authorised Applicant (as named in Section 2) or authorised delegate is required to complete this declaration.

This declaration must also be completed by the Landholder (as named in Section 4) if the landholder is different from the applicant.

When completing this form electronically (preferred), there is no need to print and sign this declaration.

Privacy statement

The Wet Tropics Management Authority is collecting the information on this form to assess an application for a permit to conduct an activity within the Wet Tropics of Queensland World Heritage Area as required under section 45 of the *Wet Tropics Management Plan 1998*.

This information is disclosed to relevant state government departments (e.g. Queensland Parks and Wildlife Service and Partnerships) for the purposes of consultation and effective service delivery and to relevant indigenous organisation/s (including to any relevant Native Title Body Corporates) for Native Title purposes where relevant and necessary to appropriately assess your permit application.

Your personal information will not be disclosed by the department to any other parties unless authorised or required by law. Further information about privacy is available on the Department's website:

<http://www.des.qld.gov.au/legal/privacy.html>

SECTION 10: DECLARATION

Person Completing this Form

As the person completing this form (the Applicant), you are providing the following declarations on behalf of the applicant and landholder. Please complete your details below:

Name:		Date:	/	/
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Authorised Applicant from Section 2

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By ticking this box, the authorised applicant:

- does solemnly and sincerely declare that the information provided is true and correct to the best of their knowledge and makes this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*; and
- understands that information supplied on or with this application form may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977*; and
- consents to the Chief Executive of the Wet Tropics Management Authority and his/her delegate providing the decision (including any permit issued) electronically for the purposes of the Electronic Transactions (Queensland) Act 2001.

Landholder from Section 4 (if applicable)

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By ticking this box, the landholder:

- acknowledges that an application for an activity regulated by the WTM Plan has been made for the land described in this application, and:
- does solemnly and sincerely declare that the information provided is true and correct to the best of their knowledge and makes this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*; and
- understands that information supplied on or with this application form may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977*.

Signature (FOR PRINTED APPLICATIONS ONLY)

When returning this form, the preferred format is an electronic / digital format. *As per Electronic Transactions (Queensland) Act 2001*, there is no need to sign this document when returning in a digital format by email. Where there are extenuating circumstances we accept a printed application. Only sign here if printing this form.

Applicant Signature:		Date:	/	/
Landholder Signature:		Date:	/	/

SECTION 11: RETURNING YOUR FORM

Return your completed application (and any additional attachments) by email to: wettropics@wtma.qld.gov.au

Visit us at:

Ground Floor
Cairns Port Authority
Cnr Grafton and Hartley St
Cairns Queensland 4870

Online at:

<https://www.wettropics.gov.au/>

Contact us:

(07) 4241 0500
wettropics@wtma.qld.gov.au
PO Box 2050, Cairns, QLD 4870