



Application for new permit or referral to clear native vegetation

This is the form to submit a referral of proposed clearing or apply for a clearing permit under Part V of the *Environmental Protection Act 1986* (EP Act).

Before you submit this form, please check you have completed all the fields for the form type and fully prepared any required supporting documents (maps etc.). The Department of Water and Environmental Regulation (DWER) or Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) will return/decline any forms that are not correctly completed.

To find out more about the stages of assessment for clearing permit forms, see the [Procedure: Native vegetation clearing permits](#).

Part 1 – Form type

<p>Select your form type.</p> <p>Note: Where appropriate in this form, and unless stated otherwise, the terms 'application' and 'applicant' also mean 'referral' and 'referrer' respectively.</p>	<p><input checked="" type="checkbox"/> Referral of proposed clearing (section 51DA of the EP Act)</p> <p><input type="checkbox"/> Application for an area permit (section 51E of the EP Act)</p> <p><input type="checkbox"/> Application for a purpose permit (section 51E of the EP Act)</p>
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<p>Which department are you submitting this form to?</p> <p>If the clearing is for mineral and petroleum activities authorised under the <i>Mining Act 1978</i>, the various petroleum Acts, and/or a State Agreement with areas covered by either mineral or petroleum tenure granted under one of the abovementioned Acts, select 'Department of Energy, Mines, Industry Regulation and Safety'.</p> <p>For all other clearing activities, select 'Department of Water and Environmental Regulation'.</p>	<p><input type="checkbox"/> Department of Energy, Mines, Industry Regulation and Safety</p> <p><input checked="" type="checkbox"/> Department of Water and Environmental Regulation</p>
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Part 2 – Applicant details

2.1 Applicant name

<p>For area permits: If granted, the name(s) of (all) landowner(s) will be listed as 'permit holders' on the permit.</p> <p>For purpose permits: If granted, the name(s) of (all) applicant(s) will go on the permit.</p>	<input type="checkbox"/> Applying as an individual – complete the following:	
	Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other:
	Name(s)	
	<input type="checkbox"/> Applying as a body corporate or other entity formed at law – complete the following:	
	Name	
	Australian Company Number (ACN)	
<input checked="" type="checkbox"/> Applying as a government entity (e.g. government department, local government authority, or other statutory body)		
Name	Shire of Collie	

2.2 Applicant contact details

Provide the contact details for the above (primary contact).

Title	<input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other:
First name	[Redacted]
Last name	
Position	
Company name	
Phone number	
Email address	

2.3 Applicant contact postal details

Provide the postal address for the above individual, body corporate or local government authority (primary contact).

Address line 1	[Redacted]
Address line 2	

Suburb	
State	

2.4 Applicant contact – registered business address

If applying as a company, incorporated body, local government authority or public authority, please also supply the registered business office address.

Address line 1	
Address line 2	
Suburb	
State	
Phone number	

2.5 Electronic correspondence consent

DWER/DEMIRS prefer to send all correspondence via email. We request that you consent to receiving all correspondence relating to instruments and notices under Part V of the EP Act via email. Please indicate your consent in this section of the form.

I consent that all written correspondence between myself (the applicant) and DWER/DEMIRS (as applicable) about the subject of this form will be exclusively via email, using the email address provided above.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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2.6 Contact details for enquiries

If different from the applicant's contact details, enter the contact details of a person with whom DWER/DEMIRS should liaise with (e.g. a consultant).

Same as applicant's contact details	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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If 'No' – complete the following:

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other:	
Contact name		
Position (if applicable)		
Company name (if applicable)		
Phone number		Mobile

Email address			
Business or postal address line 1			
Business or postal address line 2			
Suburb			
State		Postcode	

Part 3 – Land details

- You must accurately describe the location of the land where your clearing is proposed.
- Provide copies of associated documents registered against the Certificate of Title (limitations, interests, encumbrances or notifications) where the clearing may impact them (i.e. caveats within freehold Lots).
- If you have a large number of properties, please provide the relevant details for each property in a separately attached supporting document.

I have a large number of properties and have given the relevant details in an attached supporting document.	<input type="checkbox"/> Yes – skip to Part 4 <input type="checkbox"/> No
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If 'No' – complete the following:

Land description Provide the following details, as applicable, for all properties: – volume and folio number – lot or location number(s) – crown lease or reserve number – pastoral lease number – mining tenement number	- Local government land - Lot number 2793 - Reserve number: R 30555 - N/A - N/A		
Street address – Line 1	85 Coombes Street		
Street address – Line 2			
Suburb	Collie		
State	WA	Postcode	6225
Local government area(s)	Shire of Collie		
Land zoning	Public Open Space		

Part 4 – Relationship to landowner

Tell us which of the following options best describes you as the person completing and submitting this form. If you are filling out this form on behalf of the applicant, answer this question as though you are the applicant.

Proof of ownership may include:

- a certificate of title
- a pastoral or mining lease
- public authority that has care, control or management of the land
- other form of lease, land tenure or specific arrangement.

Relationship to landowner (select one of the following options)	Complete the following
<input type="checkbox"/> I am the landowner	<input type="checkbox"/> Attach proof of ownership
<input checked="" type="checkbox"/> I am lodging a form on behalf of the landowner (e.g. a consultant)	<input checked="" type="checkbox"/> Attach proof of ownership
<input type="checkbox"/> I am acting on the landowner's behalf and will be jointly responsible for the clearing permit (i.e. joint form)	<input type="checkbox"/> Attach proof of ownership <input type="checkbox"/> Attach a letter, in which the landowner authorises you to act on their behalf and acknowledge they will be jointly responsible for the clearing permit
<input type="checkbox"/> I am likely to become the landowner	<input type="checkbox"/> Attach evidence of the pending transfer of ownership, including details of current proprietor on certificate of title, and/or contract of sale ('offer and acceptance')
<input type="checkbox"/> I will undertake the clearing activities with the landowner's authority and will be the permit holder	<input type="checkbox"/> Attach proof of ownership <input type="checkbox"/> Attach a letter, in which the landowner authorises you to access and clear native vegetation within the property(ies) as detailed in section 3.1 (if the applicant is not the landowner)
<input type="checkbox"/> I am a person with multiple land parcels within which clearing is proposed	<input type="checkbox"/> Attach proof of ownership and/or <input type="checkbox"/> Attach letters, in which the landowner authorises you to access and clear native vegetation within the properties as detailed in section 3.1 (if the applicant is not the landowner)
<input type="checkbox"/> I will undertake the clearing activities through the exercise of power conferred by different legislation (e.g. the <i>Energy Operators (Powers) Act 1979</i>)	<input type="checkbox"/> Provide relevant legislative details:

Part 5 – Proposed clearing

5.1 Maps and/or spatial data

<p>Select which map type(s) you will attach with your form.</p> <p>Note: DWER/DEMIRS will decline/return forms (as applicable) if you do not provide sufficient information for this question.</p>	<p><input type="checkbox"/> An ESRI shapefile with the following properties (preferred)</p> <ul style="list-style-type: none"> • Geometry type: polygon shape • Coordinate system: Geocentric Datum of Australia (GDA) 2020 (geographic latitude/longitude) • Datum: GDA 2020 <p><input checked="" type="checkbox"/> An aerial photograph or map with a north arrow, clearly marking the proposed clearing area</p> <p>Note:</p> <ul style="list-style-type: none"> • An ESRI shapefile must use one of the following filename extensions: .shp, .shx, .dbf, and/or .prj • You must provide an ESRI shapefile if the form requires an assessment under an <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cth) (EPBC Act) accredited process. See Part 8 of this form for more information.
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5.2 Size

- If you propose to clear a patch(es) of vegetation, enter a hectare value for the total size of the area (mark number of trees as zero). For example, “clearing of 5 hectares”.
- If you propose to clear only individual trees (i.e. the shrubs, grasses, groundcover plants will remain intact), provide the number of trees. For example, “clearing of 10 trees”. If any shrubs, grasses, and/or groundcover plants **may** be damaged in the clearing process, enter the total area only.
- If you propose to clear an area of native vegetation within a larger footprint, enter the hectare value for the total size of the area to be cleared (mark number of trees as zero) and the size of the footprint. For example, 5 hectares of clearing within a 10-hectare footprint. This option is only available for purpose permit applications.
- Enter values for **both** number of trees and the size of the area **only if** you are clearing individual trees in one area **and** a patch of vegetation in a different area.
- Please note the following area conversions/calculations:

1 hectare = 10,000 m ²	Area of circle = 3.14 x radius ²
1 acre = 0.4 hectares/4,000 m ²	Area of a rectangle = length x width
1 tree = 0.01 hectares/100 m ²	Area of a triangle = ½ length x perpendicular height

Total area of clearing proposed (hectares)	0.01 hectares
Footprint of clearing (hectares) (purpose permit only)	0.01 hectares
Number of individual trees to be cleared	1

Note: Calculate the area of a tree based on the area encompassed by the tree’s drip line; that being the outermost circumference of the tree’s canopy.

5.3 Purpose

Provide the reason for proposed clearing (e.g. road construction, grazing and pasture, hazard reduction, horticulture, timber harvesting etc.). If applicable, provide any additional project overview or explain in detail the activities on the property (e.g. provide context of work proposed and describe how clearing will contribute to overall work activities onsite etc.).	Hazard reduction
Specify what the final land use will be after clearing	Public Open Space

5.4 Method

Proposed method of clearing (i.e. burning, cutting, draining, flooding, grazing, mechanical clearing/bulldozing or other – specify)	Arborist tree removal
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5.5 Timeframe

Period within which you propose to do the clearing (e.g. 1/7/2022 to 30/8/2024)	Start date: 10/04/2026 End date: 10/05/2026
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Note: The clearing referral process is not suitable for any clearing that is expected to take longer than two years.

5.6 Pre-application scoping

Historic clearing of native vegetation in the Swan Coastal Plain and Avon Wheatbelt [Interim Biogeographic Regionalisation for Australia](#) (IBRA) bioregions has been extensive. DWER/DEMIRS strongly recommends a pre-application meeting if you propose to clear native vegetation within these bioregions.

Do you propose to clear native vegetation within the Swan Coastal Plain or Avon Wheatbelt bioregions?	<input type="checkbox"/> Yes – complete section below	
	<input type="checkbox"/> I have had a pre-application meeting with DWER/DEMIRS	
	Insert date of meeting and officer name(s):	
	<input type="checkbox"/> I have contacted DWER/DEMIRS in relation to a pre-application meeting and been advised that a meeting is unnecessary in this case.	
	Insert date of conversation and officer name(s):	

	<input type="checkbox"/> I have not had a pre-application meeting with DWER/DEMIRS. I understand that this may increase the likelihood of requests for further information and/or delays in assessment. <input checked="" type="checkbox"/> No – proceed to next question.
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Part 6 – Mitigation hierarchy

6.1 Avoidance and mitigation

Explain how you have, or will, put avoidance and mitigation measures in place to eliminate, reduce, or otherwise mitigate the need for and scale of the proposed clearing of native vegetation.

Attach supporting documents to substantiate your explanation.

Your explanation should demonstrate you have planned the project so that the least clearing possible is to be undertaken. The following questions may help you frame your explanation:

- Why did you select this location and amount of clearing?
- What alternatives to clearing – e.g. engineering solutions – did you consider? (Attach design drawings where applicable)
- What changes, if any, did you make to the location or amount of clearing to reduce the impacts of the clearing?

Note: If you do not demonstrate adequate efforts to avoid and mitigate clearing, DWER/DEMIRS will ask you to do so during the validation of this application. Offsets will only be considered by DWER/DEMIRS as a last resort, once avoidance and minimisation measures have been clearly demonstrated.

Provide the avoidance details (e.g. retention of vegetation on property)	The Shire has avoided clearing wherever possible; however, this single jarrah tree has been assessed as hazardous and is therefore proposed for removal. The tree previously suffered a structural failure at the right bifurcation during a storm last year, which has likely weakened the root system and contributed to a significant lean toward the soccer field. This presents an unacceptable risk to players, spectators, and other park users. The tree is relatively isolated, with the nearest surrounding vegetation located approximately 30 metres away, and all other native vegetation in and around the area will be fully retained. The clearing footprint has been reduced to the smallest area necessary, limited only to the immediate base of the tree to facilitate safe arborist removal.
Provide the mitigation details (e.g. management of weed spread, rehabilitation)	A licensed arborist will remove the tree using low-impact methods to ensure minimal disruption to the surrounding vegetation and the soccer field. The area will be monitored afterwards to ensure no weed spread, and mulch or stabilisation will be applied if required. As this location forms part of a public space, the Shire will continue to maintain the area as part of its ongoing grounds management.

6.2 Offsets

Do you want to submit a clearing offset proposal with your form?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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If 'Yes' – please complete and attach Appendix A of the Clearing of native vegetation offsets procedure guideline as a supporting document for your form.	<input type="checkbox"/> Appendix A attached
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Part 7 – Surveys for assessments (IBSA and IMSA)

Do you want to submit marine or biodiversity surveys in support of your form?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – skip to Part 8
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7.1 Biodiversity surveys

If you want to submit any biodiversity surveys to support this form, you must follow the Environmental Protection Authority's (EPA) [Instructions for the preparation of data packages for the Index of Biodiversity Surveys for Assessments](#) (IBSA). If you do not meet the IBSA requirements, DWER/DEMIRS will decline/return your form.

Please provide the IBSA number(s) – or submission number(s) if the IBSA number has not yet been issued – in the space provided. Note that a submission number is not confirmation that a biodiversity survey has been accepted and is not the same as an IBSA number. IBSA numbers are only issued once a survey has been accepted. Once an IBSA number is issued, please notify DWER/DEMIRS. Please note DWER/DEMIRS will suspend the assessment timeframes for your application until you provide the IBSA number(s).

Have you submitted all the biodiversity surveys that support this form to the Index of Biodiversity Surveys for Assessment ?	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable
Provide an IBSA number (preferred) or a submission number(s)	

7.2 Marine surveys

If you want to submit any marine surveys to support this form, you must follow the EPA's [Instructions for the preparation of data packages for the Index of Marine Surveys for Assessments](#) (IMSA). If you do not meet the IMSA requirements, DWER/DEMIRS will decline/return your form.

Have you prepared all the marine surveys that support this form in accordance with the EPA's <i>Instructions for the preparation of data packages for the Index of Marine Surveys for Assessments</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable
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Part 8 – Assessment bilateral agreement

The native vegetation clearing processes under Part V of the EP Act have been accredited by the Commonwealth of Australia under the EPBC Act and so can be assessed under an assessment bilateral agreement.

To be assessed this way, the proposed clearing action must have been referred to the Commonwealth under the EPBC Act and deemed a '**controlled action**' before you submit this form. DWER/DEMIRS will decline to deal with your application without the proposed clearing first being deemed a controlled action.

For further information, see DWER's [guidance on the assessment bilateral agreement](#).

<p>Do you want your proposed clearing action assessed in accordance with, or under, an EPBC Act Accredited Process, such as the assessment bilateral agreement or accredited assessment?</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No – skip to Part 9</p>		
<p>Is your proposed clearing a controlled action?</p> <p>If 'Yes', please make sure you have entered all the mandatory details in the Annex C7 form</p>	<p><input type="checkbox"/> Yes</p> <table border="1" data-bbox="753 512 1364 592"> <tr> <td data-bbox="753 512 971 592">EPBC number:</td> <td data-bbox="971 512 1364 592"></td> </tr> </table> <p><input type="checkbox"/> Annex C7 form attached</p> <p><input checked="" type="checkbox"/> No (DWER/DEMIRS cannot assess the application under an EPBC Act Accredited Process)</p>	EPBC number:	
EPBC number:			
<p>List the controlling provisions identified in the notification of the controlled action decision</p>			

Part 9 – Other approvals

9.1 Environmental impact assessment (Part IV of the EP Act)

Clearing may be referred to the EPA if it is considered to be part of a 'significant proposal', as defined by section 37B(1) of the EP Act, or will likely to be part of a larger development. An example is when the clearing is for a road to a future mine.

Section 37B(1) of the EP Act defines a 'significant proposal' as "a proposal likely, if implemented, to have a significant effect on the environment". If a decision-making authority (e.g. DWER/DEMIRS) considers the proposal in this form is likely to constitute a 'significant proposal', under section 38(5) of the EP Act they must refer the proposal to the EPA under Part IV, if such a referral has not already been made.

<p>Has the proposed clearing or any related matter been referred to the EPA?</p>	<p><input type="checkbox"/> Yes</p> <table border="1" data-bbox="487 1474 1377 1554"> <tr> <td data-bbox="487 1474 685 1554">Enter details:</td> <td data-bbox="685 1474 1377 1554"></td> </tr> </table> <p><input checked="" type="checkbox"/> No – complete question below.</p>	Enter details:	
Enter details:			
<p>If 'No' – do you intend to refer the proposal to the EPA?</p>	<p><input type="checkbox"/> Yes – intend to refer (proposal is a 'significant proposal')</p> <p><input type="checkbox"/> Yes – intend to refer (proposal will require a section 45C amendment to the current Ministerial Statement)</p> <p><input type="checkbox"/> No – a current valid Ministerial Statement applies</p> <table border="1" data-bbox="487 1864 1377 1944"> <tr> <td data-bbox="487 1864 971 1944">Enter Ministerial Statement number:</td> <td data-bbox="971 1864 1377 1944"></td> </tr> </table>	Enter Ministerial Statement number:	
Enter Ministerial Statement number:			

	<input checked="" type="checkbox"/> No – not a significant proposal
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9.2 Other approvals – works approval, licence or registration (Part V Division 3 of the EP Act)

<p>Have you applied or do you intend to apply for a works approval, licence, registration or an amendment to any of the above, under Part V Division 3 of the EP Act?</p> <p>It is an offence to perform any action that would cause a premises to become a prescribed premises of a type listed in Schedule 1 of the Environmental Protection Regulations 1987, unless that action is done in accordance with a works approval, licence or registration. For further guidance, see DWER’s Procedure: Prescribed premises works approvals and licences and Guideline: Industry regulation guide to licensing.</p>	<p><input type="checkbox"/> Yes</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Application reference:</td> <td></td> </tr> </table> <p><input type="checkbox"/> No – a valid works approval applies</p> <p><input type="checkbox"/> No – a valid licence applies</p> <p><input type="checkbox"/> No – a valid registration applies</p> <p><input checked="" type="checkbox"/> No – not required</p>	Application reference:	
Application reference:			

9.3 Water licences and permits (*Rights in Water and Irrigation Act 1914*)

<p>Have you applied or do you intend to apply for:</p> <ul style="list-style-type: none"> • a licence or amendment to a licence to take water (surface water or groundwater) • a licence or amendment to a licence to construct wells (including bores and soaks), or • a permit or amendment to a permit to interfere with the bed and banks of a watercourse? <p>For further guidance on water licences and permits under the <i>Rights in Water and Irrigation Act 1914</i>, see DWER’s Procedure: Water licences and permits.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No – a current valid licence applies</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Licence number:</td> <td></td> </tr> </table> <p><input checked="" type="checkbox"/> Not applicable</p>	Licence number:	
Licence number:			

9.4 Planning and other approvals

<p>Has the proposal obtained all relevant planning approvals and/or have you applied for all relevant planning approvals (e.g. Development Approval, Extractive Industry Licence, etc.)?</p>	<p><input type="checkbox"/> Yes</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Enter details:</td> <td></td> </tr> </table> <p><input type="checkbox"/> No – planning approval is not required</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Enter details:</td> <td></td> </tr> </table> <p><input checked="" type="checkbox"/> Not applicable</p>	Enter details:		Enter details:	
Enter details:					
Enter details:					

Part 10 – Prescribed fee

10.1 Referral or application?

There are no prescribed fees for referrals. Is this form a referral of proposed clearing or an application for a new permit?	<input checked="" type="checkbox"/> Referral – skip to Part 11 <input type="checkbox"/> Application – continue and complete Part 10
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10.2 Calculating the application fees

You must pay the prescribed fee at the time you submit the application form. DWER/DEMIRS will decline to deal with your application if you do not pay the prescribed fee.

Please calculate the prescribed fee using the online [clearing permit fee calculator tool](#).

For further guidance, see DWER's online [clearing fees frequently asked questions](#).

Calculated fee:	\$
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10.3 Payment method

Fees are payable to:

- **DWER** for all clearing purposes other than mineral and petroleum activities
or
- **DEMIRS** for mineral and petroleum clearing activities under the *Mining Act 1978*, various petroleum Acts, or State Agreements.

Please indicate how you would like to pay your application fee. Select one option only. DWER will only accept fees paid via either: <ul style="list-style-type: none">• DWER's BPoint system• secure EFT payment, or• cheque/money order. DMIRS will only accept fees paid via secure credit card payment at the DMIRS online payment and application lodgement portal . Do not send cash in the mail.	<input type="checkbox"/> (DWER) Secure credit card payment through BPoint See www.dwer.wa.gov.au/make-a-payment .					
	<table border="1"><tr><td>Receipt number</td><td></td></tr><tr><td>Date of payment</td><td></td></tr></table> <input type="checkbox"/> (DWER) Secure EFT payment See www.dwer.wa.gov.au/make-a-payment for payment details. State the name of the intended permit holder clearly in the EFT payment subject. <table border="1"><tr><td>Date of payment</td><td></td></tr></table> <input type="checkbox"/> (DWER) Cheque/money order Please make cheques or money orders payable to the Department of Water and Environmental Regulation . <input type="checkbox"/> (DEMIRS) Secure credit card payment online at the	Receipt number		Date of payment		Date of payment
Receipt number						
Date of payment						
Date of payment						