**Section 117 – Nature Conservation (Plants) Regulation 2020**

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| **RECEIPTING DETAILS ONLY**  DATE RECEIPTED   |  |  |  | | --- | --- | --- | |  |  |  |   RECEIPT NUMBER   |  | | --- | |  |   AMOUNT RECEIVED   |  | | --- | | $ |   RECEIPTED BY (NAME AND OFFICE)   |  | | --- | |  | | **Amendment for an existing licence, permit or authority (plants)** |
| **Important information for applicants**  This form can be used to apply for an amendment to an existing plant authority (e.g. changing name, address details, altering a condition, activity location, species details).;  Note: If proposed amendments differ significantly from the scope of the current approval, please contact [wildlife@des.qld.gov.au](mailto:wildlife@des.qld.gov.au) as a new permit application may be required.  Requested information will enable your application to be processed as prescribed by the *Nature Conservation Act 1992* (the Act) and Nature Conservation (Plants) Regulation 2020 (Plants Regulation)*.* Your application must be assessed, and an authority granted by the chief executive before you can proceed with the proposed activity. **Your application may take up to 40 business days to process.**  Before lodging this application with the Department of Environment and Science (the department), you should be familiar with the requirements of the Act) and the Plants Regulation available from the Office of the Queensland Parliamentary Counsel website <http://www.legislation.qld.gov.au>. If you have queries about how to complete this form correctly or need guidance contact Permits and Licensing on **1300 130 372 option 4**. |

**Terms and Conditions**

**Permits, licences and authorities**

Queensland's native plants is protected by legislation that aims to conserve biodiversity by protecting native plants and animals and their habitat. All native plant species are protected under the Act.

Other aquatic species are protected by the [Department of Agriculture and Fisheries](https://www.daf.qld.gov.au/), the [Great Barrier Reef Marine Park Authority](http://www.gbrmpa.gov.au/) and the Australian Government.

A licensing system helps us protect native plant species. By regulating the sustainable taking, keeping, using, or moving of native plants we contribute to the maintenance of viable wild populations of plants and animals.

The type of approval(s) you will need depends upon a number of things, including:

* The nature and purpose of your proposed activity;
* The tenure of the area in which you intend to undertake your activity; and
* The species of plant concerned.

Note: Corporations must have an office in Queensland to be eligible to apply for an authority. The *Nature Conservation Act 1992* and the subordinate Nature Conservation Regulations may be found on-line on the [Office of Queensland Parliamentary Counsel](https://www.legislation.qld.gov.au/Acts_SLs/Acts_SL.htm) website.

**Privacy statement for wildlife permits**

Information you provide assists the department in administering animal and plant licences, permits and authorities granted under the *Nature Conservation Act 1992*.

Some information may be provided to the Departments of Agriculture and Fisheries; Queensland Health; Queensland Police Service and the Australian Defence Force in order to investigate biosecurity or health issues or allegations of unlawful activity.

Some information, where relevant, may also be sent to non-government organisations such as the RSPCA Qld and the Queensland Wildlife Rehabilitation Council for the purpose of improving standards of native animal care.

Personal information in relation to your permit will not be disclosed to any other parties without your consent, unless authorised or required by law.

More information on our commitment to privacy is available on the department’s website at <https://www.des.qld.gov.au/legal/privacy.html> For specific privacy information or enquiries please email [privacy@des.qld.gov.au](mailto:privacy@des.qld.gov.au).

**Completion of this form**

To enable your application to be processed you must answer all sections and acknowledge you have read the ‘terms and conditions’ by checking the box in section 1.

If you do not complete all sections, sign, and date the application form, your application will be returned to you as invalid.

# You may only lodge this application if you have accepted the above terms and conditions

# I accept above the terms and conditions.

|  |
| --- |
| Wildlife licence or authority number |
| Authority type |
| Name of wildlife licence or authority holder/s |

1. **What is the licence or authority number that you wish to amend?**
2. **Change of applicant’s registered / residential address** – leave blank if not applicable

|  |  |  |  |
| --- | --- | --- | --- |
| \* Residential address (not a post office box) | \*Suburb | \*State | \*Postcode |
|  |  |  |  |

(write ‘as above’’ if same as registered/residential address)

|  |  |  |  |
| --- | --- | --- | --- |
| Postal address | Suburb | State | Postcode |
|  |  |  |  |

1. **Change of applicant contact details** – leave blank if not applicable

|  |  |  |  |
| --- | --- | --- | --- |
| Email address |  | | |
| Phone type  home phone  office phone  mobile phone | | Area code | Phone number (note: 10 digits including area code) |

1. **Change of person in charge (applicable to corporations only)** – leave blank if not applicable.

If you are adding multiple relevant persons attach a separate sheet with details.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | \*First name | Middle name | \*Surname | \*Date of birth |
|  |  |  |  |  |

**Person in charge residential address**

|  |  |  |  |
| --- | --- | --- | --- |
| \*Residential address (not a post office box) | \*Suburb | \*State | \*Postcode |
|  |  |  |  |

(write ‘as above’’ if same as residential address)

|  |  |  |  |
| --- | --- | --- | --- |
| Postal address | Suburb | State | Postcode |
|  |  |  |  |

**Person in charge contact details – email and phone contact is mandatory**

|  |  |  |  |
| --- | --- | --- | --- |
| Email address |  | | |
| Phone type  home phone  office phone  mobile phone | | Area code | Phone number: note: 10 digits (including area code) |

1. **Change of activity location** – leave blank if not applicable

Provide the exact location where activities will take place. Provide supporting information such as a map if necessary to exactly identify the location.

|  |  |  |  |
| --- | --- | --- | --- |
| \* Physical street address (write “as above” if same as residential address) | \*Suburb | \*State | \*Postcode |
|  |  |  |  |

**Or**

|  |  |
| --- | --- |
| \*Lot number | \*Plan number |
|  |  |

**Or**

|  |
| --- |
| GPS locations |
|  |

1. **Change or addition of plant details** – leave blank if not applicable.

(If you require more space, attach a separate sheet of wildlife details)

| **Common name** | **Scientific name** | **Quantity** | **Addition/deletion** |
| --- | --- | --- | --- |
|  |  |  | Add  Delete |
|  |  |  | Add  Delete |
|  |  |  | Add  Delete |
|  |  |  | Add  Delete |
|  |  |  | Add  Delete |
|  |  |  | Add  Delete |
|  |  |  | Add  Delete |

1. **Other amendment** – leave blank if not applicable.

|  |
| --- |
| Details of wildlife licence or authority amendment |

1. **Wildlife Suitability**

During the past three (3) years, have you (or an associate) been convicted of: (i) an offence against the Act; or (ii) an animal welfare offence under the *Animal Care and Protection Act 2001*;or (iii) an offence relating to wildlife against another Act, or an offence, however described, equivalent to an offence mentioned under (i) or (ii) under the law of another State or country?

Yes – an assessment officer will contact you regarding this response.

No

Note: An associate, of a person whose suitability to hold an animal authority is being considered, means –

1. If the person is a corporation – each executive officer of the corporation; or
2. If the person is an individual – another person who –
   1. is, or is intended to be, regularly or usually in charge of the individual’s activity or business, or proposed activity or business, that relates, or is intended to relate, to the authority; or
   2. regularly directs staff for the activity or business in their duties; or
   3. is, or is intended to be, in a position to control or substantially influence the activity or business, or proposed activity or business.
3. **Declaration**

Note: If you provide inaccurate or misleading information in this application you may be liable for prosecution under the relevant Acts or Regulations.

* I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge and I make this solemn declaration conscientiously believing the same to be true.
* I understand that all 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.*

|  |  |
| --- | --- |
| Applicant’s name | |
| Applicant’s signature | Date |
| If the applicant is a corporation, please indicate your position in the corporation | |

1. **Applicant checklist**

All sections on application form completed, signed and dated.

Supporting information attached.

**Checklist continued over page.**

**Fees**

Cheque or money order payable to the Department of Environment and Science (attached).

Bpoint – request to pay the application fee by Bpoint. Please **do not email your credit card** details – the department will send you a link to pay securely by MasterCard or VISA, credit or debit card via Bpoint.

*To ensure compliance with the Payment Card Industry Data Security Standard, any credit card information received by the department by email will be redacted from the system without payment being processed.*

Provide the following information:

|  |
| --- |
| Applicant’s name |
| Contact person’s name (list the same contact as on the application) |
| Email address for link to be sent (Note: The department can only send link to one (1) email address) |
| Application fee – specify application fee or state “balance owing” |

Please return completed application to: **Email:** [palm@des.qld.gov.au](mailto:palm@des.qld.gov.au)

**Post:** **Permits and Licensing**

**Department of Environment and Science**

GPO Box 2454

Brisbane Queensland 4001

A schedule of fees information sheet, codes of practice and the Information sheet – Wildlife authorities and privacy may be obtained from the department’s website <http://www.des.qld.gov.au> or by contacting Permits and Licensing on 1300 130 372, option 4.