|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OFFICIAL USE ONLY**  DATE RECEIVED   |  |  |  | | --- | --- | --- | |  |  |  |   FILE REF   |  | | --- | |  |   PROJECT REF   |  | | --- | |  |   COMPLETE FORM CORRECT AA  QPWS&P REGION  Administering district   |  | | --- | |  |   ENTERED BY [SIGNATURE]   |  | | --- | |  |   DATE   |  |  |  | | --- | --- | --- | |  |  |  | | Application for a lease, agreement, licence, permit or other authority under sections 34, 35 or 35A of the *Nature Conservation Act 1992* | |
| **Important information for applicants**  Information requested in this form is required to enable an application for an interest over, or in relation to, land within a protected area to be processed by the Department of Environment and Science (DES). If you have any difficulties completing the form, contact [QPWS.Estate@des.qld.gov.au](mailto:QPWS.Estate@des.qld.gov.au) or via DES website at [www.des.qld.gov.au](http://www.des.qld.gov.au). Applications may also be made online via DES Online Services.  Note that your application must be firstly assessed and, if approved, an agreement, licence, permit or other authority must be granted by the chief executive, pursuant to the *Nature Conservation Act 1992* (NCA), before you can proceed with the proposed activity. Please read any information sheets and any guidelines that have been provided in your application kit or are referred to in the application form. Before submitting an application, you should also understand the requirements of the NCA and its subordinate legislation (Regulations), and any other relevant legislation, as they apply to your proposed activity. The amount of information required from applicants will vary according to the scale and nature of the impacts of the proposed activity and the natural and cultural resources and values present at the area. Further information may be requested and required by the chief executive to decide an application. Please note that applications for an ecotourism facility on a protected area will be referred to the Ecotourism Unit within DES. | |
| Other may include a co-operative, body corporate, management investment scheme, registerable Australian body or a government owned corporation. | **Tick the appropriate box below for the type of applicant(s):**  an individual or sole trader  individuals in a partnership (not a legal entity)  individual(s) acting on behalf of an unincorporated organisation  an incorporated company  an incorporated association  a statutory authority  a body politic  other | |
|  | **1. Applicant(s) details**   |  |  |  |  | | --- | --- | --- | --- | | APPLICANT’S FULL NAME | | title | DATE OF BIRTH | | REGISTERED RESIDENTIAL OR business ADDRESS | | | POST CODE | | TELEPHONE | E-MAIL | | MOBILE | | POSTAL ADDRESS (WRItE “AS ABOVE” IF THE SAME AS REGISTERED ADDRESS) | | | POST CODE | | |
| Where the applicant is a registered legal entity that is intending to carry out the proposed activity and to be issued with the relevant lease, agreement, licence, permit or other authority please provide details of the registered legal entity here.  The following are not considered a legal entity: a business, a partnership, a joint venture, an unincorporated association or body or trusts.  The registered address is required for the serving of notices. It is the registered business or office address of the company making the application and cannot be a post office box.  Enter the Australian Business Number (ABN); or the Australian Company Number (ACN); 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. |  | **2. Registered legal entity details**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | REGISTERED LEGAL ENTITY NAME | | |  | |  | |  | | TRADING NAME (IF APPLICABLE) | | |  | |  | |  | | REGISTERED business ADDRESS | | POST CODE |  | |  | |  | | TELEPHONE | E-MAIL | MoBILE |  |  | |  | | | POSTAL ADDRESS (WRITE “AS ABOVE” IF THE SAME AS REGISTERED business ADDRESS) | | POST CODE |  | |  | |  | | ABN/aCn/AN OR TITLE AND SECTION OF LEGISLATION | | |  | |  | |  | |
| The authorised signatory or signatories is the person or persons authorised to sign an application on behalf of a corporation and in doing so declares that the corporation will be bound by the conditions associated with the granting, issuing or making of the lease, agreement, licence, permit or other authority.  List a second signatory, if applicable.  Briefly describe the nature of the proposed activity, including the type of facility, infrastructure or development. Refer to the *Information sheet – Authorities creating an interest in a protected area under the Nature Conservation Act 1992* for more information.  Please provide details of the:   * ownership of the infrastructure, facility or development; and * responsibility for construction and/or operation of the infrastructure, facility or development.   Please provide details of:   * the applicant’s ability to finance, develop, and manage the proposed use; * where the applicant has any necessary certifications or endorsements needed to conduct the activity associated with the proposed use; * the contact details of any agents that will act on behalf of the applicant in respect to the development, operation and maintenance of the proposed use.   List the protected area/s dedicated or declared under the *Nature Conservation Act 1992* that will be affected by the proposed activity. Please include the lot on plan number/s of the affected land parcels.  List whether the proposal falls wholly or partly within a Queensland World Heritage area. Please include the lot on plan number/s of the affected land parcels and whether approval has been obtained or is possible.  List the local government area/s where the proposed activity will occur.  Describe the site location including any existing or proposed structures or infrastructure and any current and proposed access arrangements (including ongoing access for future maintenance) and any co-location arrangements.  Attach a detailed map to scale showing the location of the proposed activity. Refer to the *Guideline – Producing an Authority Plan for a lease, agreement, license, permit or other authority on Queensland Parks and Wildlife Service and Partnerships managed areas* for more information.  It is recommended that you discuss your proposed activity with DES staff prior to lodging your application. Contact QPWS&P at [QPWS.estate@des.qld.gov.au](mailto:QPWS.estate@des.qld.gov.au) to discuss a meeting.  A ‘service facility’ is defined under the NCA Schedule and refers to any of the following: a) communication facility b) navigational aid c) electricity infrastructure d) an oil or gas pipeline or e) a water supply or sewerage facility. An existing service facility for a section 35A authority must pre-date the dedication of the national park under the NCA.  An ‘ecotourism facility’ is defined under the NCA and refers to a facility that is designed and managed to facilitate the presentation, appreciation and conservation of the land’s natural condition and cultural resources and values. Please note, applications for an ecotourism facility will be referred for assessment to the Ecotourism Unit within DES.  Please contact [QPWS.Estate@des.qld.gov.au](mailto:QPWS.Estate@des.qld.gov.au) if you are unsure of what NCA authority is required.  A scientific or education facility must meet the management principles for the class of protected area.  If you are applying for an activity not listed, tick the ‘Other’ box.  An existing service facility for a section 35A authority must pre-date the dedication of the national park under the NCA.  Please select the appropriate Submission Report for your activity and lease, agreement, licence, permit or other authority from the following and attach a separate Submission Report addressing the specific matters to your application.  Refer to the *Guideline – Applying for an authority under section 34, 35 or 35A of the Nature Conservation Act 1993* for more information.  The cardinal principle for the management of national park is set out in section 17(1)(a) of the NCA as that:  “A national park is to be managed to provide, to the greatest possible extent, for the permanent preservation of the area’s natural condition and the protection of the area’s cultural resources and values”.  Management plans and statements are available on the DES website at [www.des.qld.gov.au](http://www.des.qld.gov.au).  Ecologically sustainable is defined in section 11 of the NCA.  Refer to the DES website for more information.  Substantial improvements to existing infrastructure will require a new authority application.  Refer to the National Native Title Tribunal website and publicly available Native Title Vision mapping and query tool.  Attach an Environmental Management Plan to your application. Refer to the DES *Guideline – Preparing Environmental Management Plans for Queensland Parks and Wildlife Service and Partnerships managed area*s for more information.  An Environmental Impact Statement (EIS) may be required for a project under of the NCA section 54 or under other State and Commonwealth legislation.  Please provide details of any EIS voluntary preparation or legislative requirement to date and attach a copy of any EIS submission or relevant EIS related documentation.  The right to enjoy, maintain, control, protect and develop cultural heritage for First Nations people is recognised and protected under the *Human Rights Act 2019* (Qld). Cultural values are also protected alongside natural values under the *Nature Conservation Act 1992.*  Refer to the *Guideline – Applying for an authority under sections 34, 35 or 35A of the Nature Conservation Act 1992* and the *Guideline -* *Environmental Management Plans for Queensland Parks and Wildlife Service and Partnerships managed area*s for more information.  As part of the assessment for the proposed works, QPWS&P is required to ensure that consultation with the First Nations people has occurred to ensure that cultural heritage has been considered and has been properly addressed.  Ongoing consultation with the relevant parties will be required to ensure that human rights are adequately addressed.  Refer to the Queensland environmental offsets framework and associated State and Commonwealth guidelines for further information and guidance.  Significant residual impact is an impact that remains, or is likely to remain, despite mitigation measures.  The Queensland Environmental Offsets Policy Significant Residual Impact Guideline can be found on the DES website. |  | **3. Authorised signatory or signatories**   |  |  | | --- | --- | | AUTHORISED SIGNATORY FULL NAME (1) | TITLE | | POSITION IN CORPORATION | |  |  |  | | --- | --- | | AUTHORISED SIGNATORY FULL NAME (2) | TITLE | | POSITION IN CORPORATION | |   **4. Proposed activity details**  **(a) Describe the proposed activity**   |  | | --- | |  |   **(b) Insert details regarding the ownership of, and responsibility for, the proposed activity**   |  | | --- | |  |   **(c) Insert details regarding the finance, management and operation of the proposed activity**   |  | | --- | |  |   **(d) Protected area/s affected and lot on plan number/s**   |  | | --- | |  |   **(e) World Heritage Area**   |  | | --- | |  |   **(f) Local government area/s**   |  | | --- | |  |   **(g) Site location**   |  | | --- | |  |   **(h) Pre-lodgement meeting**  If you have attended a pre-lodgement meeting or discussed your proposal previously with DES, provide details here (including the date of the meeting and attendees, and any outcomes of the meeting).   |  | | --- | |  |   **(i) Type of proposed activity**  Select the appropriate box to describe the type of proposed activity:  A service facility (primary user, stand-alone) on a national park: NCA section 35  A service facility (secondary user, co-located) upon or within an existing service facility on a national park: NCA section 35  An existing service facility (primary user, stand-alone) on a national park: NCA section 35A  An existing service facility (secondary user, co-located) upon or within an existing service facility on a national park: NCA section 35A  Extending or expanding an existing authority: NCA section 34, 35 or 35A  An ecotourism facility on a national park: NCA section 34 or 35  An existing ecotourism facility on national park: NCA section 34 or 35  A scientific or educational facility on a protected area: NCA section 34  Other activity requiring an interest over, or in relation to, land in a protected area: NCA section 34  Other: NCA section 35 or 35A  If you have selected ‘Other’, provide details of the activity.   |  | | --- | |  |   **(j)** **Requirement for a primary user of a new or existing service facility to provide details of any known or proposed secondary user.**  Is the primary user aware of any secondary user who has, or plans to have, a physical presence on the facility or at the site?  Yes  No  If yes, the applicant must provide details of the secondary user(s) including their contact details.   |  | | --- | |  |   **(k) Secondary or co-located service facilities - primary user approval**  Will your proposed activity be co-located within or on an existing structure or permit area?  Yes  No  If yes, the applicant must provide details of the consent from the primary user of the existing service facility, including the attachment of a letter of approval or non-objection from the primary user. Include details of any approval for the secondary co-locating user to use any environmental management plan of the primary user.  If no, the applicant must provide details of why the activity cannot be co-located.   |  | | --- | |  |   **(l) Existing facilities – construction and previous authority details**  If the application is for an existing service facility on a national park under NCA s35A, the applicant must provide details of the date of construction or installation of the existing service facility, any built plans and attach any evidence of any previous lease, agreement, licence, permit or other authority for the infrastructure or facility.   |  | | --- | |  |   **(m) Existing ecotourism facilities**  If the application is for an ecotourism facility, the applicant must provide details of the date of construction or installation of the existing ecotourism facility, any management plans and attach any evidence of a previous lease, agreement, licence, permit or other authority for the infrastructure or facility.   |  | | --- | |  |   **5. Submission Report**  **(a) Section 34 Submission Report for structures, major works and long-term activities**  A separate Submission Report must be attached addressing in detail the following matters:   1. Describe how the proposed activity is consistent with the management principles for the area; and if a management plan or management statement has been approved for the area, the management plan or statement. 2. there is no reasonably practicable alternative to the proposed activity being located on a protected area. 3. Describe how the use will be controlled and ecologically sustainable. 4. Describe how the use will be in the public interest.   **(b) Section 35 Submission Report for a service facility**  A separate Submission Report must be attached addressing in detail the following matters, how:   1. the cardinal principle for the management of national parks will be observed to the greatest possible extent; and 2. the use will be in the public interest; 3. the use is ecologically sustainable; and 4. there is no reasonably practicable alternative to the use.   **(c) Section 35 Submission Report for an ecotourism facility**  A separate Submission Report must be attached addressing in detail the following matters, how the:   1. use will be in the public interest; and 2. use is ecologically sustainable; and 3. use will provide, to the greatest possible extent, for the preservation of the land’s natural condition and the protection of the land’s cultural resources and values.   The Submission Report for an ecotourism facility must consider and be guided by the requirements and standards described in the:   * *Implementation Framework for Ecotourism Facilities in National Parks* and * *Best Practice Ecotourism Development Guidelines*.   **(d) Section 35A Submission Report**  A separate Submission Report must be attached addressing in detail the following matters, how the:   1. use is ecologically sustainable; and 2. use does not include carrying out substantial improvements to the existing service facility.   **6. Native Title information**  Identify and list:   * any registered native title applications, determinations, outcomes; * any Indigenous Land Use Agreements that are relevant to the proposed activity site; * identify any relevant native title claimants, representative bodies and relevant native title bodies corporate for the area; and * Provide details of any consultation or planning to date with any native title parties.  |  | | --- | |  |   **7. Environmental Management Plan (EMP)**  Applicants are required to submit an Environmental Management Plan (EMP) as part of their application. An EMP dictates how an activity under the relevant authority will be conducted to manage impacts on key natural, cultural, social, recreational and economic values of the surrounding QPWS managed area. The EMP submitted with your application is subject to DES approval.  **(a) Attach a separate EMP to your application.**  Applications for a NCA section 34, 35 or 35A lease, agreement, licence, permit or other lease, agreement, licence, permit or other authority requires a separate EMP to be attached. An EMP should clearly describe strategies and measures to avoid, mitigate and potentially offset any adverse impacts to the area, based on sound environmental management principles and practices. The EMP may cross reference an Environmental Impact Statement (EIS), if an EIS has been prepared and is attached to this application.  **(b) Has an EIS been prepared for the proposed activity?**  Yes  No  If yes, details must be provided and copies of all submitted EIS documents must be attached.   |  | | --- | |  |   **8. Cultural Heritage requirement**  Applicants are required to address cultural heritage duty of care requirements in their EMP for both Indigenous (First Nations) and non-Indigenous cultural heritage. Cultural heritage may be tangible or intangible. Applicants must ensure that they take all reasonable and practicable measures to ensure the activity does not harm cultural heritage.  **(b) Has cultural heritage been address in the EMP?**  Yes  No  If no, provide details of why it has not been addressed.   |  | | --- | |  |   **(b) Have the relevant parties been consulted regarding the cultural heritage requirements?**  Yes  No  If yes, details of the consultation must be provided. If no, provide details.   |  | | --- | |  |   **9. Environmental Offset requirement**  Activities authorised under NCA section 34 and section 35 are prescribed activities under the *Environmental Offsets Act 2014*. If the proposed activity is for a new facility, infrastructure or development, and it causes a significant residual impact to the protected area, an environmental offset may be required and an offset condition(s) imposed upon the NCA authority. Activities conducted under an NCA authority may also have a significant residual impact on non-protected area matters that are also a Matter of State Environmental Significance, such as regulated vegetation, threatened species habitat and conservation significant waterways. Applicants must also consider offsets for those matters.  Applicants are required to provide an Environmental Offset Proposal with their application form, which outlines how they will deliver the offsets component.  A protected area offset is designed to compensate for:   * the important natural, cultural, economic and public benefit values of the area lost, including current and future values relating to the provision of ecological services (such as clean air, water and carbon storage), recreation and tourism opportunities, scenic amenity, and cultural and spiritual significance; * the effort and the investment of the state for the maintenance and management of the area; and * the loss to the QPWS protected area estate as a whole.   Any significant residual impact caused by an activity on a protected area will require an offset, and the offset will be proportional to the scale and nature of the impact. Additionally, a Commonwealth offset or a local government offset may also be required in relation to any impacts to matters of national or local environmental significance. It should also be noted that environmental offsets may not appropriate in a world heritage area because “Outstanding Universal Value” is irreplaceable.  **(a) To date, has an environmental offset been required or made a condition of any authority or approval in relation the proposed activity?**  Yes  No  If yes, details of the requirement must be provided, and a copy of the authority or approval must be attached to this application.   |  | | --- | |  |   **(b) Will the proposed activity cause, or be likely to cause, significant residual impact to matters of national, state or local environmental significance?**  Yes  No  If yes, attach an Environmental Offset Proposal report and/or other evidence describing, the following matters:   1. The matter/s of national, State or local environmental significance that will be impacted. Attach relevant maps and/or spatial data. 2. The nature of the impacts to the matter/s of national, State or local environmental significance. 3. All reasonable and practicable impact avoidance and mitigation measures that have been undertaken or explored. The impact will need to be assessed against the Queensland Environmental Offsets Policy Significant Residual Impact Guideline to determine whether a significant residual impact will occur. 4. An estimated determination of offset liability for any matter/s of State environmental significance impacted, including the protected area, under the Queensland Environmental Offsets Policy. Itemise the estimated determination where applicable. 5. The proposed offset delivery method.   Cross-referencing to a Submission Report, EMP or an EIS that deals with environmental offsets is appropriate.  If no, describe or attach a report or other evidence describing how there will be no significant residual impact from the proposed activity to any matters of national, State or local environmental significance. Include or attach any information or evidence about any impact avoidance and mitigation measures undertaken or explored. Attach relevant maps and/or spatial data.  If a Commonwealth or local government offset has been imposed, the applicant may request for the offset to be waived to avoid duplication.  **10. Supporting documentation**  Complete and attach the following documents:   1. For the proposed activity site location either:  * An A4 Authority Plan (preferred); or * A detailed map; or * A Survey Plan; * Design plan of the infrastructure.  1. For other parts of the application form, where applicable, provide the following:  * Details of any known secondary user who has, or plans to have, a physical presence on the facility or at the site. * Letter of non-objection or approval from the primary user if a service facility is to be located on an existing facility; * Any previous lease, agreement, licence, permit or other authority for an existing facility or infrastructure; * A Submission Report; * Native title information; * An Environmental Management Plan and/or Environmental Impact Statement; * An Environmental Offsets Proposal; * Digitised spatial data to support documents above (.shp or .gdb format).   If you are unable to provide all applicable supporting documents, please state below why the documents have not been included.   |  | | --- | |  | |  | |

# 11. Applicant suitability

A lease, agreement, licence, permit or authority may only be granted to an applicant who is a suitable person under Chapter 4A, Part 1, Division 3 of the Nature Conservation (Protected Areas Management) Regulation 2017.

**In the last 3 years have you or an associated persona:**

|  |  |
| --- | --- |
| 1. Held or been a party to any of the following permits or authorities which have been suspended or cancelled:  * A commercial activity agreement or similar agreement in Queensland or another state or country * A protected area authority b (including a commercial activity permit) * A wildlife authority * A similar or relevant authority in another state or country | Yes  No |
| 1. Accumulated 10 or more demerit points under the following:  * *Nature Conservation Act 1992* * *Recreation Areas Management Act 2006* | Yes  No |
| 1. Been convicted of an offence against any of the following:  * *Nature Conservation Act 1992* * *Recreation Areas Management Act 2006* * *Forestry Act 1959* * *Marine Parks Act 2004* * *Animal Care and Protection Act 2001* * An offence relating to wildlife under another Act * An equivalent offence in another State or country | Yes  No |
| Details | |
|  | |

**a *associated person***, means, -

1. If the applicant is a corporation – each executive officer of the corporation; or
2. If the applicant is not a corporation, a person who –
   1. Is regularly or usually in charge of the applicant’s business; or
   2. Regularly directs or will regularly direct staff of the applicant’s business in their duties or proposed activity or business
   3. Is, or will be, in a position to control or substantially influence the activity or business, or proposed activity or business

**b*****a protected area authority*** includes any resources permit, an apiary permit, an Aboriginal tradition authority, an Island custom authority, camping permit, restricted access area permit, stock grazing permit, stock mustering permit, travelling stock permit, permit to enter a national park, commercial activity permit, permit to solicit donations or information, organised event permit, permit to use recreational craft or special activity permit.

# 12. Application assessment - additional information

The chief executive may, before deciding on an application for the relevant lease, agreement, licence, permit or other authority, ask for any further information or document the chief executive reasonably requires to decide the application.

An application for a section 34, 35 or 35A lease, agreement, licence, permit or other authority under the NCA will be assessed against the relevant legislative criteria and this assessment may have regard to matters for consideration stated in Chapter 4A, Part 1, Division 4, section 71AJ of the Nature Conservation (Protected Areas Management) Regulation 2017, including:

* whether the applicant is a suitable person to hold the authority;
* the impact the activities proposed to be carried out under the authority may have on the conservation of the cultural or natural resources of a protected area;
* the effect the grant of the authority may have on the fair and equitable access to nature, in particular, the ecologically sustainable use of protected areas;
* any contribution the applicant proposes to make to the conservation of nature;
* any relevant Australian or international code, instrument, protocol or standard or any relevant intergovernmental agreement;
* the precautionary principle;
* public health and safety;
* the public interest;
* any recovery plan for wildlife to which the authority applies;
* any other matter stated in a management instrument as a matter to which the chief executive must have regard when considering an application for the authority.

# 13. Privacy notice

DES is collecting the information on this form to assess your application for an authority. Depending on the authority applied for, the information is required under our relevant authorising legislation: *Nature Conservation Act 1992*, the *Recreation Areas Management Act 2006*, the *Forestry Act 1959* and the *Marine Parks Act 2004*. DES may have entered into an indigenous management agreement relating to this managed area/s or the area may be subject to joint management. If so, the completed application form and relevant supporting documentation may be disclosed to the relevant indigenous organisation/s (including to any relevant Native Title Body Corporates) for the purpose of DES consulting with or seeking the consent of that organisation. Depending on the permit you are applying for, DES may also need to consult with other government agencies, councils and other relevant entities where applicable and necessary to appropriately assess your application. For example, under section 69T of the Forestry Act 1959, the department is required to consult with a plantation licensee and any plantation sub-licensee before granting a lease, license, permit, agreement, authority or contract.

Your personal information will not be otherwise disclosed to any other parties without your consent unless authorised or required by law, such as under the *Information Privacy Act 1991*, the *Right to Information Act 2009* or the *Evidence Act 1977*. Further information about privacy is available on the Department’s website: [www.des.qld.gov.au](http://www.des.qld.gov.au).

# 14. Declaration of the person or persons making this application

**Please read the following carefully before signing:**

* I agree to comply with the standard terms and conditions of the lease, agreement, licence, permit or other authority and that I will be bound by those terms and conditions.
* I have read and understood the public liability, indemnity, release and discharge requirements of the Department, as outlined in the Operational Policy ‘Insurance and indemnity requirements for QPWS&P authorities’ (QPW/2015/1323), and I agree to comply with and be bound by these conditions.
* I declare that the information I have provided in this form (including information submitted as part of this application for a relevant lease, agreement, licence, permit or other authority) is true and correct to the best of my knowledge and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*.
* I understand that it can be an offence under the NCA to state anything in this form or provide material that is false or misleading.
* I understand the privacy notice in this form and I consent to the collection, use and disclosure of my personal information in the manner described in that notice
* I understand that the chief executive may obtain a criminal history of an applicant, and if the applicant is a corporation, in respect of each executive officer of the corporation.
* I understand that the chief executive may obtain a report from an appropriate lease, agreement, licence, permit or other authority in another State about authorities held or previously held in another State by me.
* I understand that I must wait until my application is assessed by the chief executive pursuant to the *Nature Conservation Act 1992* and I am granted a relevant lease, agreement, licence, permit or other authority by the chief executive before I can undertake the proposed activities.

|  |
| --- |
| APPLICANT’S FULL NAME |
| IF THE APPLICANT IS A CORPORATION, PLEASE INDICATE YOUR POSITION IN THE CORPORATION. |
| APPLICANT’S SIGNATURE | DATE |

If more than two signatures are required:

|  |
| --- |
| APPLICANT’S FULL NAME |
| IF THE APPLICANT IS A CORPORATION, PLEASE INDICATE YOUR POSITION IN THE CORPORATION. |
| APPLICANT’S SIGNATURE | DATE |

**PLEASE NOTE THE FOLLOWING:**

* **Insurance Requirements** **-** If this application is approved you may be required to hold worker’s compensation insurance and public liability insurance and indemnify and release the State of Queensland acting through the Department of Environment and Science. Please refer to relevant departmental information available at [www.des.qld.gov.au](http://www.des.qld.gov.au) concerning public liability insurance and indemnity requirements for QPWS&P authorities. For more information read the Operational policy ‘Insurance and indemnity requirements for QPWS&P authorities’ on the DES website.
* **Processing Time -** The granting of section 34, 35 or 35A lease, agreement, licence, permit or other authority under the NCA is a non-delegable power under the NCA, and as such must be approved by the chief executive. Furthermore, the granting of authorities under section 35 requires an amendment to subordinate legislation. Processing times are impacted by these requirements.

|  |
| --- |
| **15. Applicant checklist**  Application form(s) completed and signed  Supporting information attached – being:  Submission Report AND  Native title information AND  Cultural heritage information (as part of the EMP) AND  EMP and/or EIS AND  Environmental Offset Proposal AND  Digitised Spatial Data (.shp or .gdb format) AND  A4 Authority Plan OR Survey Plan OR Detailed map to scale AND  Primary user only – Details of any secondary user(s) OR  Co-location only – Letter of approval or non-objection from the primary user OR |
| **Please return your completed application kit to:**  **Queensland Parks and Wildlife Service and Partnerships**  **Industry Engagement**  Department of Environment and Science  PO Box 3130  RED HILL ROCKHAMPTON QLD 4701  Enquiries: 07 4936 0109  Email: QPWS.Estate@des.qld.gov.au  Website: [www.des.qld.gov.au](http://www.des.qld.gov.au) |