



# Application for an Approved Harvester Licence – Whole Protected Plants

Application for a biodiversity conservation licence under the *Biodiversity Conservation Act 2016* (BC Act) to pick, possess, buy and sell whole protected plants from nominated harvest sites.

## How to complete the application form

**Electronic:** Download and complete the 'fillable' form using Adobe Acrobat; print the completed form and sign it.

**By hand:** Download and print the application form; complete and sign the printed form by hand with a blue or black pen.

Please read the information for applicants below and refer to the [Whole Plant Sustainable Management Plan 2018–22](#) (WPMP) for more detailed information about licensing requirements and your responsibilities.

### Ensure you:

- complete all sections of the application form including the payment section at the back of the form
- review the attachment checklist and include the required information.

## How to submit the application form

Post or email your completed and signed form and required attachments to:

Wildlife Team, National Parks and Wildlife Service, Department of Planning, Industry and Environment, Locked Bag 5022, Parramatta NSW 2124

Email: [wildlife.licensing@environment.nsw.gov.au](mailto:wildlife.licensing@environment.nsw.gov.au)

## Enquiries

For licensing and application enquiries, contact the National Parks and Wildlife Service (NPWS) Wildlife Team, Phone: 02 9585 6406, Email: [wildlife.licensing@environment.nsw.gov.au](mailto:wildlife.licensing@environment.nsw.gov.au)

## Information for applicants

- An approved harvester licence allows you to harvest whole protected plants for commercial purposes from naturally occurring stands:
  - on property owned by you for species listed in Groups 1, 2 or 3 of Part 2 of Schedule 6 of the BC Act (refer to Appendix A of the WPMP).
  - on property not owned by you, including a state forest, for species listed in Groups 2 or 3 of Part 2 of Schedule 6 of the BC Act – refer to Appendix A of the WPMP (note: a Forest Products Licence from the local regional office of the [Forestry Corporation of NSW](#) must also be obtained for harvest in state forests).
- Once authorised, approved harvester licensees **must** apply for and hold individual site approval licences for each salvage or sustainable harvest site before they can pick.
- If you are the property owner and want to harvest protected plants from Group 1 of Part 2 only, it is recommended you instead apply for a Wild Harvester Licence – Whole Protected Plants.
- A licence includes conditions. It's important you understand and can meet the conditions of your licence if granted. It is an offence under the BC Act to breach a condition of a licence. View an example of the [approved harvester licence conditions](#).
- Please allow up to 28 days for a licence application to be assessed. You will be contacted if further information is needed to complete the assessment.
- The property nominated as the stockpile site identified in the application may be inspected before and after a licence is granted.
- NPWS tags are required for all species harvested from the wild.
- It is an offence for a licensee to sell any protected plants other than those described on their licence.

- It is an offence to provide false or misleading information in applications and documents in connection with matters under the BC Act.

## Attachment checklist

As set out in the WPMP, applicants are required to provide additional information to support their application. These requirements are outlined in Appendices (C) (D) and (E) of the WPMP and must include the information listed below. Except for map/s, please provide the following information in a single attachment.

### General requirements (Appendix C)

- Map/s identifying:
  - access from the nearest town, including geographical information (e.g. latitude and longitude)
  - the location of the stockpile site
- Summary of your experience and expertise in the harvest of the target species and any relevant qualifications
- Evidence of your ability to identify the target taxa to species level
- Evidence of your ability to undertake a population assessment

### Harvest site controls (Appendix D)

- Hygiene procedures for all equipment, machinery, tools and personnel, wash down site
- Harvest site selection procedures (including details of other factors that may influence harvest such as weed invasion)
- Methods to be used to determine the harvest rates
- Harvest target selection procedures
- Pre-harvest treatment methods
- Harvest method (extraction procedures)
- Strategies for reducing site damage
- Transport methods
- Quality control systems

### Stockpile site controls (Appendix E)

- Details of procedures employed at the stockpile site
- Detail of irrigation, pest control, shade or other protection structures used
- Potting facilities
- Procedures for potting, water, fertilising, and disease management
- Weed and pathogen management
- Survivorship monitoring

**All details must be filled in correctly and relevant documentation provided before this licence application will be processed.**

## Applicant information

Applicants must be aged 18 years or over. A biodiversity conservation licence may only be granted to an individual, company or incorporated association, but not a partnership, trust or joint-venture. Individuals must also provide a current Australian Business Number (ABN).

**An individual** Complete Section 1 applicant details – then complete sections 3 to 7

**An organisation** Complete Section 2 applicant details – then complete sections 3 to 7

### 1. Applicant details for an individual

Full name		Date of birth	
Street address (not a post office box)	Address		
	Suburb/Town	State	Postcode
Postal address (if different from above)	Address		
	Suburb/Town	State	Postcode
Contact phone		Email	
ABN	Business/trading name <i>(if applicable)</i>		
<b>Disclosure of business details</b>			
I give permission for my business name and contact details to be published on the Department website:			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
My preferred form of contact details for the website listing is (select which apply):			
<input type="checkbox"/> phone <input type="checkbox"/> email <input type="checkbox"/> all <input type="checkbox"/> none			

### 2. Applicant details for an organisation

Organisation type

**Company/Corporation**  **Incorporated association**

Legal entity name			
Trading/business name/s (if applicable)			
ACN/ABN	ACN	ABN	
Street address (not a post office box)	Address		
	Suburb/Town	State	Postcode
Postal address (if different from above)	Address		
	Suburb/Town	State	Postcode
Organisation contact and business details	Phone		Fax
	Organisation email		
	Website		
Organisation contact person	Title	First name	
	Last name		

	Position held	
	Phone	Mobile
	Email	

**Disclosure of business details**

I give permission for my business name and contact details to be published on the Department website:  
 Yes  No

Preferred form of contact details for the website listing is (select which apply):  
 phone  email  web address  all  none

### 3. Details of person/s who will work on behalf of the applicant

List the name, address and contact phone number of each person who will work on your behalf.

Name (in full)	Address	Contact phone number

### 4. Description of the property where the stockpile site will be situated

(note: refer to [NSW Land Registry Services](#) about accessing land titling information)

a. Property name and address
b. <input type="checkbox"/> Freehold or <input type="checkbox"/> Leasehold
c. Particulars of the title/s (lot, section, DP) for each portion of the property to be licensed, or Crown Lands holding numbers (e.g. Conditional Lease, Settlement Purchase, etc.)
d. Area in hectares
e. Brief description of the facilities at the stockpile site (more detail is required in an attachment – see checklist above)
f. Provide brief road directions from the nearest town to access the lands described in this application. Include a map showing access from nearest town and location of the stockpile site (see attachment checklist above)

g. Written consent of the property owner (if different from the applicant) must be provided in the following declaration:

I, (name in full)

of (address)

Contact number

Email

Being the owner of the property described above, certify that the stockpile site is situated on my property and I give consent to the applicant to access the site.

Signature of property owner:

Date:

## 5. Species to be harvested

- a. List the species of protected plants proposed to be harvested and sold (please provide both the scientific and common name for each species).
- b. I/we confirm my/our ability to identify target material (as listed below) to the species level or will seek identification by a relevant expert or authority

Scientific name	Common name	Schedule 6 Part 2 Group
e.g. <i>Xanthorrhoea johnsonii</i>	Grass trees	2
e.g. <i>Cyathea</i> species	Tree fern	1
<b>Insert your list below</b>		

## 6. Declaration of applicant

I/we do hereby apply for a biodiversity conservation licence under Part 2 of the *Biodiversity Conservation Act 2016* to pick, possess, buy and sell whole protected plants from nominated harvest sites. I/we declare that all information provided in this application (including any attachments) is true and correct. I/we have read and understand the conditions that may apply to the licence and agree to comply with all conditions if granted.

### For applications made by an individual

Signature	Date
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Name
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**For applications made by an organisation**

Signature	Date
Name	
Position title (e.g. director, authorised delegate for a company – Note: if you are the authorised delegate representing a company you need to attach a letter of authority from a company director)	

**Privacy information**

This application form contains information that identifies you and is defined as personal information under the NSW *Privacy and Personal Information Act 1998* (PIIP Act). The Department of Planning, Industry and Environment collects and manages the personal information you provide in accordance with the PIIP Act. The Department will not use personal information except for purposes listed as exemptions in the PIIP Act. Information supplied on this form will be used by officers of the Department to assess your application. Information collected by the Department may be disclosed to third parties for the purposes of confirming information provided by you in this application, and for law enforcement purposes. Personal information collected by the Department will be stored securely and disposed according to Records Management Policy. You have a right of access to modify and/or update your personal information. For other inquiries about privacy or access to your information, contact a Right to Information/Privacy Officer on 9860 1440 or [privacy@dpie.nsw.gov.au](mailto:privacy@dpie.nsw.gov.au)

**Public register**

As required by the *Biodiversity Conservation Act 2016*, a public register of biodiversity conservation licences will be published on the Department website. The public register will **not** include personal information of individuals (e.g. name, postal and email address, phone number and date of birth). Information about the location of plants and animals covered by licences will be restricted to post code.

**Suspension or cancellation**

The Environment Agency Head may cancel or suspend this licence:

- on the grounds the licensee has contravened or failed to comply with conditions of the licence
- on the grounds the licensee has been convicted of an offence under the *Biodiversity Conservation Act 2016* or other relevant legislation
- on the grounds the licensee has made a statement that the licensee knows, or ought reasonably to know, is false or misleading in, or in connection with, the application for the licence
- for any reason the Environment Agency Head thinks appropriate.

## 7. Payment of application fee

The application fee is **\$175** (for three years).

Licences will not be granted without payment in full.

**Select one of the following options to pay the application fee in full:**

- I've enclosed a cheque or money order made payable to Department of Planning, Industry and Environment.
- I've provided credit card details below.

**Note:** A merchant fee of 0.4% will be charged to all credit card transactions

Card type	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
Card number		
Expiry date – month/year (xx/xx)		
CCV number	(this is located on the back of your credit/debit card next to the signature panel strip)	
Amount (\$)	\$	
Cardholder's name (as it appears on the card)		
Cardholder's signature		

<b>For office use only</b>	
Date application was received in office	<input type="checkbox"/> Application details confirmed
<input type="checkbox"/> Application fee received: \$175 (for 3 years)	<input type="checkbox"/> Receipt number
<input type="checkbox"/> Site map/s attached	<input type="checkbox"/> Site inspection undertaken. Date of inspection
Recommendation based on site inspection. <input type="checkbox"/> Grant <input type="checkbox"/> Refuse licence application	
<input type="checkbox"/> Licence application refused (provide reason)	
<input type="checkbox"/> Licence application granted – licence number	
<input type="checkbox"/> Information entered into database	<input type="checkbox"/> All action complete
Name	Signature
Position held	Date