

Notification of intention to clear under the Managing encroachment accepted development vegetation clearing code

Vegetation Management Act 1999

This form, or the online notification form, must be completed to notify of your intention to clear under the *Managing encroachment accepted development vegetation clearing code*.

It is recommended that you read the code and obtain a property report for the lot, before completing this form. A report and a copy of the code can be obtained through the department's website or by visiting any of our business services centres. For information on vegetation property report please call 135 VEG or 135 834.

To complete this form you will need:

- location of the area to be cleared
- area intended to be cleared in hectares
- regional ecosystems in the area to be cleared.

1. Are you the landholder?

Yes (Go to **question 4**)

No (Go to **question 2**)

2. Are you authorised to notify on the landholder's behalf?

Yes

No - You are not able to notify on the landholder's behalf if you do not have their authorisation.

3. Are you a Department of Resources officer?

Yes - (Please answer **questions 4 and 5**)

No - (Please answer **questions 4 through to 7**)

Name:

Office:

4. Landholder details

First name:

Middle name:

Surname:

Company name:

Main phone:

Other phone:

Email:

Address line 1:

Address line 2:

Town/Suburb:

State:

Postcode:

5. Is the landholder's postal address the same as their home address?

Yes

No - If no, please complete the home address details below

Address line 1:

Address line 2:

Town/Suburb:

State:

Postcode:

6. Notifier details		
First name:	Middle name:	Surname:
Company name:		
Main phone:	Other phone:	
Email:		
Address line 1:		
Address line 2:		
Town/Suburb:	State:	Postcode:

7. Is the notifier’s postal address the same as their home address?	
Yes	No - If no, please complete the home address details below
Address line 1:	
Address line 2:	
Town/Suburb:	State: Postcode:

8. Can you demonstrate encroachment has occurred on the property?	
Yes – Please retain evidence of encroachment for your records. These records should be made available to the Department of Resources upon request.	No – Before you can continue this notification you must demonstrate that encroachment has occurred.

9. What is the lot on plan number of the area to be cleared?	
For example, Lot: 1 on Plan: RP123456 Note: A new notification form must be completed for each activity on each lot on plan.	
Lot:	Plan:

10. What is the tenure of this property?		
Freehold	Leasehold	Other - please list tenure:

11. Vegetation category		
Multiple vegetation categories may be selected.		
Category B	Category C	Category R

12. Self-audit	
If this is the first notification for encroachment on this lot on plan go to question 13 .	
Have you completed a self-audit of the clearing undertaken previously, and was the clearing consistent with the code requirements?	
Yes – You are required to keep records of your clearing activities and make them available to the Department of Resources upon request.	No – You cannot continue until you have undertaken a self-audit. If you need assistance, please contact us.

13. Regional ecosystems in which clearing will occur

At least one regional ecosystem **must** be listed for each category of vegetation selected in **Question 11**.

Category B	Category C	Category R

14. Notification area

There are restrictions on the maximum area which can be cleared under this code. This will depend on the category or categories of vegetation selected. Please ensure you have read the code and understand these limitations.

How large is the area to be cleared?	Area in hectares

What is the location of the area to be cleared?	Please attach information on the area that is to be cleared, by clearly marking on a map or aerial photograph the area to be cleared.
---	--

A vegetation property report (including maps of your property) can be accessed through the website or by visiting any of our business services centres. For information on vegetation property report please call 135 VEG or 135 834.

15. Acknowledgements

Record keeping acknowledgements

I acknowledge that I will keep the following items for record keeping purposes as part of this notification:

- pre-clearing photographs noting the date and associated GPS coordinates
- historical imagery and recent imagery used to demonstrate encroachment
- name of the invading native wood species causing the encroachment issue
- for chemical clearing methods, the herbicide used and details on how and where it was applied
- contractor details (name, address, phone and email contact details), where relevant
- instructions to contractors (detailing location, date, time and species), where relevant
- self-audit results where relevant.

16. Declaration

In submitting this notification, I acknowledge that:

- the information I am supplying is true and correct
- I have read, understood and will comply with the requirements of the accepted development vegetation clearing code for the activity being notified
- the information I have provided will be used only in accordance with the Department of Resources information privacy statement available at: www.qld.gov.au/legal/privacy/

Landholder signature:	Notifier signature:
Date:	Date:

Privacy statement: The Department of Resources is collecting the information submitted on this form to meet legislative requirements under the *Vegetation Management Act 1999*. We will publish public location data and the purpose of the notified activity in a public register. Your personal information will not be disclosed to any other parties unless authorised or required by law.

Read more about [our privacy policy](#).

Office use only

Name:	Position:	Date received
Signature	Date:	