

User Guide

Online accepted development vegetation clearing code notification form

Policy register number

Version 2.00

20 July 2018

This publication has been compiled by Operations Support - Vegetation, Department of Natural Resources, Mines and Energy.

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Purpose

The purpose of this procedure is to assist you in completing the online notification for accepted development vegetation clearing codes.

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Helpful hints

When you are completing the online form the back arrow  function from the web address will exit you from the form. Select the **Next >** button to progress your notification.

Fields with a preceding * are mandatory and are required to be completed to successfully lodge your notification.

Lot on plan

How do I find the lot on plan information?

You can find your lot on plan information on a:

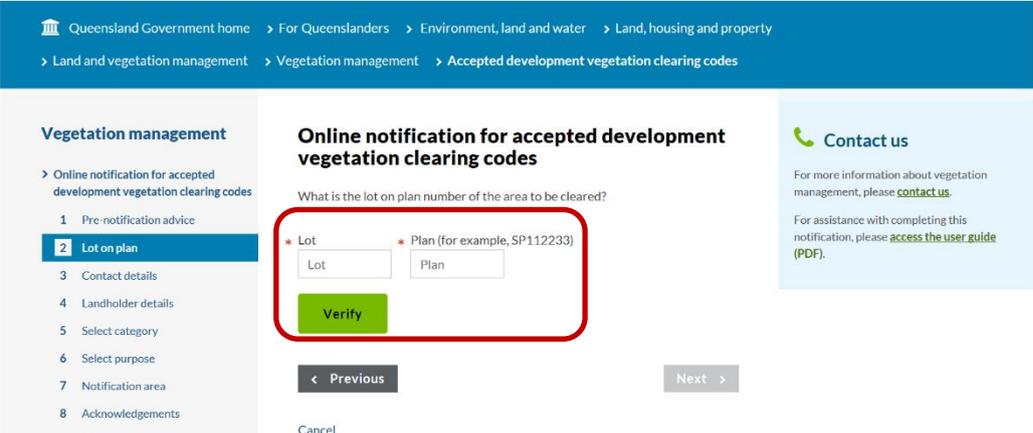
- rates notice
or
- land title document.

How do I enter the lot on plan information into the form?

There are two * mandatory fields to complete:

- * Lot – insert the number of the lot only.
- * Plan – insert the full plan number, including letter prefixes (e.g. RP123456 or SP891234).

Select **'Verify'** to validate your lot on plan entry against the department's system.



Queensland Government home > For Queenslanders > Environment, land and water > Land, housing and property
> Land and vegetation management > Vegetation management > Accepted development vegetation clearing codes

Vegetation management

> Online notification for accepted development vegetation clearing codes

- 1 Pre-notification advice
- 2 Lot on plan**
- 3 Contact details
- 4 Landholder details
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Online notification for accepted development vegetation clearing codes

What is the lot on plan number of the area to be cleared?

* Lot * Plan (for example, SP112233)

Lot Plan

Verify

< Previous Next >

[Cancel](#)

Contact us

For more information about vegetation management, please [contact us](#).

For assistance with completing this notification, please [access the user guide \(PDF\)](#).

The lot on plan validation links to departmental systems and returns data confirming the tenure, vegetation categories, regional ecosystems and bioregions for that lot on plan. A summary of this information will be displayed and will assist you to complete your notification and comply with the code requirements.

Queensland Government home > For Queenslanders > Environment, land and water > Land, housing and property > Land and vegetation management > Vegetation management > Accepted development vegetation clearing codes

Vegetation management

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Online notification for accepted development vegetation clearing codes

What is the lot on plan number of the area to be cleared?

* Lot: 2 * Plan (for example, SP112233): RP1

Results

- Area: 0.2894 ha
- Tenure: Freehold
- Local government areas:
 - Quilpie Shire
- Vegetation categories:
 - Category B
- Bioregions:
 - Mulga Lands

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Contact details

Who can notify the department online?

An online accepted development vegetation clearing code notification form can be lodged by:

- the landholder
 - a person the landholder has authorised to notify on their behalf (please refer to the [‘authorised person’](#) section of this guideline)
- or
- an officer of the Department of Natural Resources, Mines and Energy on behalf of the landholder.

Complete all the * mandatory fields so the department has the correct contact details.

Queensland Government home > For Queenslanders > Environment, land and water > Land, housing and property > Land and vegetation management > Vegetation management > Accepted development vegetation clearing codes

Vegetation management

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 - Landholder details
 - Select category
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Online notification for accepted development vegetation clearing codes

Contact details

* Are you the landholder?

Yes

No, I am notifying on behalf of the landholder

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User guide: Online accepted development vegetation clearing code notification form

If you select **'No, I am notifying on behalf of the landholder'**, two additional options are provided as follows:

- Are you authorised to notify on behalf of the landholder?
- Are you an officer of the Department of Natural Resources, Mines and Energy?

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Online notification for accepted development vegetation clearing codes

Contact details

* Are you the landholder?

Yes

No, I am notifying on behalf of the landholder

* Are you authorised to notify on behalf of the landholder?

Yes

No

* Are you an officer of the Department of Natural Resources, Mines and Energy?

Yes

No

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Contact us

For more information about vegetation management, please [contact us](#).

For assistance with completing this notification, please [access the user guide \(PDF\)](#).

If you select **No** in response to the question 'Are you authorised to notify on behalf of the landholder?' the form will display the following message and will not allow the notification to be completed.

Queensland Government home > For Queenslanders > Environment, land and water > Land, housing and property > Land and vegetation management > Vegetation management > Accepted development vegetation clearing codes

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Online notification for accepted development vegetation clearing codes

Contact details

* Are you the landholder?

Yes

No, I am notifying on behalf of the landholder

* Are you authorised to notify on behalf of the landholder?

Yes

No

Cannot continue

You cannot submit a notification on behalf of a landholder unless you have first obtained authorisation from the landholder.

An authorised person

When an authorised person completes the notification on behalf of the landholder, the department requires evidence of consent.

This requires permission in writing from the landholder and is to be attached to the notification and can be:

- a hand written letter
- an email
- or
- a text message.

Only one document can be attached to this section.

Queensland Government home > For Queenslanders > Environment, land and water > Land, housing and property
> Land and vegetation management > Vegetation management > Accepted development vegetation clearing codes

Vegetation management

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Online notification for accepted development vegetation clearing codes

Notifier details

* Are you able to attach evidence of consent?

Yes

* Evidence of consent (up to 5 files)
We accept: DOC, DOCX, PDF, ODF, JPG, BMP, TIFF, PNG, XLS or XLSX

Drag your evidence of consent here (up to 5 files)
or click to browse

No

Contact us
For more information about vegetation management, please [contact us](#).
For assistance with completing this notification, please [access the user guide \(PDF\)](#).

Select category

What does vegetation category mean?

To complete your notification, you will need to select the vegetation category in which you intend to clear vegetation. This is provided in the vegetation property report or shown on the Regulated Vegetation Management Map. To request a vegetation property report, visit www.qld.gov.au search for 'vegetation map request'.

- Category B means remnant vegetation.
- Category C means high value regrowth vegetation.
- Category R means regrowth vegetation watercourse area.

Why are some vegetation categories listed and others not at all?

The categories specific to the lot on plan as shown on the Regulated Vegetation Map are available for selection.

If the category is not shown and you believe the map has an error, you can apply to amend the Regulated Vegetation Management Map.

For information on this process visit www.qld.gov.au search for 'vegetation map correction'.

The screenshot shows the 'Select category' step of the online notification form. The breadcrumb trail at the top reads: Queensland Government home > For Queenslanders > Environment, land and water > Land, housing and property > Land and vegetation management > Vegetation management > Accepted development vegetation clearing codes. The left sidebar shows a progress list with '6 Select category' highlighted. The main content area is titled 'Online notification for accepted development vegetation clearing codes' and 'Select category'. Below the title, it says: 'For this lot on plan, it is possible to clear under an accepted development code in the following vegetation categories. Please select one:'. There is a radio button selected for 'Category B', which is highlighted with a red box. Below the list are 'Previous' and 'Next' buttons, with the 'Next' button also highlighted with a red box. A 'Contact us' sidebar is visible on the right.

Select purpose

Why are only some vegetation purposes listed and others not at all?

Only the vegetation purposes specific to the lot on plan and selected vegetation category are available to select.

Select the purpose for which you intend to clear vegetation.

The screenshot shows the 'Select purpose' step of the online notification form. The breadcrumb trail at the top is the same as in the previous screenshot. The left sidebar shows a progress list with '6 Select purpose' highlighted. The main content area is titled 'Online notification for accepted development vegetation clearing codes' and 'Select purpose'. Below the title, it says: 'For this lot on plan, you can notify for the following clearing purposes. Please select one:'. There is a radio button selected for 'Encroachment', which is highlighted with a red box. Below the list are 'Previous' and 'Next' buttons, with the 'Next' button also highlighted with a red box. A 'Contact us' sidebar is visible on the right.

Why are previous notifications displayed when I select a purpose?

To ensure landholders are aware of the number of notifications that have been submitted, the online form will display the existing notifications when certain clearing purposes are selected.

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Online notification for accepted development vegetation clearing codes

Select purpose

* For this lot on plan, you can notify for the following clearing purposes. Please select one:

- Encroachment
- Extractive industry
- Fodder harvesting**
- Improve operational efficiency of existing agriculture
- Native forest practice
- Necessary environmental works
- Necessary property infrastructure
- Weed control

Previous fodder notifications for this lot on plan

Fodder Notification Number	Start Date	End Date
NVSA103401	02/05/2018	01/05/2020

< Previous Next >

For certain clearing purposes, if you have already made a notification, before you can make another notification, you need to conduct a self-audit of the area already cleared.

Select activity

If you selected a purpose that requires an activity to be defined, select the activity.

Queensland Government home > For Queenslanders > Environment, land and water > Land, housing and property

> Land and vegetation management > Vegetation management > Accepted development vegetation clearing codes

Online notification for accepted development vegetation clearing codes

Select activities

You can notify for multiple activities at a time.

* Select the activities you want to notify for

- Coastal wet sclerophyll
- Cypress
- Hardwood
- Rainforest
- Small Scale Harvesting

< Previous Next >

Select regional ecosystems

How do I find out what regional ecosystems are present on the lot?

The relevant regional ecosystems related to the lot on plan are identified on the Vegetation Management Supporting Map available in the vegetation management property report.

For more information on regional ecosystems, visit www.qld.gov.au search for 'regional ecosystem framework.'

Why are only some regional ecosystem numbers listed?

Only regional ecosystems that are allowed under the selected accepted development vegetation clearing code will be available from the drop-down list. To view the list, click on the drop-down list.

How do I enter the regional ecosystem?

Insert the regional ecosystem (RE) numbers relevant to the area to be cleared from the drop-down selection list (you can add up to 10 regional ecosystem numbers) and select 'Add'.

The screenshot shows a web page for Queensland Government with a breadcrumb trail: Queensland Government home > For Queenslanders > Environment, land and water > Land, housing and property > Land and vegetation management > Vegetation management > Accepted development vegetation clearing codes.

The main content area is titled "Online notification for accepted development vegetation clearing codes" and has a sub-section "Enter Regional Ecosystems". It includes a "Please Note" about restrictions and a "Thinning immature trees" section with the instruction: "Up to 10 regional ecosystems that are on this lot on plan can be entered." Below this is a dropdown menu with "6.3.2" selected and an "Add" button. Navigation buttons for "Previous" and "Next" are also visible.

On the left, a sidebar lists 11 steps: 1 Pre-notification advice, 2 Lot on plan, 3 Contact details, 4 Landholder details, 5 Notifier details, 6 Select category, 7 Select purpose, 8 Select activities, 9 Select regional ecosystems (highlighted), 10 Notification area, 11 Acknowledgements.

On the right, a "Contact us" box provides information and links to "contact us" and "access the user guide (PDF)".

If the regional ecosystem you intend to clear on the lot on plan is not the one in the list then select: 'RE not in list'. A message will display which says 'A Regional Ecosystem not in the list cannot be cleared under this accepted development vegetation clearing code'.

The notifier can only continue on with the existing notification process if they have selected one or more regional ecosystem/s from the list.

Notification area

How do I define the size and shape of the area related to the notification?

The size of the area you are intending to clear needs to be submitted in hectares.

The shape of the area can be submitted using either of the following:

- using GPS points (eastings will be a six digit number and northings will be a seven digit number e.g. MGA55 with an easting 228854 and a northing 5828259)
or
- attaching an A4 map that shows the location of the intended clearing marked on it.

Vegetation management

> Online notification for accepted development vegetation clearing codes

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Online notification for accepted development vegetation clearing codes

Notification area

* Is the clearing area coastal or non-coastal?

Coastal

Non-coastal

How large is the area to be cleared?

* Area in hectares

0.2

How do you want to provide the location of the area to be cleared?

Enter a set of GPS points

Attach a sketch or shape file(s)

< Previous

Next >

Contact us

For more information about vegetation management, please [contact us](#).

For assistance with completing this notification, please [access the user guide \(PDF\)](#).

Where do I get my GPS points from?

A GPS device can be used to measure the easting and northing co-ordinates.

The correct configuration for the GPS is UTM and datum GDA94. When you take a GPS point the device will automatically display the zone e.g. MGA54.

Please note if you are using a mobile phone the information may not be as accurate, and often measures latitude and longitude which would need to be converted to eastings and northings.

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Online notification for accepted development vegetation clearing codes

Notification area

* Is the clearing area coastal or non-coastal?

Coastal

Non-coastal

How large is the area to be cleared?

* Area in hectares

0.2

How do you want to provide the location of the area to be cleared?

Enter a set of GPS points

Attach a sketch or shape file(s)

GPS points

Enter at least 5 and no more than 6 GPS points

Projection	Easting	Northing
See Vegetation management report	6 digits e.g. 502744	7 digits e.g. 6961782
Zone 54		

Add

Contact us

For more information about vegetation management, please [contact us](#).

For assistance with completing this notification, please [access the user guide \(PDF\)](#).

How do I attach a map?

Most file formats can be attached to your notification. You can scan a map from:

- a hand drawn map
or
- an existing map.

After you have scanned or downloaded your map, you can drag and drop the file into the attachment box. Up to five files can be attached; and the file cannot exceed 10MB in size. If you have more than one file, or the file is too large, you will need to compress into a single or smaller file.

You cannot open the attached file after it has been attached.

8 Select activities
9 Select regional ecosystems
10 **Notification area**
11 Acknowledgements
12 Review notification
13 Declarations
14 Acknowledge notification

* How do you want to provide the location of the area to be cleared?
 Enter a set of GPS points
 Attach a sketch or shape file(s)

* Attach up to 5 map files
We accept: DOC, DOCX, PDF, ODF, BMP, PNG, XLS or XLSX, ESRI shapefile (.ZIP, .RAR), MapInfo (.ZIP, .RAR), DXF, KML, KMZ, TIFF, GeoTIFF, JPEG, GeoJPEG, Endas Imagine IMG format (BMP excluded), Arc Grib (.ZIP)

Map provided
Test.docx [Remove]
Remove All maps
To replace the uploaded map, drop or select a different file below.

Drag your A4 map here
or click to browse

< Previous Next >

Acknowledgements

Ensure you read the acknowledgement requirements before selecting the '**Acknowledged**' checkbox.

Queensland Government home > For Queenslanders > Environment, land and water > Land, housing and property > Land and vegetation management > Vegetation management > Accepted development vegetation clearing codes

Vegetation management
> Online notification for accepted development vegetation clearing codes
1 Pre-notification advice
2 Lot on plan
3 Contact details
4 Landholder details
5 Select category
6 **Select purpose**

Online notification for accepted development vegetation clearing codes
Acknowledgements

* If you are clearing in a forest consent area, you must contact the Department of Agriculture and Fisheries.

Acknowledged

< Previous Next >

Contact us
For more information about vegetation management, please [contact us](#).
For assistance with completing this notification, please [access the user guide \(PDF\)](#).

Record keeping acknowledgements

Depending upon the purpose for which you are clearing, you may be required to acknowledge the records you have kept in relation to your clearing activities. Ensure you read and acknowledge the relevant record/s by selecting the checkbox next to the relevant item.

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Online notification for accepted development vegetation clearing codes

Acknowledgements

* If you are clearing in a forest consent area, you must contact the [Department of Agriculture and Fisheries](#)

Acknowledged

Record Keeping Acknowledgements

I acknowledge I have kept the following items for record keeping purposes as part of this notification:

GPS coordinates or map identifying proposed fodder area

Confirmation of notification

Notes of fodder operations, detailing location, date, time and species; and instructions to contractors, where relevant

Contractor details (name, address, contact details) and receipts, where relevant

Copies of the regulated vegetation management map and supporting map for the property obtained immediately prior to undertaking the fodder

Self-audit results, where relevant

Contact us

For more information about vegetation management, please [contact us](#).

For assistance with completing this notification, please [access the user guide \(PDF\)](#).

Review notification

Review the summary of your notification

A summary of the information you have entered will now be provided.

If any updates are required, select the section you need to update from the left hand menu. You will need to click on the **Next** button to continue through the notification form. You will not be required to re-enter information which was previously entered.

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Vegetation management

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Online notification for accepted development vegetation clearing codes

Review notification

Landholder details

Name	Fergus Frost
Home address	1 William Street Brisbane Queensland 4000
Mailing address	Same as home address
Phone	0712345678
Email	fergie@abc123.net.au

Notifier details

Name	Pixie Frost
------	-------------

Contact us

For more information about vegetation management, please [contact us](#).

For assistance with completing this notification, please [access the user guide \(PDF\)](#).

Declaration

Statement of declaration of notification

- Review the statement of declaration for your notification.
- Select the **'In submitting this notification I acknowledge that ...'** tick box.
- Select **'Submit notification'** to finalise your notification.

The screenshot shows the 'Online notification for accepted development vegetation clearing codes' form. The breadcrumb trail is: Queensland Government home > For Queenslanders > Environment, land and water > Land, housing and property > Land and vegetation management > Vegetation management > Accepted development vegetation clearing codes. The left sidebar shows a list of steps from 1 to 12, with step 11 'Acknowledgements' selected. The main content area has a heading 'Online notification for accepted development vegetation clearing codes' and a checked checkbox 'In submitting this notification, I acknowledge that'. Below this, there are three paragraphs of text: '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', and 'I am the landholder of the lot to which this notification applies or, where required, I have the consent of the freehold owner or lessee under the Land Act 1994 to make this notification'. A fourth paragraph states: 'the information I have provided will be used only in accordance with the Department of Natural Resources, Mines and Energy information privacy statement available at: http://www.qld.gov.au/legal/privacy/'. At the bottom, there are two buttons: '< Previous' and 'Submit notification >', with the latter highlighted in red.

Acknowledge notification

Your notification reference number is displayed on the screen.

If you are wanting to notify for another clearing purpose for this lot on plan, select the **'Yes, Notify Another Purpose'**.

If you have no further notifications or wish to notify for a different lot on plan select **'No Finish'**.

The screenshot shows the 'Online notification for accepted development vegetation clearing codes' form, step 12: Acknowledgements. The breadcrumb trail is the same as in the previous screenshot. The left sidebar shows step 12 'Acknowledgements' selected. The main content area has a heading 'Online notification for accepted development vegetation clearing codes' and a sub-heading 'Thank you for your notification.'. Below this, there is a red-bordered box containing the text 'Your notification reference number is: NVSA102684.'. The text continues: 'You will receive a confirmation of receipt of your notification via email. If you haven't received the confirmation of receipt within 24 hours, please contact us. Your options are:'. There are three bullet points: 'Phone: 135VEG (13 58 34)', 'Email: vegetation@dnrme.qld.gov.au', and 'Submit an online enquiry'. Below this, there is a question: 'Do you wish to notify another clearing purpose on this lot on plan for this vegetation category?'. At the bottom, there are two buttons: 'Yes Notify Another Purpose' and 'No Finish', both highlighted in red.

If you selected '**Yes Notify Another Purpose**' all of your details previously entered into the form will be pre-populated and you will be taken to the '**Select purpose**' screen. You can continue to complete your notification from this screen.

On completion of each notification, an email will be sent to the landholder and the department with the notification reference number to confirm the notification has been lodged.

Further information

For more information:

- call **135 VEG** (135 834)
- email vegetation@dnrme.qld.gov.au
- search 'Vegetation Management' on www.qld.gov.au
or
- contact your nearest DNRME business centre

Approval

Position	Name	Date
Director, Land Policy	Peter Lazzarini	20 July 2018

Version history

Version	Effective Date	Comments
1.00	2016	New document (formerly named 'User guide: Online self-assessable vegetation clearing notification form')
2.00	20 July 2018	Converted to new template format. Document updated to reflect new definitions as per the <i>Planning Act 2016</i> ; and new code requirements.