

Environment Online

# Submit a native vegetation application: clearing referral s.51DA

19 June 2024



Government of **Western Australia**  
Department of **Water and Environmental Regulation**

## Summary

This guide demonstrates the process of submitting a native vegetation clearing referral s.51DA application for assessment.

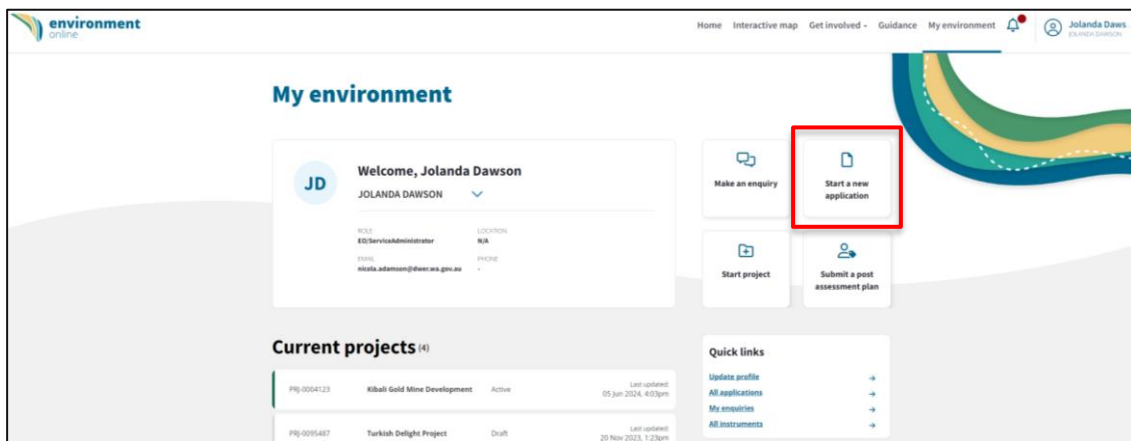
## Prerequisites

You must be a registered user to submit an application for assessment in Environment Online. Guidance on registering and logging in to Environment Online is available on [the Login page](#).

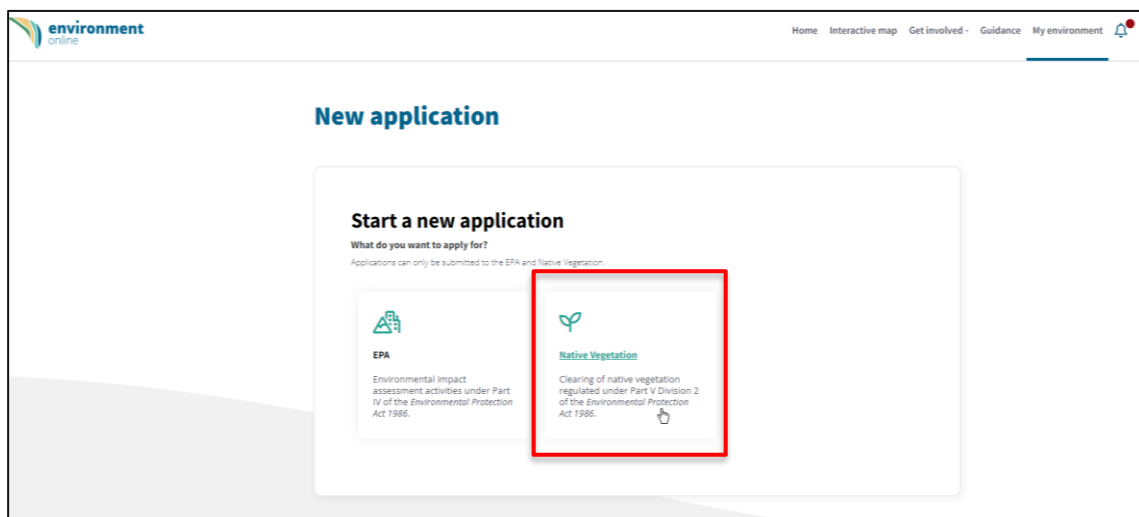
Applications are submitted within the **My environment** dashboard.

## Submit an application

1. From the **My environment** dashboard, select **Start a new application**.



2. Select the **Native Vegetation** tile.



3. On the **Native Vegetation** new application page, choose an option from the **What type of application do you want to create?** drop-down menu.
4. Choose an application type from the **Select application type** drop-down menu.
5. Choose a project from the **Select a project** drop-down menu.

**Note:** If you do not have a current project, select **Create a new project** to create one. This is a mandatory field; the project name can be related to the purpose of the clearing.

6. Select **Start application**.

The screenshot shows the 'Native Vegetation' application page on the 'environment online' website. The page has a navigation bar with links for Home, Interactive map, Get involved, Guidance, and My environment. The user is logged in as Jolanda Dawson. The main form area is titled 'Native Vegetation' and contains three dropdown menus, each indicated by a red arrow:

- What type of application do you want to create? \***: A dropdown menu with 'New' selected.
- Select application type \***: A dropdown menu with 'Clearing referral (s.51 DA)' selected.
- Select a project \***: A dropdown menu with 'Turkish Delight Project' selected. To the right of this menu is a button labeled 'Create a new project'.

At the bottom of the form, there is a blue button labeled 'Start application' which is highlighted with a red rectangular box.

7. Familiarise yourself with the **Clearing Referral** page, then select **Continue**.

environment online

Home Interactive map Get involved - Guidance My environment

Home / EO - Native Veg - Info

## Clearing Referral (s.51DA)

### When to use this form?

You need a clearing permit issued under the *Environmental Protection Act 1986* (the EP Act) for clearing native vegetation in Western Australia, unless:

- an exemption applies – refer to [exemptions and regulations for clearing native vegetation](#).
- you referred the proposed clearing to the department to make a decision on whether you required a clearing permit, and the department determined you did not (suitable only for very low impact clearing proposals).

**Mineral and petroleum activities**

When clearing relates to mineral and petroleum activities, you may need to apply through the Department of Energy, Mines, Industry Regulation and Safety (DEMIRS). If your application is for mineral and petroleum activities authorised under the *Mining Act 1978*, the various Petroleum Acts, and/or a State Agreement Act with areas covered by either mineral or petroleum tenure granted under one of the above mentioned Acts, please submit your application directly to DEMIRS.

[Submit your application through DEMIRS](#)

Continue

8. On the **Applicant details** page, confirm all details are correct and ensure all mandatory information is entered. Mandatory details are indicated by an asterisk.

**Note:** If you are not the applicant and are submitting on behalf of the applicant, select the **Search** icon to select the applicant. You can authorise a user to represent an entity by following the steps outlined in the [Representing an Entity Knowledge Article](#).

9. Select **Next**.

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Applicant details

Land details

## Applicant details

Details have been populated from your portal account. Select the search button to nominate an alternative user as the applicant. Any user who is authorised to represent the entity may be selected from the list.

Applicant Details

Jolanda Dawson

Full Name \*

Jolanda Dawson

Save Next

### Guidance

#### Procedures and Guidelines

- [How to apply for a clearing permit to clear](#)
- [A guide to the exemptions and regulations for clearing native vegetation](#)
- [Environmentally sensitive areas](#)
- [Guideline: Native vegetation clearing referrals](#)
- [Procedure: Native vegetation clearing permits](#)
- [Stages of assessment for native vegetation clearing permits](#)
- [A guide to the assessment of applications to clear native vegetation](#)
- [A guide to native vegetation clearing processes under](#)

**Note:** If additional applicants are required to be added to the application, select **Yes** under **Additional applicants**, and follow the steps. You must capture these details in the **Multiple Applicant Authorisation Form** in the attachment step.

10. On the **Land details** page, select **+ Add property** button to add the related property.

**Note:** If adding up to five properties, continue steps **10** and **11**. If adding more than five properties, upload a shapefile and/or properties list in the **Attachments** section.

**Land details**

If you have more than 5 properties, please attach your spatial data and/or property list and proof of ownership in the attachments step.

**Proof of ownership**  
Please provide proof of ownership in the attachments step.

**Property**  
Please provide the relevant details for each location in a separate line in the table.

Property Name ↑	Suburb	Local government area	Relationship to landowner	Actions
There are no records to display.				

**Guidance**

**Procedures and Guidelines**

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- Procedure: Native vegetation clearing permits
- Stages of assessment for native vegetation clearing permits
- A guide to the assessment of applications to clear native vegetation
- A guide to native vegetation clearing processes under the assessment bilateral agreement
- Environmental offsets
- Clearing of native vegetation offsets procedure guideline
- A guide to preparing revegetation plans for clearing permits

**Instructions**

- Instructions for the preparation of data packages for the Index of Biodiversity Surveys for Assessments
- Instructions for the preparation of data packages for the Index of Marine Surveys for Assessments

**Other Guidance**

- Clearing fees frequently asked questions
- Clearing permit fee calculator tool
- Guideline: Clearing permit application fee refunds, waivers and reductions
- DWER Regulatory documents

11. Enter the property details, then select **Add**.

## Add property

Property name

Give a name to your property

Land description

Provide the following details, as applicable:

- volume and folio number
- lot or location number(s)
- crown lease or reserve number
- pastoral lease number
- mining tenement number

Add

12. When a property has been added, select **Next**.

**Land details**

If you have more than 5 properties, please attach your spatial data and/or property list and proof of ownership in the attachments step.

**Proof of ownership**  
Please provide proof of ownership in the attachments step.

**Property**  
Please provide the relevant details for each location in a separate line in the table. [+ Add property](#)

Property Name ↑	Suburb	Local government area	Relationship to landowner	Actions
Monday's Property	Perth	City of Perth	I am the landowner	

[Previous](#) [Save](#) [Next](#)

**Guidance**

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13. On the **Proposed clearing** page, you can draw or upload a shape to your map. Select **Draw a shape** to draw your map. The area will be automatically calculated in square kilometres in map view and hectares on the Proposed clearing page.

**Proposed clearing**

**Location and size**  
You will need to draw or upload your total area of clearing proposed on the map. Please refer to clearing size guidance before starting.  
Expand the map to full screen for a better experience.

**Draw and upload shapes**

Total area of proposed clearing

[Upload a shape](#)  
File must be a shapefile format. Max file size is 10MB.

[Draw a shape](#)  
Draw a shape directly onto the map.

Annotations

Powered By Esri | Sources: Esri, DeLorme, Garmin, IGN, NOAA, USGS, etc.

On the same page, enter the following:

- a. Total area of clearing proposed (hectares)
- b. The number of individual trees being removed
- c. Purpose
- d. Method
- e. Timeframe
- f. Avoidance and mitigation
- g. Offsets
- h. Process

14. Select **Next**.

## Offsets

An environmental offset may be required where significant residual impacts remain after the mitigation hierarchy has been applied.

Offsets are required when a clearing application is determined by DWER to be at variance with one or more of the biodiversity related clearing principles (principles a - f, h) and a significant residual impact remains following the application of the mitigation hierarchy. The clearing principles are contained in Schedule 5 of the EP Act.

**Do you want to submit a clearing offset proposal with your application?**

No  Yes

## Process

Please attach supporting documentation regarding your clearing offset proposal.

- Download and complete Appendix A of the Clearing of native vegetation offsets procedure guideline as a supporting document for your application.
- Upload the completed form and any supporting documentation in the attachment step.

## Downloads

[Appendix A Clearing of native vegetation offsets procedure](#)

15. Complete the **Pre-application scoping** page, then select **Next**.

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**Pre-application scoping**

Historic clearing of native vegetation in the Swan Coastal Plain and Avon Wheatbelt Interim Biogeographic Regionalisation for Australasia (IBRA) bioregions has been extensive. DWER strongly recommends a pre-application meeting if you propose to clear native vegetation within these bioregions.

Do you propose to clear native vegetation within the Swan Coastal Plain or Avon Wheatbelt bioregions?

No  Yes

Have you had any pre-application scoping meetings with DWER regarding this application?

Select

**Guidance**

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- [A guide to preparing revegetation plans for clearing permits](#)

**Instructions**

- [Instructions for the preparation of data packages for](#)

16. Complete the **Surveys for assessments (IBSA And IMSA)** page, then select **Next**.

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**Surveys for assessments (IBSA and IMSA)**

Surveys may be required where the scale and nature of the clearing application is likely to have a moderate or high impact on the environment. Where applications are to be assessed under a bilateral agreement, available surveys, reports and information are required to be submitted as part of the initial application.

For further information and guidance on surveys and gathering information, please see [A guide to the assessment of applications to clear native vegetation](#).

**Biodiversity surveys**

**Guidance**

**Procedures and Guidelines**

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- [Stages of assessment for native vegetation clearing permits](#)

17. Complete the **Assessment bilateral agreement** page, then select **Next**.

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**Assessment bilateral agreement**

The native vegetation clearing processes under Part 1 of the EPBC Act have been accredited by the Commonwealth of Australia under the EPBC Act and so can be assessed under an assessment bilateral agreement.

To be assessed this way, the proposed clearing action must have been referred to the Commonwealth under the EPBC Act and deemed a controlled action before you submit this form. DWER will decline to deal with your application without the proposed clearing first being deemed a control action.

For further information, see DWER's website guidance on the assessment bilateral agreement.

Do you want your proposed clearing action assessed in accordance with, or under, an EPBC Act Accredited Process, such as the assessment bilateral agreement or accredited assessment?

No  Yes

**Guidance**

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18. Complete the **Other approvals** page, then select **Next**.

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**Other approvals**

**Environmental Impact Assessment (Part IV of the EP Act)**

Clearing may be referred to the EPA if it is considered to be part of a 'significant proposal', as defined by s.37B(1) of the EP Act, or will likely to be part of a larger development. An example is when the clearing is for a road to a future mine.

Section 37B(1) of the EP Act defines a 'significant proposal' as 'a proposal likely, if implemented, to have a significant effect on the environment'. If DWER as a decision-making authority considers the proposal in this form is likely to constitute a 'significant proposal', under s.38(5) of the EP Act they must refer the proposal to the EPA under Part IV, if such a referral has not already been made.

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19. Select the **+ Add files** button on the **Attachments** page to include any supporting documentation, then select **Next**.

**Note:** If your application needs to be treated as 'confidential', please provide a redacted version of the files, and include the information to support the reason for confidentiality.

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**Attachments**

**Process**

Please attach supporting documentation

- Download and complete the necessary applications
- Upload the completed applications and any supporting documentation by clicking "add files" below
- Attachment should not exceed 1GB

If you wish to request that DWER keep any or all of this information confidential, please save a separate redacted version of this information in the folder marked 'Confidential' and provide information to support your request.

Upload files [+ Add files](#)

Name ↑	Modified
Confidential	12/06/2024 9:43 AM

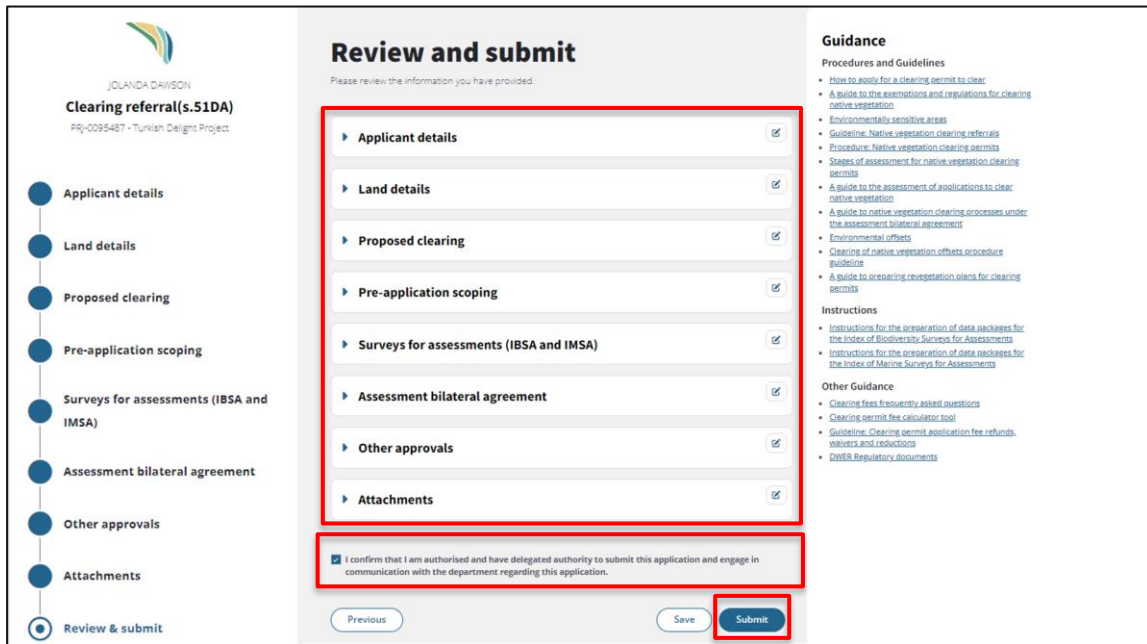
[Previous](#) [Save](#) [Next](#)

**Guidance**

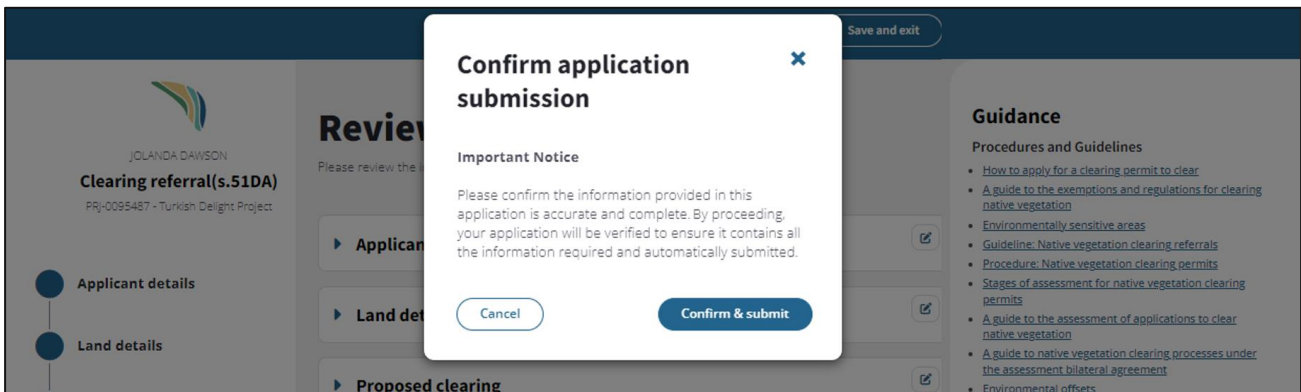
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- [A guide to native vegetation clearing processes under](#)

- 20. Confirm all details on the **Review and submit** page have been entered.
- 21. Select the check box to confirm **authority**.
- 22. Select **Submit**.



- 23. Select **Confirm & submit**.



24. When successfully submitted, a confirmation page will appear. Take note of the **reference number**, then select the **Go to My Environment** button to return to your dashboard.

The screenshot shows the 'environment online' website header with navigation links: Home, Interactive map, Get involved - Guidance, My environment, and notification icons. The main heading is 'Thanks for submitting a clearing referral(s.51DA)'. Below this, the 'Application details' section states: 'Your form name reference number is: **APP-0706952.**' and 'You have successfully submitted your application. The Department of Water and Environment Regulation will be in touch with you shortly.' The 'Next steps' section is titled 'Assessment process' and explains that DWER/DEMIRS may request supporting information. The 'Expected timeframes' section states that the CEO will decide on the permit, with a target timeframe of 60 working days for 80% of applications. At the bottom, there is a blue button labeled 'Go to My Environment' and a green 'back to top' arrow icon.

If you receive an error, select **Return to application** to amend.

The screenshot shows the 'Verifying application' page. At the top, there is a 'Warning Notice' with an exclamation mark icon, stating: 'When updating any sections that have been identified as incomplete during verification, please ensure that you have selected the 'save' option at the bottom of each screen that has been edited or updated prior to returning to the verification page.' Below this is a 'Verifying summary' table with two rows: 'Attachments' (marked with a red 'x') and 'Contact Details' (marked with a green checkmark). At the bottom of the page, there are two buttons: 'Re-validate' and 'Return to application', with the latter being highlighted by a red box.

**Note:** The **Guidance** panel on the screen's right side provides further information to support you in your application.

