

Environment Online

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

22 March 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.

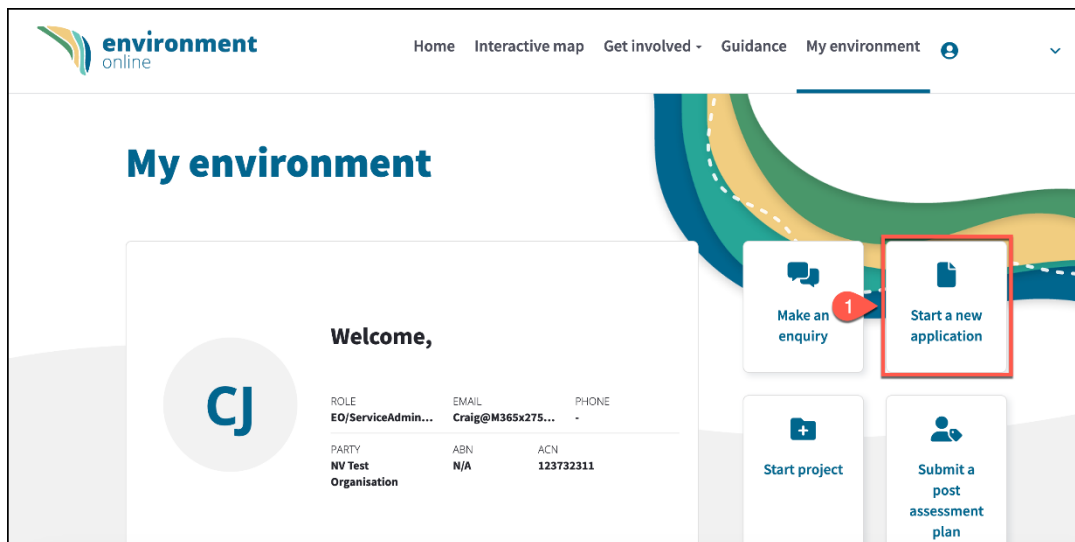
Prerequisites

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](#).

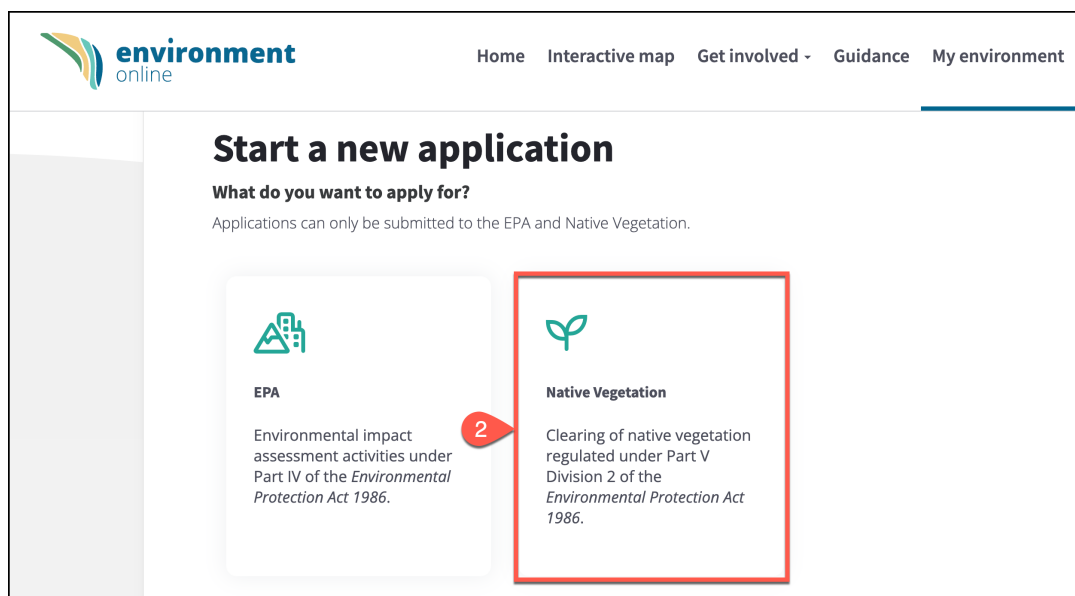
Applications are submitted within the **My environment** dashboard.

Submit an application

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



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



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

New Application

Native Vegetation

3. What type of application do you want to create? *

Application for new permit or referral to clear native vegetation

4. Select application type *

Clearing referral (s.51DA)

5. Select a project *

Select the project that this application relates to. Create a new project if it does not relate to an existing project.

Please select

Create a new project

6. Start application

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

environment online

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](#)

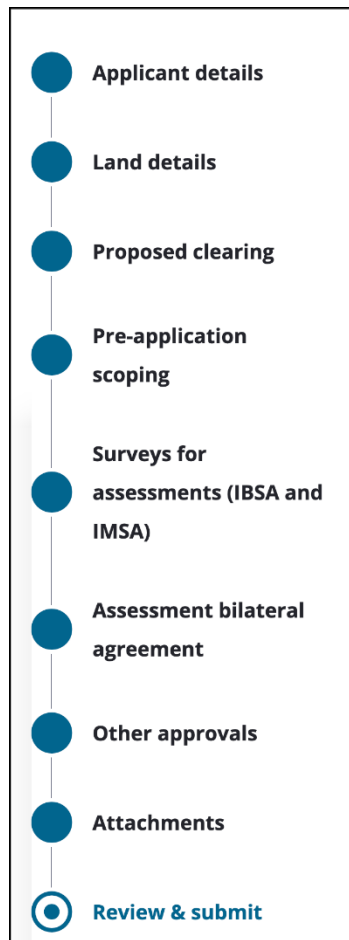
7. Continue

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**.

Note: There is a step navigation panel on the left side of the screen. You can return to a step at any time during the application process.



10. Select the **+ Add property** button on the **Land Details** page to add the related property.

Note: If adding up to 5 properties, continue steps **10** and **11**. If adding more than 5 properties, upload a shapefile and/or properties list in the **Attachments** section.

Note: The **Guidance** panel on the screen's right side provides further information supporting your application.

Land Details

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

Proof of ownership
Please provide proof of ownership the Land details folder 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 |
|----------------------------------|--------|-----------------------|---------------------------|
| There are no records to display. | | | |

+ Add property

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 permits](#)
- [Stages of assessment for native vegetation clearing permits](#)
- [A guide to the assessment of applications to clear native vegetation 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](#)

Other Guidance

- [Clearing fees frequently asked questions](#)

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:

- column 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**.

Pre-application scoping

Surveys for assessments (IBSA and IMSA)

Assessment bilateral agreement

Other approvals

+ Add property

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

Previous

Next

13. On the **Proposed Clearing** page, enter the following:
- Total area of clearing proposed (hectares)
 - Footprint of clearing (hectares)
 - The number of individual trees being removed
 - Purpose
 - Method
 - Timeframe
 - Avoidance and mitigation
 - Offsets
 - Process
14. Select **Next**.

Proposed Clearing

Size

If you propose to clear a patch(s) of vegetation, enter a hectare value for the total size of the area (mark the number of trees as zero). For example, 'clearing of 5 hectares'.

If you propose to clear only individual trees from the area(s) (i.e. the shrubs, grasses, and groundcover plants will remain intact), provide the number of trees. For example, 'clearing of 10 trees'. Note: If any shrubs, grasses, and/or groundcover plants MAY be damaged in the clearing process, enter the total area only.

If you propose to clear an area of vegetation within a larger footprint, enter the hectare value for the total size of the area to be cleared (mark the number of trees as zero) and the size of the footprint. For example, 5 hectares of clearing within a 10 hectare footprint. This option is only available for purpose permit applications.

the area encompassed by the tree's drip line; that being the outermost circumference of the tree's canopy.

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

Next

15. Complete the **Pre-Application Scoping** page, then select **Next**.

Pre-Application Scoping

Historic clearing of native vegetation in the Swan Coastal Plan and Avon Wheatbelt Interim Biogeographic Regionalisation for Australia (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 Plan or Avon Wheatbelt bioregions?

☐ No ☐ Yes

Guidance

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- [Procedure: Native vegetation clearing permits](#)
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- [Clearing permit fee calculator tool](#)
- [Guideline: Clearing permit application fee refunds, waivers and reductions](#)
- [DWER Regulatory documents](#)

Next

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

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

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

Next

17. Complete the **Assessment Bilateral Agreement** page, then select **Next**.


The screenshot shows the 'Assessment Bilateral Agreement' page. On the left, the user 'LISABETH PETIT' is logged in, and the project is 'PRJ-0484447 - Monday's project'. A sidebar on the left lists three steps: 'Applicant details', 'Land details', and 'Proposed clearing'. The main content area is titled 'Assessment Bilateral Agreement' and contains text about the native vegetation clearing processes under Part V of the EP Act. Below this text is a 'Downloads' section with a link to 'NV-07 Assessment bilateral agreement (Annex C7)'. At the bottom, there are 'Previous' and 'Next' buttons. The 'Next' button is highlighted with a red box, and a red circle with the number '17' is next to it. On the right side, there is a 'Guidance' section with a list of links under 'Procedures and Guidelines'. A green arrow icon is visible in the bottom right corner.

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

The screenshot shows the 'Other Approvals' page. On the left, the user 'LISABETH PETIT' is logged in, and the project is 'PRJ-0484447 - Monday's project'. A sidebar on the left lists two steps: 'Applicant details' and 'Land details'. The main content area is titled 'Other Approvals' and contains a section for 'Environmental Impact Assessment (Part IV of the EP Act)'. Below this section is a 'Previous' button. At the bottom, there are 'Previous' and 'Next' buttons. The 'Next' button is highlighted with a red box, and a red circle with the number '18' is next to it. On the right side, there is a 'Guidance' section with a list of links under 'Procedures and Guidelines'. A green arrow icon is visible in the bottom right corner.

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, provide a redacted version of the files and include the information to support the reason for confidentiality.



LISABETH PETIT

Clearing referral(s.51DA)

PRJ-0484447 - Monday's project

Applicant details

Other approvals

Attachments

Review & submit

Attachments

Process

Please attach supporting documentation

- Download and complete the necessary forms
- Upload the completed forms and any supporting documentation by clicking "add files" below

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 | 11/03/2024 10:31 AM |

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Guidance


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- [How to apply for a clearing permit to clear](#)
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- [Procedure: Native vegetation clearing](#)

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20. Confirm all details on the **Review and Submit** page have been entered.
21. Select the check box for **proof of payment**, if applicable, and to confirm **authority**.
22. Select **Submit**.



LISABETH PETIT

Clearing referral(s.51DA)

PRJ-0484447 - Monday's project

Applicant details

Land details

Proposed clearing

Pre-application scoping

Surveys for assessments (IBSA and IMSA)

Assessment bilateral agreement

Other approvals

Attachments

Review & submit

Review And Submit

Please review the information you have provided.

Applicant details

Land details

Proposed clearing

Pre-application scoping

Surveys for assessments (IBSA and IMSA)

Assessment bilateral agreement

Other approvals

Attachments

☒ I confirm that I have attached proof of payment as part of my application submission.

☒ I confirm that I am authorised and have delegated authority to submit this application and engage in communication with the Department of Water and Environmental Regulation regarding this application.

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Guidance

Procedures and Guidelines

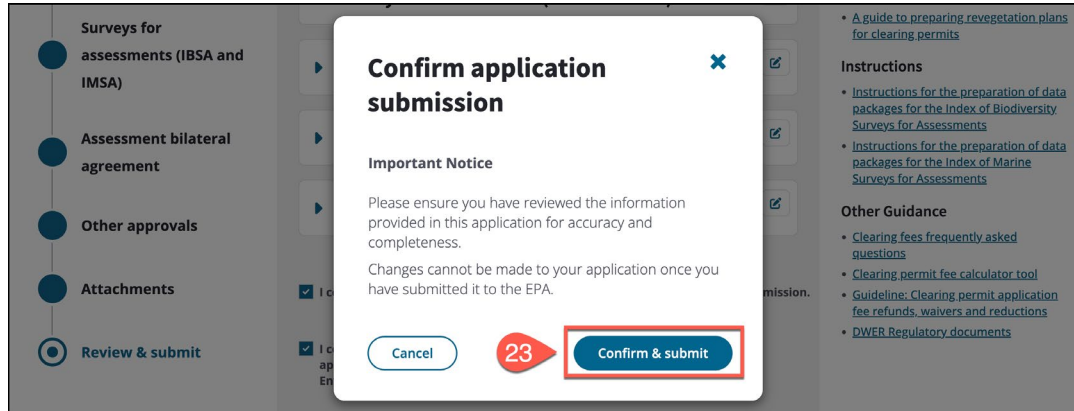
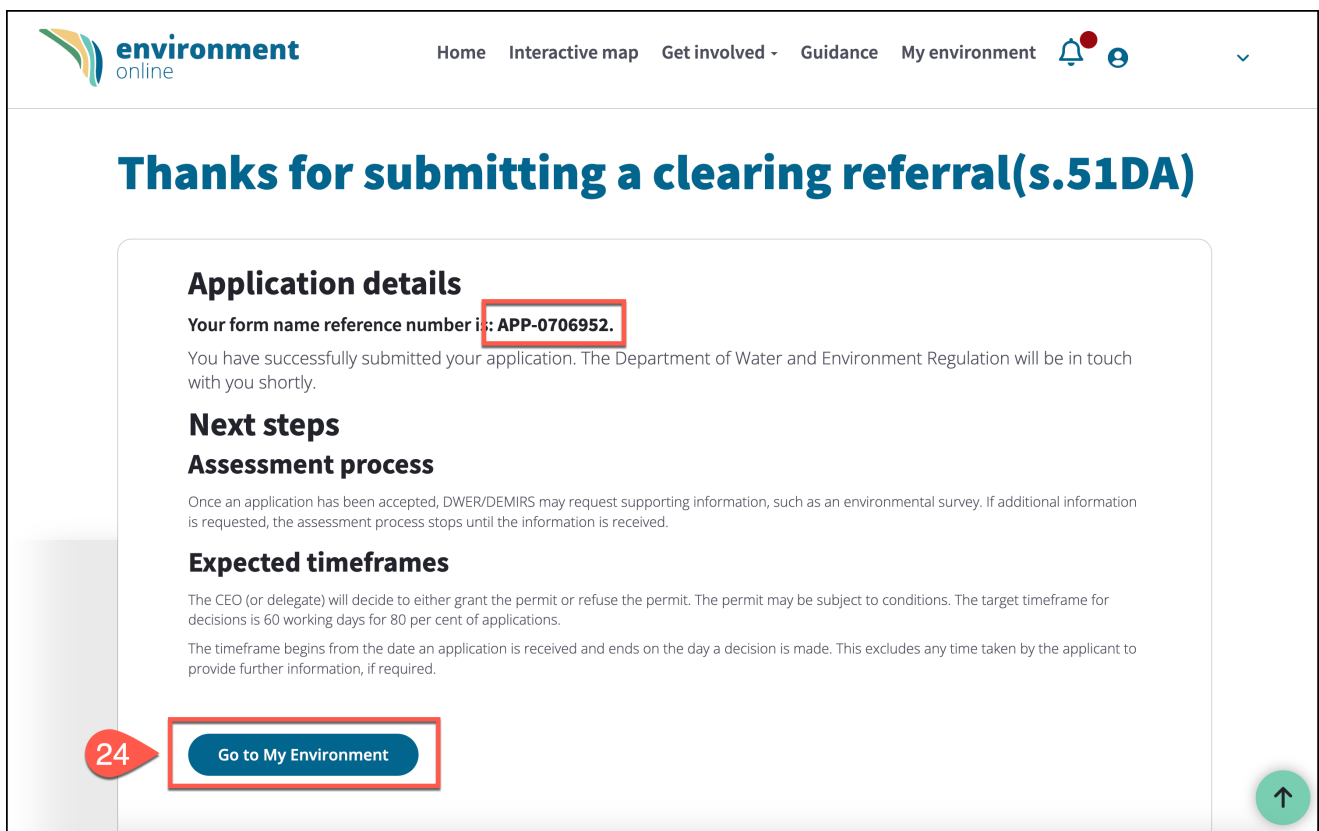
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- [A guide to native vegetation clearing processes under the assessment bilateral agreement](#)
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- [Instructions for the preparation of data packages for the Index of Biodiversity Surveys for Assessments](#)
- [Instructions for the preparation of data packages for the Index of Marine Surveys for Assessments](#)

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23. Select **Confirm & submit**.24. When successfully submitted, a confirmation page will appear. Take note of the **Application number**, then select the **Go to My Environment** button to return to your dashboard.

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

Verifying application

! **Warning Notice**

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.

Status

Verifying summary

| | |
|---|-------------------|
| ✖ | ▶ Attachments |
| ✔ | ▶ Contact Details |

Re-validate

Return to application

Note: Review the **Guidance** section of Environment Online to search our document library for guidance and help materials.

