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Request form

Nature Conservation (Koala) Conservation Plan 2017

Request to make, amend or revoke a koala habitat area determination

This is the approved form under section 7C(2)(a) of the Nature Conservation (Koala) Conservation Plan 2017

Purpose

This form must be used for an owner of land, or a person on the owner's behalf, to request to make, amend or revoke a koala habitat area determination for all, or part of, their property under *section 7C of the Nature Conservation (Koala) Conservation Plan 2017*.

Important information for applicants

Prior to completing this request form, please read the [Guideline – Request to make, amend or revoke a koala habitat area determination](#).

This guideline provides useful information relevant to making your request including:

- who can submit a request.
- when a request can be made.
- supporting information that must be provided with a request.
- the koala habitat area regional ecosystems considered to be suitable habitat for koalas.

If you have any further queries about how to submit a request to make, amend or revoke a koala habitat area determination please contact the Koala Assessment and Compliance at koala.assessment@des.qld.gov.au.

1. Request area

List the lot on plan description for each land parcel subject to the request (e.g., Lot 1 on RP12345)¹ in the table below. A maximum of six land parcels is allowed per request.

No.	Lot	Plan	Local Government	Street Address
1				
2				
3				
4				
5				
6				

¹ To find the lot on plan description for a land parcel, access the [Queensland Geocoder](#).

2. Owner's consent

The owner of the land subject to this request must give written consent to this request being made by completing and signing this section of the request form. If there is more than one owner of land subject to this request, each owner must complete and sign this section. If the owner of the lot is a company, organisation, or trust, then the CEO/directors/trustees must sign and evidence documents indicating that the person(s) signing have the right to do so.

By signing this section, those signing are taken to:

- consent to this request form being lodged; and
- request that the chief executive make, amend, or revoke a koala habitat area determination as proposed in this request form; and
- agree that all information provided with this request, including any maps, spatial files or other documents supplied, is true and correct to the best of their knowledge; and
- authorise the nominated contact person to act as such on behalf of all signatories; and
- authorise all verbal correspondence relating to this request to be to the nominated contact person; and
- authorise all written correspondence (including the issuing of notices) relating to this request to be sent to the nominated contact person.

Lot on plan(s)	Owner's name as per title (include ACN or ABN if a company)	Owner's signature	Date

3. Nominated contact person

All verbal and written correspondence relating to this request (including the issuing of notices) will be to the nominated contact person. The nominated contact person does not need to be an owner of the land subject to this request. For example, the nominated contact person can be an employee of an organisation or consultant acting on behalf of the property owner(s).

NAME OF NOMINATED CONTACT PERSON	
COMPANY NAME AND ACN OR ABN (IF APPLICABLE)	
POSTAL ADDRESS	
PHONE NUMBER	EMAIL ADDRESS (IF YOU CONSENT TO RECEIVING CORRESPONDENCE BY EMAIL)

I accept that I will act as the nominated contact person on behalf of the owner(s) referred to in Item 2:

Signature of nominated contact person

Date

4. Type of request

Please select the type of request being made:

- ☐ **Request to make a koala habitat area determination.**

A request to make a koala habitat area determination is where you are seeking to have an area not currently mapped as a koala habitat area to be mapped as a koala habitat area.

- ☐ **Request to amend a koala habitat area determination.**

A request to amend a koala habitat area determination is where you are seeking to have the boundary of a mapped koala habitat area amended.

- ☐ **Request to revoke a koala habitat area determination.**

A request to revoke a koala habitat area determination is where you are seeking to have an area that is currently mapped as a koala habitat area to no longer be mapped as a koala habitat area.

5. Grounds for request

Please select the grounds for this request:

Koala habitat area (core)

- ☐ **Option 1** - The area is mapped as a koala habitat area but does not contain any native woody vegetation. *E.g., where the area has been legally cleared and is devoid of vegetation.*

The following supporting information must be provided:

- A map or shapefile (see Note 1, page 5) that clearly identifies the location of the koala habitat area error.
- Aerial or satellite imagery of the site that clearly shows that the area in question is incorrectly mapped (e.g., the area is devoid of vegetation). This imagery can be acquired from a range of sources such as [Queensland Globe](#), [Google Earth](#), [Nearmap](#) and [Planet](#). The date of the imagery must also be provided.

- ☐ **Option 2** - The type of regional ecosystem present is not a koala habitat regional ecosystem but is mapped as a koala habitat regional ecosystem.

The following supporting information must be provided:

- A map or shapefile (see Note 1, page 5) that clearly delineates the proposed regional ecosystem boundaries and identifies the regional ecosystem comprised in each polygon.
- Information to demonstrate that the vegetation's floristic and structural composition is consistent with the proposed regional ecosystem(s). Suitable information may include the results of a vegetation assessment (see Note 2, page 5) and photographs (see Note 4, page 5) of identified tree species (with corresponding GPS coordinates).

- ☐ **Option 3** - The type of regional ecosystem present is a koala habitat regional ecosystem but is not mapped as a koala habitat regional ecosystem.

The following supporting information must be provided:

- A map or shapefile (see Note 1, page 5) that clearly delineates the proposed regional ecosystem boundaries and identifies the regional ecosystem comprised in each polygon.
- Information to demonstrate that the vegetation's floristic and structural composition is consistent with the proposed regional ecosystem(s). Suitable information may include the results of a vegetation assessment (see Note 2, page 5) and photographs (see Note 4, page 5) of identified tree species (with corresponding GPS coordinates).

Request to make, amend or revoke a koala habitat area determination.

- ☐ **Option 4** - The koala habitat regional ecosystem boundaries that are mapped are not reflective of the true extent of koala habitat regional ecosystem(s) that are present. *E.g., where the koala habitat regional ecosystem that is present differs to the boundary that is currently mapped.*

The following supporting information must be provided:

- A map or shapefile (see Note 1, page 5) that clearly delineates the proposed regional ecosystem boundaries and identifies the regional ecosystem comprised in each polygon.
- Information to demonstrate that the proposed regional ecosystem boundaries are accurate. Suitable information may include the results of a vegetation assessment (see Note 2, page 5), site photographs (see Note 4, page 5) and aerial or satellite imagery with the proposed regional ecosystem boundaries clearly identified.

- ☐ **Option 5** - The status of the regional ecosystem is not reflective of the vegetation community that is present. *E.g., where a regional ecosystem is mapped as either remnant or high value regrowth, but the condition of the vegetation present fails to meet the criteria for either remnant or high value regrowth.*

The following supporting information must be provided:

- Aerial or satellite imagery of the site that clearly identifies the location of the vegetation in question. This imagery can be acquired from a range of sources such as [Queensland Globe](#), [Google Earth](#), [Nearmap](#) and [Planet](#). The date of the imagery must also be provided.
- Information to demonstrate that the proposed status of the regional ecosystem is accurate. Suitable information may include the results of a vegetation assessment (see Note 2 and Note 3, page 5) or site photographs (see Note 4, page 5).

Koala habitat area (locally refined)

- ☐ **Option 6** - The area is mapped as a koala habitat area but does not contain any native woody vegetation. *E.g., where the area has been legally cleared and is devoid of vegetation.*

The following supporting information must be provided:

- A map or shapefile (see Note 1, page 5) that clearly identifies the location of the koala habitat area error.
- Aerial or satellite imagery of the site that clearly shows that the area in question is incorrectly mapped (e.g., the area is devoid of vegetation). This imagery can be acquired from a range of sources such as [Queensland Globe](#), [Google Earth](#), [Nearmap](#) and [Planet](#). The date of the imagery must also be provided.

- ☐ **Option 7** - The area is mapped as a koala habitat area (locally refined) but does not contain vegetation that is suitable habitat for koalas as the vegetation that is present is not a koala habitat regional ecosystem, regardless of the status (remnant, high value regrowth or otherwise), and does not contain any koala habitat trees.

The following supporting information must be provided:

- A map or shapefile (see Note 1, Page 5) that clearly identifies the areas that do not contain suitable koala habitat.

Note 1: A shapefile is a geospatial vector data format for geographic information system software, such as ArcGIS. The shapefile should be included in a .zip file that contains at least the .shp, .shx, .dbf, and .prj files. (Option 1, 2, 3, 4, 6, 7)

Note 2: The methodology used to determine regional ecosystem classification and remnant status is described in [Methodology for surveying and mapping regional ecosystems and vegetation communities in Queensland](#). It is recommended engaging a qualified professional (e.g., Ecologist) to demonstrate that the vegetation's floristic and structural composition is consistent with the proposed regional ecosystem(s). (Option 2, 3, 4, 5)

Note 3: The methodology used to determine high value regrowth (category C area) status is described in [Guideline for determining category C areas](#). It is recommended engaging a qualified professional (e.g., Ecologist) to demonstrate that the proposed status of the regional ecosystem is accurate. Suitable information may include the results of a vegetation assessment. (Option 5)

Note 4: On-ground photographs can only be used as supporting information where: they are provided electronically, and the properties information includes the date the photo was created and the GPS latitude and longitude (i.e., the photographs are taken with a smart phone that has the location services turned on for the camera); and (Option 2, 3, 4, 5)

- a scale is included in the photograph (e.g., a person); and
- the direction that the photograph was taken is noted.

6. Checklist

- ☐ All questions on the request form are completed, including landowner consent signed and dated.
- ☐ Supporting information attached.

Please submit your completed request form to:
koala.assessment@des.qld.gov.au

Or:

Koala Assessment and Compliance Team
Department of Environment and Science
GPO Box 2454
Brisbane Queensland 4001

Enquiries: 13 QGOV (13 74 68)

Privacy statement

The information you provide is used by the department for the purpose of processing your request to make, amend or revoke a koala habitat area, including any ongoing management, administration, compliance, or law enforcement purposes related to koala habitat areas in the request area. Your personal information will not be used or disclosed for any other purpose without your consent unless authorised or required by law.

More information on our commitment to privacy is available on the department's website www.des.qld.gov.au. For specific privacy information or enquiries please email privacy@des.qld.gov.au.

Useful web addresses and links

Guideline – Request to make, amend or revoke a koala habitat area determination

https://environment.des.qld.gov.au/data/assets/pdf_file/0019/102835/guideline-request-to-make-amend-or-revoke-a-koala-habitat-area-determination.pdf

Queensland Geocoder: <https://www.qld.gov.au/environment/land/title/addressing/geocoder>

Queensland Globe: <https://www.business.qld.gov.au/running-business/support-assistance/mapping-data-imagery/queensland-globe>

Google Earth: <https://earth.google.com/web/@0,-0.4897,0a,22251752.77375655d,35y,0h,0t,0r>

Near Map: [High Quality Aerial Imagery Maps & Geospatial Data | Nearmap US](#)

Planet: <https://www.planet.com/>

Guideline for determining category C areas

https://www.resources.qld.gov.au/data/assets/pdf_file/0004/1463431/category-c-guideline.pdf