



How to Guide

for the payment and lodgement of your native veg clearing permit application

DMIRS have recently implemented a more streamlined and secure process to pay and lodge your clearing permit application.

Please follow the steps below as a guide.

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Go to <https://www.dmp.wa.gov.au/Environment/Information-required-to-assess-4944.aspx> for a full range of detailed information and links relating to the lodgement of your application, FAQ's and a link to our submissions page.

Information on How to Apply for a Clearing Permit

Home Environment Native Vegetation Clearing Permits Information on How to Apply for a Clearing Permit

Online Systems

The following information should be lodged along with your clearing permit application. Pre-consultation with the Department of Mines, Industry Regulation and Safety's (DMIRS) Resource and Environmental Compliance Division is highly recommended before lodging your application.

The clearing permit application must consist of:

- A completed application form signed by an authorised person. Please note the application form will need to be downloaded and saved, so it can be attached to the submissions page.
- The prescribed fee - fees are payable for Purpose Permits, Area Permits, Amendment Clearing Permits & Surrender Applications which are paid through our submissions page.
- A scaled map of the area proposed to clear. See Mapping Information below for complete requirements.
- ESRI shapefile of the proposed clearing area. See Mapping Information below for complete requirements.





The application may also require one or more of the following:

- A cover letter and supporting documentation addressing the 10 clearing principles
- If applicable, an IBSA data package needs to be submitted to DWER. IBSA submissions online portal - <https://ibsubmissions.dwer.wa.gov.au>
Please see below for further information in regards to your submission and IBSA numbers that are required to be supplied.
- If applicable, a letter of authority, is required if a person is signing the application on behalf of a company or incorporated body (Section 51E of *Environmental Protection Act 1986*). Please download from the submission page.
- If applicable, a letter of authorisation on letter head from the tenement/title holder granting you permission to apply on their behalf for a clearing permit to conduct clearing on their tenement/title, (if the clearing is to be done on a tenement/title other than your own).
- You may also be required to supply additional information such as ASIC company searches, company details, subsidiary structures and any relevant information in regards to the applicant, signatory and/or the tenement/title holder.

Please ensure you provide all the relevant information to ensure there are no delays in processing your application.

For further information please see below

Download application forms and apply now

-  [Instructions for Lodging a Clearing Permit Application](#)
-  [Download and lodge Clearing Permit Applications](#)
-  [Native Vegetation Clearing Permits](#) (Further information on native vegetation clearing permit types & applicable tenures)
-  [Clearing Permit FAQs](#)

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When you have gathered the information you require to submit your application, click on the submissions page tab, this will take you to our submissions portal page <http://www.dmp.wa.gov.au/Environment/Native-vegetation-clearing-28492.aspx> to download your application forms, Letters of Authority, calculate your payments prior to payment and submit your application through the correct application portal.

Download application forms and apply now



[Instructions for Lodging a Clearing Permit Application](#)



[Download and Lodge Clearing Permit Applications](#)



[Native Vegetation Clearing Permits](#) (Further information on native vegetation clearing permit types & applicable tenures)



[Clearing Permit FAQs](#)

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Download the application form you require for your application, fill in the form completely with all required information, and save the form, ready to upload in the submissions portal.

If needed, you can also download a Letter of Authority.

Download Clearing Permit Forms

(Please note that these forms will need to be completed and saved, so they can be uploaded in the submissions Portal.



[Form C1 - Application for a Clearing Permit \(Area Permit\)](#)



[Form C2 - Application for a clearing permit \(Purpose Permit\)](#)



[Form C4 - Application for an amendment to a clearing permit](#)



[Form C5 - Notification of change of land ownership](#)



[Form C6 - Application to surrender a clearing permit](#)



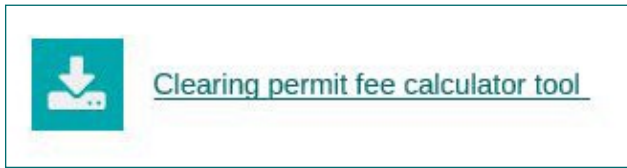
[Form Annex C7 - Assessment bilateral agreement](#)

Download Authorisation Templates - Letter of Authority

DOWNLOAD

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Use the [clearing permit calculator tool](#) below, to calculate your payment and refer to the application fees table on the current submission page.



Open the page and use the drop down boxes and refer to the maps provided to select the relevant fields to calculate the fee payable.

The screenshot shows the "Clearing application fee calculator" interface. At the top left is the logo of the Government of Western Australia, with the text "Department of Water and Environmental Regulation" and "Department of Mines, Industry Regulation and Safety" below it. The title "Clearing application fee calculator" is centered. Below the title is a paragraph explaining the calculator's purpose. The interface consists of three main steps, each with a dropdown menu and a red asterisk indicating a required field. Step 1 is "Indicate the type of permit:". Step 2 is "Does any part of the application area falls within the intensive land-use zone?", which includes a sub-section for selecting a Local Government Area (LGA) with a "Need help?" icon and a text box. Step 3 is "Indicate the application area:". At the bottom right is a blue button labeled "Fee payable" followed by a white box for the result. Red callout boxes with arrows point to each of these elements, providing instructions: "Choose the type of permit required.", "Check if the application falls within intensive land use – see map below.", "Choose the Local Government area. If it is not listed choose 'Other'.", "Note: some shires fall within both Land Use Zones, refer to the map or contact us.", "Choose the size of the application area.", and "Fee Payable indicated."

Close the calculator tool and return to the submissions page.

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Lodge and pay for your application.
Click on the corresponding tab to the type of application you wish to submit.


Lodge and pay for your application in the submissions portal

Note – All applications that attract a fee, must be paid for at the time of lodgement. A receipt will be issued at the time of lodgement only and cannot be resent, so please retain for your records.

Lodge a new Area or Purpose Permit Application	LODGE
Lodge an Amendment Purpose Permit Application	LODGE
Lodge an Amendment Area Permit Application	LODGE
Lodge a permit Surrender Application	LODGE
Lodge a C5 Change of Land Ownership or C7 Bilateral Agreement	LODGE

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This will take you to our departmental submissions sign in page, where you can either login as a registered user using your EX Account details or sign in as a Guest User.



Government of **Western Australia**
Department of **Mines, Industry Regulation and Safety**

Departmental Submissions

To submit an application to the Department, please either **Sign In** or enter your **Email Address** below.

<p>Registered User</p> <p>Sign In</p> <p>Your details will be prefilled in the submission form</p>	<p>Guest</p> <p>email address <input type="text"/></p> <p>Confirm Email</p> <p>You can submit an application, we just need to confirm your email address first</p>
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- ▶ Note if you sign in as a guest you will receive the following message and receive an email from Departmental Submissions, asking you to click on the link to complete your submission.



Government of Western Australia
Department of Mines, Industry Regulation and Safety


Thanks for starting your submission.

You should receive an email shortly containing a link to complete the process.

If you do not receive an email within the next ten minutes, please return to <https://ddbox.dmp.wa.gov.au/DDBox/ApplicationType/NVNCP01> and submit again.

If you have any problems, please contact the IT Service Desk on +61 8 9222 0777 or service.desk@dmirs.wa.gov.au.

- ▶ Guest user email. Providing the link for you to complete your submission.



Departmental Submissions - Department of Mines, Industry Regulation and Safety <DepartmentalSubmissions@dmirs.wa.gov.au>
Guest Sign In

To [REDACTED]

Thank you for starting your submission with Departmental Submissions

[Complete your submission](#)


You will be able to add attachments and comments as necessary.

Department of Mines, Industry Regulation and Safety
100 Plain Street East Perth WA 6004
Tel: +61 8 9222 3333
www.dmirs.wa.gov.au

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An application and payment page will appear as below.

- Complete the form with all contact and company details
- Attach your application forms, supporting documentation, shape files and any other information you would like to accompany your application
- Make the required payment that you have verified from the clearing permit calculator
- Click Submit to lodge your application



Government of Western Australia
Department of **Mines, Industry Regulation and Safety**

Departmental Submissions

To submit an application to the Department, please fill out the details below.

Application Type* Native Vegetation New Clearing Permit Application ▼

First Name*

Last Name*

Company

Email

Phone

Reference

Comments

Attachments* + Attach file...
Each attachment can be up to 1024 MB

Credit Card Payment Details

Amount* \$

Name on Card*

Card Number* - - -

Expiry* MM / YY

CSC*

Cancel
Submit

[Download Application Form](#)

For your own reference only

Do you have any additional comments?

Attach your Application form, supporting documents, shape files and any additional information you have. You can drag and drop to attach all files.

Enter your credit card details and payment amount. Please note if the payment amount is incorrect we will contact you to correct the payment.

Click Submit to lodge your application.

Please click on the download documents button next to application type to find the associated fee to be entered. Please call 08 9222 3535 or e-mail nvab@dmirs.wa.gov.au if you have need any assistance.

If you haven't already downloaded and saved your application form, you can do it here before you continue.

Fill in all name, address and contact details. Note the form will be prefilled if you use your EX account login details.

Add a reference for your own records.

Add any additional comments you may have in relation to the application.

Attach your Application form, supporting documents, shape files and any additional information you have. You can drag and drop to attach all files.

Enter your credit card details and payment amount. Please note if the payment amount is incorrect we will contact you to correct the payment.

Click Submit to lodge your application.

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Upon completion of your submission you will receive two emails from Departmental Submissions.

- ▶ A receipt for your payment.
(Please retain in a safe place for your records)

From: Departmental Submissions - Department of Mines, Industry Regulation and Safety <DepartmentalSubmissions@dmirs.wa.gov.au>
Sent:
To: |
Subject: Departmental Submissions payment - Native Vegetation New Clearing Permit Application

A payment has been received through Departmental Submissions with the following details:

Application type: Native Vegetation New Clearing Permit Application
 Name: |
 Amount: |
 Receipt Number: 57027896016

- ▶ A confirmation email. Please click on the link "View the message" to display all submitted documents and information.

From: nvah@dmirs.wa.gov.au <nvah@dmirs.wa.gov.au>
Sent:
To:
Subject: Native Vegetation New Clearing Permit Application

A new communication has been sent to you from Departmental Submissions.

[View the message](#)*, download any documents and respond.

Sincerely

Department of Mines and Petroleum
 Tel: +61 (08) 9222 3333
www.dmp.wa.gov.au

*Best viewed using Internet Explorer. If you experience difficulties using other browsers, try opening in IE instead. You can also contact our IT Service Desk on 9222 0777

If the above link does not load the required DMP website, please copy the link and paste it into the address bar of your browser: <https://refcomm.dmp.wa.gov.au/RefComm/Anon/JsSta0EetkaE1RLFOVRPA3>

DISCLAIMER: This email, including any attachments, is intended only for use by the addressee(s) and may contain confidential and/or personal information and may also be the subject of legal privilege.

If you are not the intended recipient, you must not disclose or use the information contained in it. In this case, please let me know by return email, delete the message permanently from your system and destroy any copies.

Before you take any action based upon advice and/or information contained in this email you should carefully consider the advice and information and consider obtaining relevant independent advice.

- ▶ Confirmation of the submission will display as below.

Message Response
 Departmental Submissions > 17884

Message Details

To:
From: nvah@dmirs.wa.gov.au
Subject: Native Vegetation New Clearing Permit Application
Message: Thank you for your submission.

Tracking Details
 Message Sent: 11/09/2020 15:00
 Feedback By: 01/10/2020 17:00
 Last Viewed: 22/10/2020 12:22

It has been directed to the appropriate person for processing and you will be contacted in due course.

First Name:
 Last Name:
 Company:
 Email:
 Reference:
 Comments:
 Payment Received:
 Payment Receipt Number: 57027896016

If you wish to communicate with a DMIRS Officer about your application, please use the Response Details section below.

Attachments:

- Application purpose permit (Form C2)BHPNIW.pdf (114 KB)
- C2 updated form.pdf (7210 KB)
- NOps_Strategic_NVCP-Supplinfo_April2020-Rev1.pdf (6354 KB)
- NVCP_Tenement_outer_V2.dbf (1 KB)
- NVCP_Tenement_outer_V2.prj (408 bytes)
- NVCP_Tenement_outer_V2.shp (70 KB)
- NVCP_Tenement_outer_V2.shx (108 bytes)

Annotations:

- ← All details that you have previously entered will be confirmed here.
- ← Your Receipt Number. Please retain for your own records.
- ← All documents that were uploaded in the submission will appear here for your reference.

Government of Western Australia

**Department of Mines, Industry Regulation
and Safety**

8.30am – 4.30pm

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East Perth, Western Australia 6004
Tel: +61 8 9222 3333
Fax: +61 8 9222 3862

Online

Website: www.dmirs.wa.gov.au
Email: nvab@dmirs.wa.gov.au

Mailing address

Locked Bag 100
East Perth WA 6892

National Relay Service: 13 36 77
Translating and Interpreting Service (TIS) 13 14 50
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on request to assist people with special needs.