

# Forest Produce Licence

## APPLICATION FORM

Forest Produce Licence allows a person to legally dig, cut, or take forest produce from State forests within Victoria. Assessment of your application will normally take a minimum of six weeks due to a need to conduct risk assessment and consult with affected stakeholders and land managers. Applications may take longer depending on their complexity. Find out more online at [Forest Produce Licence](https://www.vic.gov.au/forest-produce-licence)

[vic.gov.au/forest-produce-licence](https://www.vic.gov.au/forest-produce-licence)

## Guidance notes

### Completing this form

- You need to provide the mandatory information requested in this form.
- We won't start assessing any application until we have received all the mandatory information.
- You should be as clear and detailed as possible to help us in assessing your application fairly and efficiently.
- We also recommend that you provide any other information you have available that could help us to understand what you would like to do (such as photos or maps).

[vic.gov.au/forest-produce-licence#application-guidance-notes](https://www.vic.gov.au/forest-produce-licence#application-guidance-notes)

### Licence fees and royalties

- A licence fee and royalty charges will generally apply if your application is successful.
- If you believe that your application should be exempt from either the royalty charges or the licence fee, you must provide reasoning along with your application.
- To be considered for an exemption to licence fees and royalty charges, you will need to clearly demonstrate that your proposed activity will provide environmental benefit.
- If the licence fee or royalty charges will apply to your application, we will let you know as early in the application process as we are able.

[vic.gov.au/forest-produce-licence#licence-fees-and-royalties](https://www.vic.gov.au/forest-produce-licence#licence-fees-and-royalties)

### Other authorisations

- If your application is for a protected or threatened species, you will need to provide evidence of a valid exemption under the *Flora and Fauna Guarantee Act 1988*. In most cases, this will be an FFG permit.
- If your proposed activity is likely to disturb or impact wildlife, you may need an authorisation under the *Wildlife Act 1975*.

[vic.gov.au/research-permits](https://www.vic.gov.au/research-permits)

[vic.gov.au/wildlife-management-and-control-authorisations](https://www.vic.gov.au/wildlife-management-and-control-authorisations)

### Accessibility

To receive this document in an alternative format, phone the Customer Service Centre on 136 186, email [customer.service@delwp.vic.gov.au](mailto:customer.service@delwp.vic.gov.au), or contact National Relay Service on 133 677.

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# 1 Application type

Application for a new Forest Produce Licence. Attach additional responses that do not fit in space provided.

## 1.1 Produce

SELECT ALL APPLICABLE

- Seeds
- Soil or rock
- Timber/wood (trunks or branches)
- Other plant material (for example, leaves) PLEASE LIST
- Other produce PLEASE LIST

## 1.2 Purpose of produce collected

SELECT ALL APPLICABLE

- Commercial
- Non-profit
- Personal
- Research
- Other purpose PLEASE LIST

## 1.3 Licence duration

Under the law, licences and permits to collect forest produce can be granted for up to 20 years. However, standard duration of licences and permits granted for forest produce is 12 months. Durations longer than 12 months will be considered on a case-by-case basis according to the nature of the requested activity, for example, multi-year research project. To request longer than 12 months, ensure you provide a clear reason.

12 months from approval	Go to question 1.4
Longer duration or specific dates	Provide details below

REASON	START DATE	END DATE
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## 1.4 Licences held in the last three years

Have you held a licence to harvest forest produce in the last three years?  
This includes licences or permits issued by any sources in Victoria, such as VicForests Community Forestry.

No	Go to section 2				
Yes	Complete details of licences or permits issued by any sources in Victoria				
ISSUER	PRODUCE TYPE	LICENCE NUMBER	ISSUE DATE	EXPIRY DATE	LICENCE STATUS
					ACTIVE
					EXPIRED
					CANCELLED
					ACTIVE
					EXPIRED
					CANCELLED
					ACTIVE
					EXPIRED
					CANCELLED

## 2 Applicant details

Are you applying behalf of a business or body corporate, or as an individual?

Business or body corporate	Complete question 2.1
Individual	Complete question 2.2

### 2.1 Business or body corporate

ORGANISATION FULL LEGAL NAME

ABN (AUSTRALIAN BUSINESS NUMBER)

ACN (AUSTRALIAN COMPANY NUMBER)

Registered office address

UNIT NUMBER

STREET NUMBER

STREET NAME

CITY/SUBURB/TOWN

STATE

POSTCODE

### Contact person

TITLE

FIRST NAME

FAMILY NAME

ROLE IN ORGANISATION

MOBILE

EMAIL

### 2.2 Individual

TITLE

FIRST NAME

FAMILY NAME

EMAIL

MOBILE

UNIT NUMBER

STREET NUMBER

STREET NAME

CITY/SUBURB/TOWN

STATE

POSTCODE

### 3 Purpose of take

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Seeds, plants, trees, and soil are an important part of Victoria's natural environments, and leaving them in place helps to keep forests healthy for all Victorians to enjoy. To ensure that these resources remain where they are needed most, the Conservation Regulator will only consider applications to remove forest produce where environmental impacts are acceptable, and either:

- There is no viable private or commercial source of the requested produce.
- There are environmental or community benefits to allowing access to the forest produce (for example, research projects, or seed collection for revegetation or regeneration programs).

#### 3.1 Why you need the requested produce

Outline:

- Intended end-use (for example, seed collection).
- Any collaboration with government entities (including a key contact).
- Visits or surveys you have already completed.
- Any benefits for the local area, the forest, or broader community.

For a research project, a project description or project plan will generally be sufficient.

#### 3.2 Alternative sources of produce

Outline the other options you have considered to access these resources (for example, private land or commercial sources) and why you need to access them from a State forest.

Include reasons why other locations or commercial sources are not suitable.

## 4 Type and amount of forest produce requested

Provide an overview of the forest produce you would like to collect. To help us assess your application:

- Be as specific as possible
- Include common and scientific names where relevant
- Use a new row for each type of produce, species, or location
- Use standard units in amounts, for example: kg, t, m (lineal), m³, bundle (25cm diameter)
- Attach additional responses that do not fit in space provided. Preferred format is a spreadsheet file such as Microsoft Excel (.xlsx) or Google Sheets, or a table in a word processor document.

### Explanations and examples

PRODUCE TYPE	AMOUNT	AREA	TIMING	PURPOSE
<i>Eucalyptus camaldulensis</i> seed pods (unprocessed)	100kg/year	Benwell State Forest, Myall VIC	June–September 2024 & 2025	Regional regeneration and seedbank programs
Relevant species names	Total volume or number to be collected over specified period	Name of State forest	Approximate, to consider seasonal issues	Why you want the forest produce
PRODUCE TYPE	AMOUNT	AREA	TIMING	PURPOSE

## 5 Location

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Provide clear details about where you plan to undertake the activities. We use this information to look for any sensitive environments or species that may be affected by your activities.

- The more specific you can be with where you would like to collect, the better.
- We recommend that you provide point data or small, defined areas.
- If you provide large areas (such as entire State forests), we will need to look at impacts of your activity across the whole area, which may not always be possible, or will otherwise take more time and may result in further restrictions on any licence.

Please provide information about your proposed location for your activities as an attachment to your application. See [our website](#) for guidance on the best way to provide us this information.

### Find out more online

[vic.gov.au/forest-produce-licence#location-information](https://vic.gov.au/forest-produce-licence#location-information)

### Willingness or ability to travel

Please tell us how far you are willing or able to travel to harvest your requested produce. Your answer will allow us to look for alternative areas that may be suitable in case the requested area is not able to be licensed.

- If you are requesting produce from multiple locations, tell us how far from each location you are willing or able to travel.
- Or, let us know how far you are willing or able to travel from a specified point (for example, willing to collect within 80 kilometres of Bendigo).

## 6 Collection method

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Provide clear details about how you plan to collect forest produce. Include:

- Procedures and process for harvest.
- Timeline of your proposed collection, including details of repeat visits, with quantities to be taken and timing.
- Tools and machinery.
- Provide enough detail that someone with no previous knowledge can understand your process.

## 7 Additional information

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Provide any other information you would like to support your application.

## 8 Supporting documents

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Incomplete applications will not be accepted, as we cannot start our assessment until we have all required information. To allow timely assessment of your proposed activity, ensure:

- Sufficient supporting documentation is provided along with this application.
- All supporting documentation is attached to your application for assessment.

### 8.1 Checklist

#### All applications

Clear indication of where you would like to collect.

This may include maps, GPS points, or a geospatial information file (for example, shapefile) of the proposed collection area/s.

#### Use of machinery

Evidence of current public liability insurance.

#### Collecting threatened or protected flora

Flora and Fauna Guarantee Act permit or authorisation.

If you are requesting to collect forest produce that includes species that are **protected** or **listed as threatened** under the *Flora and Fauna Guarantee Act 1988*, provide a copy of an appropriate authorisation under that Act (such as a permit). Information about Flora and Fauna Guarantee Act permits can be found on the **Research permits** section of the Conservation Regulator website.

- [environment.vic.gov.au/conserving-threatened-species/protected-flora-and-listed-fish](https://environment.vic.gov.au/conserving-threatened-species/protected-flora-and-listed-fish)
- [environment.vic.gov.au/conserving-threatened-species/threatened-list](https://environment.vic.gov.au/conserving-threatened-species/threatened-list)
- [vic.gov.au/research-permits](https://vic.gov.au/research-permits)

#### Disturbance of wildlife

Wildlife Act permit or authorisation.

If your planned activity will involve impacts on wildlife, including where wildlife will be disturbed, captured, marked, translocated, kept, sampled, or destroyed, then you will need to provide a copy of an appropriate authorisation under the *Wildlife Act 1975*. Information about Wildlife management and control authorisations<sup>8</sup> can be found on the Conservation Regulator website.

- [vic.gov.au/wildlife-management-and-control-authorisations](https://vic.gov.au/wildlife-management-and-control-authorisations)



## 9 Privacy

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The Department of Energy, Environment and Climate Action (DEECA) is committed to protecting personal information provided by you in accordance with the principles set out in Victorian privacy laws.

This privacy statement applies to the collection and use of personal information, voluntarily provided by you, in relation to administration of licences and authorisations administered under the *Forests Act 1958* and *Forests (Licences and Permits) Regulations 2019*.

The information you provide will be used to assess your application, administer any relevant licences or authorisations and carry out compliance relating to those licences or authorisations.

DEECA or its contracted service providers under confidentiality agreements may survey you about your experience with DEECA.

You may apply for access to your personal information at any time to confirm that it is accurate and up to date, upon payment of any prescribed fee.

Enquires should be directed to the DEECA Customer Service Centre on 136 186.

## 10 Declaration

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- I declare that all the information contained in and accompanying this application is, to the best of my knowledge, true and correct.
- I understand that:
  - The information provided in this application and related attachments will be used to assess the application.
  - A licence may not be granted or, if granted, may be granted for a different volume or area of supply than requested.
  - If a licence is granted, it will be subject to conditions imposed by DEECA. At minimum, conditions require all licence holders to:
    - Have and maintain public liability insurance for the duration of licensed activity.
    - Keep and produce upon request accurate records of produce harvested under your licence.
    - Have, maintain, and implement safety systems to meet your obligations under occupational health and safety law.
    - Avoid harm to heritage, and report any discoveries through proper channels.
    - Fix upon demand and at their own cost, any damage to forest infrastructure to an agreed standard
    - Pay by the date specified, any fees or royalties due.
  - Failure to comply to the prescribed conditions of any approved licence is an offence under Section 52(4) of the *Forests Act 1958*.
  - Failure to follow any covenant, term or condition of a licence can result in a licence being suspended or cancelled under Section 52(5) of the *Forests Act 1958*.
  - For any licence that involves the cut and/or take of timber, the Licensee and each person employed or otherwise engaged will need to follow the requirements of the Code of Practice for Timber Production 2014 (as amended 2022).

APPLICANT NAME

APPLICANT SIGNATURE

DATE

## 11 Submit application

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- Save this completed PDF, and find it on your computer.
- Attach this PDF, including all your supporting documentation, to an email to us.

[forest.produce@deeca.vic.gov.au](mailto:forest.produce@deeca.vic.gov.au)

- Once your lodgement is received, a Permissions Officer will contact you to acknowledge receipt of your application.