

Applicant's guide

Applications to remove, destroy or lop native
vegetation



August 2018

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1.0	December 2017	
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Introduction

In Victoria, a planning permit is usually required to remove, destroy or lop native vegetation. Landholders must apply for a planning permit from their local council. If a permit is granted a native vegetation offset must be obtained before the native vegetation is removed, to compensate for the impact of the removal on biodiversity.

For the purposes of this guide, 'remove, destroy or lop native vegetation' is referred to as 'remove native vegetation'.

The *Guidelines for the removal, destruction or lopping of native vegetation* (the Guidelines) are incorporated into all Victorian planning schemes. The Guidelines set out what must be included in an application to remove native vegetation, how an application is assessed, and what offsets are required to compensate biodiversity for the native vegetation removal.

Applications to remove native vegetation are categorised in to one of three assessment pathways with different application requirements and decision

guidelines. The assessment pathway for an application to remove native vegetation reflects its potential impact on biodiversity.

This guide helps landholders prepare a planning permit application to remove native vegetation that complies with Clause 52.16 and Clause 52.17 of the Victorian planning schemes and the Guidelines.




This guide can also assist in preparing applications to remove native vegetation that fall outside planning schemes. For example, approval processes that allow exemptions from requiring a planning permit to be relied on, or approvals under the *Pipelines Act 2005* or the *Mineral Resources (Sustainable Development) Act 1990*.

The next section is a Quick guide to preparing an application to remove, destroy or lop native vegetation. You may be able to complete the process using only the Quick guide. If you need more information the rest of this guide will explain the process in detail.

Quick guide

In Victoria, a planning permit is usually required to remove native vegetation. Figure 1 explains how to check if you need a permit and how to prepare your permit application.

Figure 1. Summary of process to prepare an application for a permit to remove native vegetation

Step 1 <i>Do I need a permit?</i>	<p>Your local council can confirm if you need a permit to remove native vegetation. Organise a pre-application meeting with your local council to help answer the following questions:</p> <ul style="list-style-type: none"> • Am I removing native vegetation? Appendix 1 will help you to determine if the vegetation is native. • Do I qualify for an exemption? There are a range of exemptions that mean a permit is not required to remove native vegetation. Refer to the exemption guidance on the DELWP website. • Are there any other requirements? Check with your local council whether any schedule, Native Vegetation Precinct Plan or environmental overlay applies. Also check whether the vegetation could be protected under other local, state or federal legislation. <p>If you need a permit to remove native vegetation, continue to Step 2.</p>		
Step 2 <i>What is my assessment pathway?</i>	<p>Use the Native Vegetation Information Management Native vegetation removal tool (NVIM native vegetation removal tool) to map the native vegetation and determine your assessment pathway: https://nvim.delwp.vic.gov.au/. Appendix 1 explains how to identify native vegetation and collect site information.</p> <p><i>Note: If you are removing 0.5 ha or more of native vegetation you are automatically in the Detailed Assessment Pathway. This is approximately a rectangle of 100 metres long and 50 wide or 7 large scattered trees or 16 small scattered trees.</i></p>		
	<p>Basic Assessment Pathway</p> 	<p>Intermediate Assessment Pathway</p> 	<p>Detailed Assessment Pathway</p> 
Step 3 <i>Do I need an accredited native vegetation assessor?</i>	<p>If you are in the Basic or Intermediate Assessment Pathway you do not need to appoint an accredited native vegetation assessor.</p> <p>You can complete the application yourself using the NVIM native vegetation removal tool.</p>		<p>You need an accredited native vegetation assessor to complete a site assessment report.</p> <p>Contact your local council for assistance.</p>
Step 4 <i>Can I reduce my impacts, offset requirements and costs?</i>	<p>Use information in the NVIM native vegetation removal tool to minimise impacts on native vegetation. Try not to remove native vegetation with higher condition and strategic biodiversity value scores, large trees (allow space for a tree protection zone within 15 metres of the tree trunk) and areas shown as Location 2 and 3 on the <i>Location map</i>. Figure 3 shows how you can avoid and minimise impacts at the site.</p>		<p>Use information from the site assessment and work with the accredited native vegetation assessor to minimise impacts.</p>
Step 5 <i>Prepare the application</i>	<p>Follow the prompts in the NVIM native vegetation removal tool to provide additional information that is required for your application.</p> <p>The tool will calculate your offset requirement and you must decide how you will secure the offset – on your own property or purchased through a broker. Check the costs to secure the offset before proceeding with the application.</p> <p>Download the <i>Native vegetation removal report</i> (NVR report). The report will form part of your planning permit application.</p>		<p>Obtain a NVR report for the Detailed Assessment Pathway from the accredited native vegetation assessor.</p> <p>Work with the accredited assessor to complete the application.</p>
Step 6 <i>Lodge the application</i>	<p>Check you have completed all application requirements and attached any necessary information. Examples of statements you could use in the application are provided in Appendix 5.</p> <p>Lodge the planning permit application with your local council.</p>		

Step 1 - Do I need a permit?

A planning permit is usually required to remove native vegetation. Before you start your application, you should contact your local council to organise a pre-application meeting. During the pre-application meeting you can discuss your proposal with your local council's planning department and confirm if a planning permit is required. Your local council planning officer can explain what you have to do and help answer the following important questions.

In some cases, local councils may charge a fee for pre-application meetings. Check with your local council to see if this applies to you.

Native vegetation should only be removed when there are no suitable alternatives that avoid removal.

If you cannot avoid native vegetation removal you must remove the minimum amount necessary.

1.1 Am I removing native vegetation?

Native vegetation includes all 'plants that are indigenous to Victoria, including trees, shrubs, herbs and grasses'¹. Examples of vegetation that is not native and does not require a permit may include:

- Crops
- Sown pasture grasses (e.g. Barley grass, Rye grass)
- Exotic vegetation (e.g. Pine wind rows, ornamental garden plants, introduced weeds)

More information can be found in Appendix 1. If you don't know if the vegetation you need to remove is native, your local council planning officer can direct you to someone who can help.

1.2 Do I qualify for an exemption?

In some cases, native vegetation removal is exempt from requiring a planning permit. To consider whether an exemption applies to you, see the exemption guidance on the [DELWP website](http://delwp.vic.gov.au) or view the *Table of exemptions* at Clause 52.17-7 and Clause 52.16-8 of the planning schemes (<http://planning-schemes.delwp.vic.gov.au/>).

Before using an exemption, make sure you speak to your local council to confirm you qualify.

1.3 Are there any other requirements?

Your local council planning officer can tell you if the native vegetation contributes to land and water protection or is a landscape feature identified in the local planning scheme. They can also tell you if the land is subject to requirements under a particular zone or overlay.

In addition to a permit to remove native vegetation, a planning permit may be required for a range of other activities. Your local council can help you with this, or you can download a planning report for your property from:

<http://services.land.vic.gov.au/landchannel/jsp/map/PlanningMapsIntro.jsp>

Your local council can also advise if you need to consider other legislation, such as the *Flora and Fauna Guarantee Act 1988*, the *Environment Protection and Biodiversity Conservation Act 1999* or the *Aboriginal Heritage Act 2006*. Additional approvals may be required under these acts.

1.4 Can I avoid or minimise impacts to native vegetation?

If you are able to completely avoid the removal of native vegetation a planning permit for native vegetation removal will not be required.

When you remove native vegetation, you must provide an offset to compensate for the impact on biodiversity. This will add to the cost of your proposal.

Keeping your removal of native vegetation to a minimum will help to reduce this cost.

¹ This is defined in the Victoria Planning Provisions

Step 2 - What is my assessment pathway?

2.1 Assessment pathways

There are three assessment pathways for an application to remove native vegetation: *Basic*, *Intermediate* and *Detailed*. The assessment pathway reflects the potential impact the removal has on biodiversity.

These pathways are determined by:

- the amount of native vegetation (in hectares)
- whether any large trees are to be removed, and
- the location of the native vegetation.

Appendix 2 explains how this information is used to determine the assessment pathway.

You can use the online Native Vegetation Information Management native vegetation removal tool to determine your assessment pathway.

2.1.1 Native vegetation removed in the last 5 years

Your assessment pathway is affected by any other approved or unlawful native vegetation removal that occurred on the same property or on contiguous land in the same ownership. It is included if this removal occurred in the five year period before the application is lodged.

The amount of past removal (in hectares) is added to the amount of proposed removal (in hectares) to determine the assessment pathway of the current proposal. This does not increase the offset requirements for the current proposal.

2.2 NVIM native vegetation removal tool

The Native Vegetation Information Management native vegetation removal tool ([NVIM native vegetation removal tool](#)) is an online tool to view native vegetation information used in the regulations.

You can use the NVIM native vegetation removal tool to map the native vegetation you propose to remove and determine your assessment pathway. Table 2 explains how to use the tool.

If you are removing 0.5 hectares or more of native vegetation you are automatically in the *Detailed Assessment Pathway*.

If you are in the Detailed Assessment Pathway You need to appoint an accredited native vegetation assessor to complete a site assessment report for the native vegetation you propose to remove. You cannot use the NVIM native vegetation removal tool to complete your application.

Note that 0.5 hectares is approximately equal to:

- a rectangle 100 metres long and 50 metres wide, or
- 7 large scattered trees, or
- 16 small scattered trees.

Make sure you include the native vegetation removed in the last 5 years.

Section 3.2 provides more detail on the information an accredited native vegetation assessor will provide.

2.3 Collect site information

Before you use the NVIM native vegetation removal tool to map the native vegetation, you need to collect site information. To map the native vegetation, you will need to know:

- the boundary of patches of native vegetation
- the location of large trees within patches and their trunk circumference
- the location of scattered trees and their trunk circumference.

If you are not sure whether the vegetation you want to remove is native, you should seek advice from your local council. Take photos of the bark, leaves, flowers, fruit or gum nuts that will help identify if it is native.

Appendix 1 has information on how to recognise native vegetation, identify a native canopy tree and classify whether vegetation is a patch or a scattered tree.

If the native vegetation is not a patch or a scattered tree, a permit is still required. Contact your local council for more information.

How to measure the trunk circumference of a native canopy tree

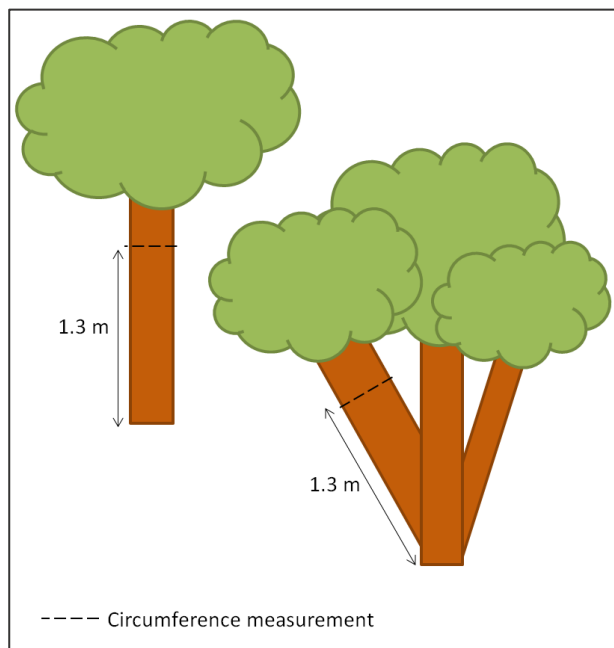
A native canopy tree is a mature tree that is taller than 3 metres and normally found in the upper layer of the relevant vegetation type.

Use a measuring tape to measure the trunk circumference (i.e. the distance around the trunk) in centimetres of any native canopy trees you may need to remove. Figure 2 shows how to do this.

The trunk circumference must be measured at 1.3 metres above ground level. If the tree has multiple stems, measure the largest stem.

You do not need to measure or map native canopy trees that are less than 3 metres tall.

Figure 2. How to measure the trunk circumference of a tree



2.4 Take photographs

You must provide recent photographs of all the native vegetation proposed to be removed, include photos taken from several different locations.

It is desirable to include close-up photographs of the plants and their leaves, flowers, bark and fruit (as applicable) to assist in identification. If the area of native vegetation to be removed is large, provide photos that are indicative of the native vegetation.

All photographs must be clear and show whether the vegetation is a patch or scattered trees.

2.5 Map the native vegetation using the NVIM native vegetation removal tool

You can access NVIM native vegetation removal tool at <https://nvim.delwp.vic.gov.au/>

Table 2 explains how to use the tool.

How to import spatial data into the NVIM native vegetation removal tool

Spatial data can be imported into the NVIM native vegetation removal tool when it complies with the following data standards.

Shapefile data standard:

- Vicgrid94 projection
- all patches must be mapped as polygons, and all trees must be mapped as points
- patches and trees are provided in separate shapefiles, but zipped and provided as a single ZIP archive (.zip) without any folders
- tree points must be attributed with a numeric field labelled 'tree_cir', which records the trunk circumference in centimetres (eg. 86.2), 1.3m above ground level (provided in the corresponding .dbf file)
- each shapefile (.shp) must be accompanied by three files with the same name (.shx, .dbf, .prj).

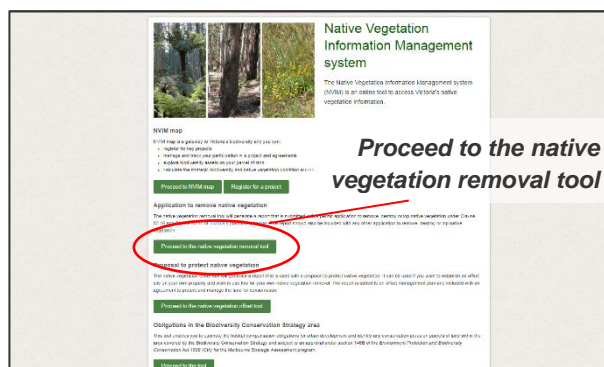
Keyhole Mark-up Language standard:

- all patches must be mapped as polygons (trees are not currently supported)
- the data must be provided as a KML file (.kml), KMZ file (.kmz) or a ZIP archive (.zip) containing multiple KML or KMZ files.

1. Open the NVIM native vegetation removal tool

<https://nvim.delwp.vic.gov.au/>

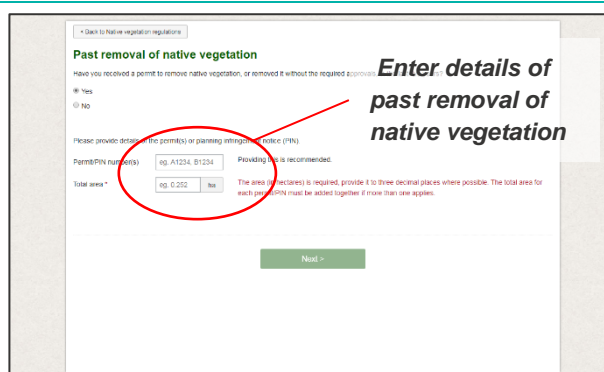
Read and accept the Terms & Conditions of Use, and click 'Start'.



If you have removed native vegetation in the last five years, click 'Yes'. Enter the permit number (or permit infringement notice) and the number of hectares that were removed.

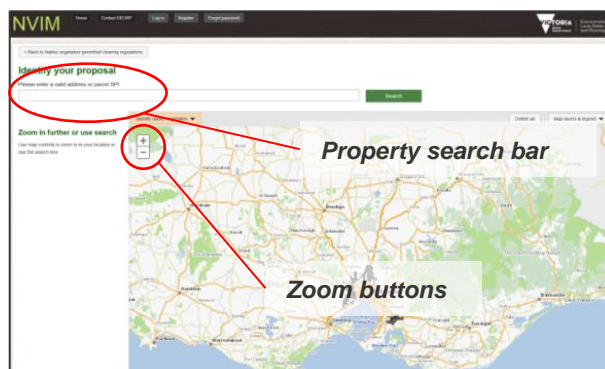
If you are unsure you should contact your local council to confirm whether any permits to remove native vegetation have been issued to you in the last five years.

Click 'Next' to proceed to the next step.



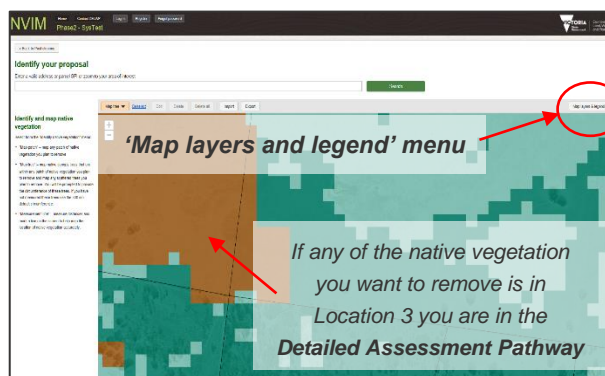
Type your address in the property search bar.

You can also use the zoom buttons or your mouse scroller to find your site.



Select the *'Map layers & legend'* menu.

- Select '*Aerial imagery*' to view the native vegetation.
- Select '*Location category*'. If any of the native vegetation you want to remove is in Location 3 you are in the Detailed Assessment Pathway and you need to appoint an accredited native vegetation assessor to assist you.
- Select '*Condition score*' and '*Strategic biodiversity value score*'. If you can restrict your removal to areas with low scores you will reduce your impacts and offset requirements.



5. Draw the boundary of any patches

Select the 'Identify native vegetation' menu to start mapping.

Select 'Map patch' to draw a boundary around any patches of native vegetation you plan to remove. You could have more than one patch on your property.

- A patch is an area with 25 per cent native perennial understorey plant cover. Draw a line that follows the boundary of the patch.
- If the patch boundary includes a tree, the drip line of the tree canopy is the boundary of the patch.



6. Map the location of native canopy trees

Select 'Map tree' to map the location of all canopy trees you may need to remove.

- Mark the location of trees within patches of native vegetation.
- Mark the location of trees outside patches of native vegetation (scattered trees).

The NVIM native vegetation removal tool will determine if a tree is scattered or within a patch. The tool will also tell you if a tree is small or large – see Step 7.

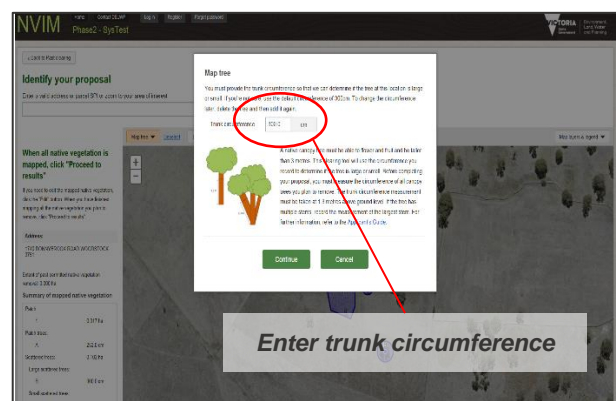


7. Enter the trunk circumference for native canopy trees

For each tree you map, the NVIM native vegetation removal tool will prompt you to enter the trunk circumference.

- Use a measuring tape to measure the trunk circumference of all native canopy trees (see section 2.3 and Figure 2). Type in this number when prompted for each tree.
- The tool will tell you if a tree is large or small based on the circumference that you enter.

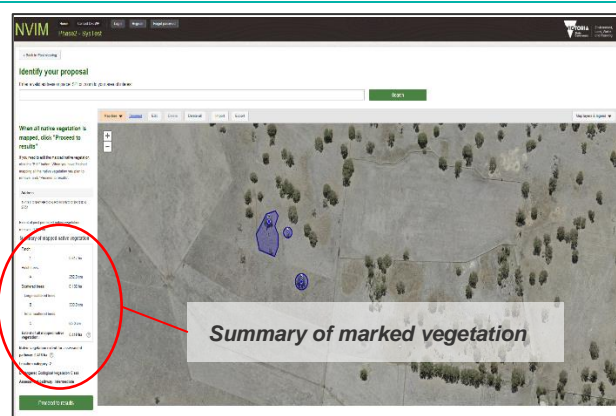
If you haven't measured the trunk you can use a default circumference of 300 cm for each tree. If you use this circumference the tool will assume the tree is large.



8. Get the assessment pathway

A summary of mapped vegetation (extent, location category and assessment pathway) is provided on the left of the screen.

- If you are in the Basic or Intermediate Assessment Pathway you can follow the prompts in the tool to complete the application yourself.
- If you are in the Detailed Assessment Pathway you need to appoint an accredited native vegetation assessor to assist you. A list of accredited native vegetation assessors is available on the DELWP website.



8 Applicant's guide

Applications to remove, destroy or lop native vegetation

Step 3 - Do I need an accredited native vegetation assessor?

3.1 Basic or Intermediate Assessment Pathway

If you are in the Basic or Intermediate Assessment Pathway you do not need to appoint an accredited native vegetation assessor. You can complete the application yourself using the NVIM native vegetation removal tool.

You can choose to appoint an accredited native vegetation assessor if you want help with your application.

3.2 Detailed Assessment Pathway

If you are in the Detailed Assessment Pathway you need to appoint an accredited native vegetation assessor to complete a site assessment report.

A site assessment report completed by an accredited native vegetation assessor is required for all applications in the Detailed Assessment Pathway.

Accredited native vegetation assessors are listed on DELWP's Vegetation Quality Assessment Competency Register and have current accreditation (less than two years old at the time the site assessment is completed).

The accredited native vegetation assessor will:

- Map the native vegetation you propose to remove.
- Complete a site assessment report. The site assessment report must be lodged with the permit application.
- Provide you with recent, dated photographs of the native vegetation to be removed.
- Provide you with a *Scenario test report*. You can use this report to get an indication of biodiversity impacts, offset requirements and potential costs as a result of the proposed removal of native vegetation. The *Scenario test report* is indicative only and cannot be used to support your permit application.
- Obtain a *Native vegetation removal report* (NVR report) from DELWP. The NVR report must be lodged with the permit application.

An accredited native vegetation assessor should also be able to work with you address the application requirements for a permit to remove native vegetation, including:

- Provide advice on how to minimise your impacts, offset requirements and costs.
- Work with you to write an appropriate avoid and minimise statement and offset statement.
- Provide advice on how to secure an appropriate offset.
- Determine whether the native vegetation contributes to land and water protection or has been identified as a landscape feature in the local planning schemes.
- Advise whether you need to consider any other legislation, such as the *Flora and Fauna Guarantee Act 1988* and the *Environmental Protection and Biodiversity Conservation Act 1999*.
- Work with you to write an appropriate defensible space statement and statement that explains how the proposal responds to the NVPP considerations, if required.

An accredited native vegetation assessor will charge a fee for these services.

If you are in the Detailed Assessment Pathway you need to appoint an accredited native vegetation assessor to complete a site assessment report.

A list of accredited native vegetation assessors is available on the DELWP website or your local council may be able to recommend an accredited assessor that works in your local area.

Step 4 - Can I reduce my impacts, offset requirements and costs?

This section will explain how to use the NVIM native vegetation removal tool to reduce your impacts, offset requirements and costs.

4.1 Can I move to a lower assessment pathway?

If your proposal is in the Detailed Assessment Pathway, you need to appoint an accredited native vegetation assessor to assist you. You can move to a lower assessment pathway and complete the application yourself if you are able to:

- reduce the extent of removal to less than 0.5 hectares², and
- avoid removing native vegetation from areas identified as Location 3.

4.2 Identifying areas with greater value

Native vegetation values include *biodiversity value* and *other values*. These are described further below. You should consider these values when deciding which area of native vegetation has higher value. Try to avoid removing native vegetation with higher value.

If you find you have competing values, consult with the planning officer at your local council to determine what the local priorities are.

Biodiversity value

Appendix 2 describes how to understand mapped biodiversity values on your property (location, condition score and strategic biodiversity score).

Some important values can be easily observed. Consider:

- Large or intact areas of native vegetation. This vegetation would usually have higher condition and strategic biodiversity value scores.
 - A condition score above 0.6 is considered to be very good condition.
 - A strategic biodiversity value score above 0.8 means the site is very important for Victoria's biodiversity from a statewide perspective.

- Large or hollow-bearing native trees. To protect a large tree you should be at least 15 metres away from the trunk. Large trees with hollows usually have more biodiversity value than smaller trees without hollows.
- Areas that support an endangered Ecological Vegetation Class (EVC) or a sensitive wetland or coastal area are more valuable than areas without these features. These are mapped as Location 2 on the *Location map*.
- Removing native vegetation from areas mapped as Location 3 on the *Location map* could have a significant impact on habitat for a rare or threatened species. You should try to avoid removing native vegetation from these areas.

Other values

Other values of native vegetation include its role in land and water protection (e.g. controlling soil erosion), landscape values (e.g. visual amenity) and cultural values (e.g. scar trees that are significant for traditional owners).

You should reduce the amount of native vegetation you have to remove that:

- Contributes to land or water protection (i.e. adjacent to waterways or aiding land stability).
- Is identified in the planning scheme as a landscape feature.
- Is protected under the *Aboriginal Heritage Act 2006*.

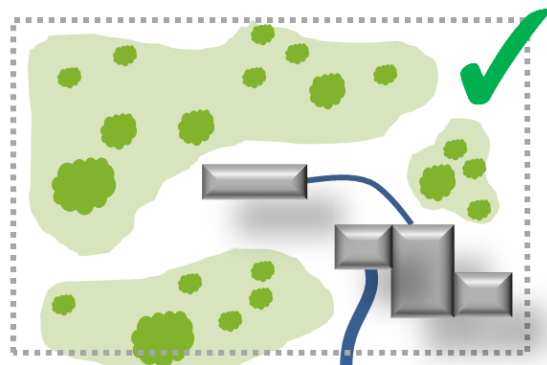
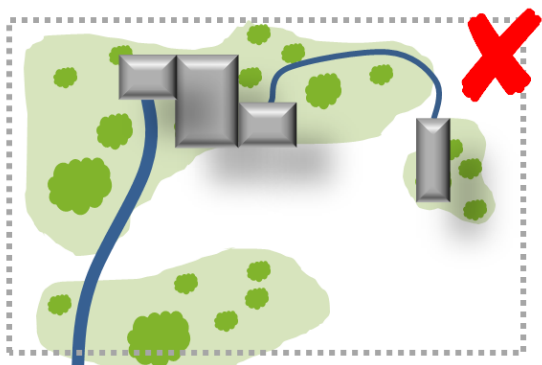
The planning officer at your local council will tell you if these matters apply to your site during the pre-application meeting.

Figure 3 shows how you can avoid and minimise impacts at the site level.

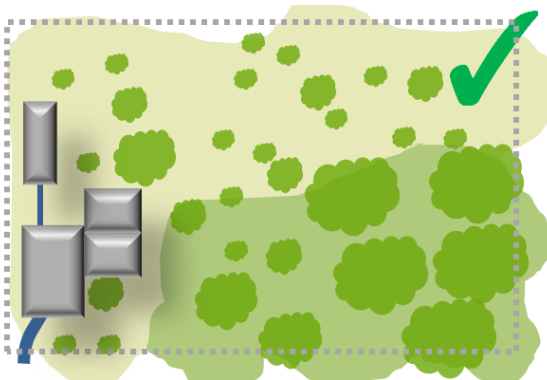
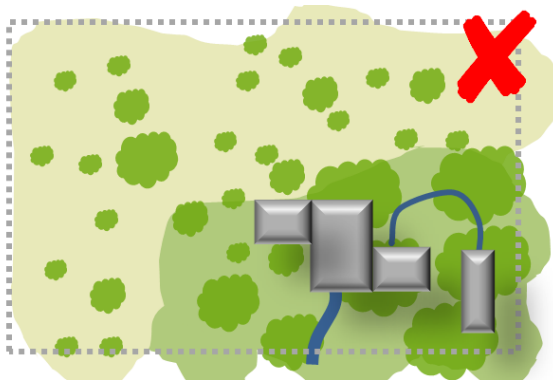
² Note that 0.5 hectares is equivalent to a rectangle 100 metres long and 50 metres wide, or 7 large scattered trees or 16 small scattered trees. Past native vegetation removal is also considered when determining the assessment pathway.

Figure 3. How to avoid and minimise impacts at the site level

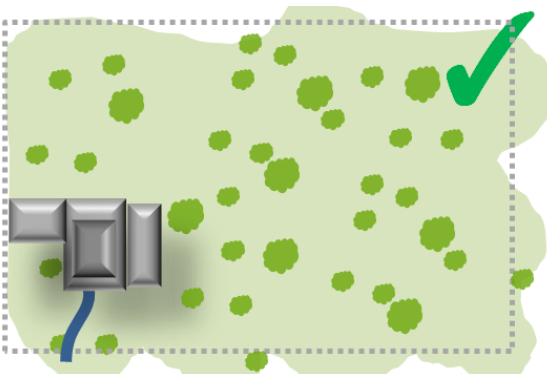
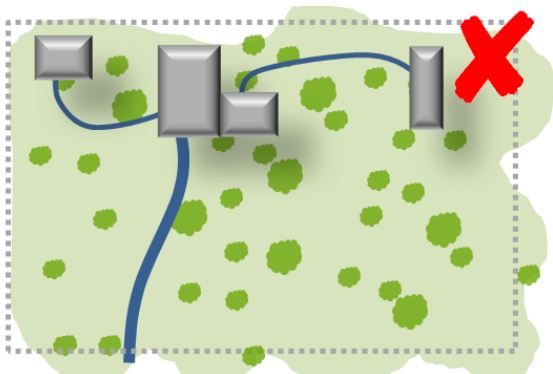
1. **Avoid native vegetation.** Try to site your project footprint in locations that have no native vegetation.



2. **Minimise impacts to areas with higher value.** Higher value can be indicated by large, intact or high quality areas of native vegetation (usually with higher condition and strategic biodiversity value scores), large or hollow-bearing trees (including within 15 metres of the tree trunk), and Location 2 or 3 on the *Location map*.



3. **Design your proposal to minimise the impact footprint.** For example, build upward rather than outward (i.e. multi-storey rather than single storey), place buildings close to the site entrance or closer together to minimise the length of roads or pathways. Consider boring underground rather than open cut construction when laying infrastructure through sensitive areas.



4. **Ensure that native vegetation to be retained can keep the values that it currently has.** It should not degrade over time because of impacts from the proposed development or use. For example, consider off-site impacts or potential impacts to native vegetation in close proximity to the development or use.

4.3 Offset requirements

If the removal of native vegetation is approved, you must provide an offset to compensate for the impacts to biodiversity.

There are two types of offsets:

- A **species offset** is required when the removal of native vegetation has a significant impact on habitat for a rare or threatened species.
- A **general offset** is required when the removal of native vegetation does not have a significant impact on habitat for a rare or threatened species.

An application in the Basic or Intermediate Assessment Pathway can only have general offset requirements. If your application is in the Basic or Intermediate Assessment Pathway the NVIM native vegetation removal tool uses the mapped information to determine the offset requirements for your proposal. This is specified in the *Native vegetation removal report* (NVR report).

An application in the Detailed Assessment Pathway can have either general or species offset requirements, or both. If your application is in the Detailed Assessment Pathway the offset requirements for your proposal will be specified in an NVR report provided to you by the accredited native vegetation assessor.

Reducing the amount of native vegetation you remove, and keeping removal to areas with low mapped biodiversity value will reduce your offset costs and benefit biodiversity.

Offsets are described as either first or third party:

- **First party offsets** are on land owned by the holder of a permit to remove native vegetation. First party offsets are used to meet landowners' own offset requirements.
- **Third party offsets** are on land owned by another party. Permit holders can purchase native vegetation credits from other landowners to meet their offset requirements.

Before you finalise your proposal, you should investigate the costs to secure the offset. If the cost is too high you can try to further avoid or minimise impacts.

Appendix 4 provides information on the potential costs of securing the offset.

Step 5 - Prepare the application

You now know what native vegetation you have on your site, have an understanding of its value and the required offset and have considered how impacts on these values can be avoided or minimised. The next step is to prepare your application.

5.1 Basic or Intermediate Assessment Pathway

If you are in the Basic or Intermediate Assessment Pathway you can complete your application using the NVIM native vegetation removal tool.

The NVIM native vegetation removal tool will prompt you to provide additional information that is needed as part of the application for a permit to remove native vegetation.

Table 3 shows how to use the NVIM native vegetation removal tool to prepare an application in the Basic or Intermediate Assessment Pathway.

Appendix 4 and 5 provide examples of how to write topographical and land information, an avoid and minimise statement and an offset statement.

5.2 Detailed Assessment Pathway

If you are in the Detailed Assessment Pathway you need to appoint an accredited native vegetation assessor to complete a site assessment report for the native vegetation you propose to remove. You cannot use the NVIM native vegetation removal tool to complete your application.

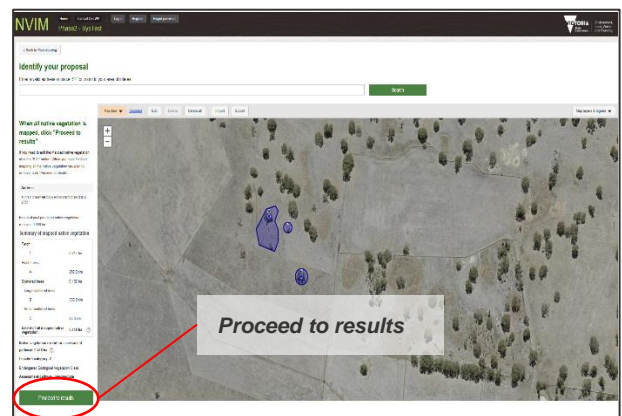
A list of accredited native vegetation assessors is available on the DELWP website or your local council may be able to recommend an accredited assessor that works in your local area.

See section 3.2 for more information on accredited native vegetation assessors. An accredited native vegetation assessor will charge a fee for their services.

Table 3. How to use the NVIM native vegetation removal tool to prepare the application

1. Proceed to results

Once the native vegetation you plan to remove is mapped in the NVIM native vegetation removal tool, click 'Proceed to results' to get a summary of the mapped native vegetation and offset requirements.

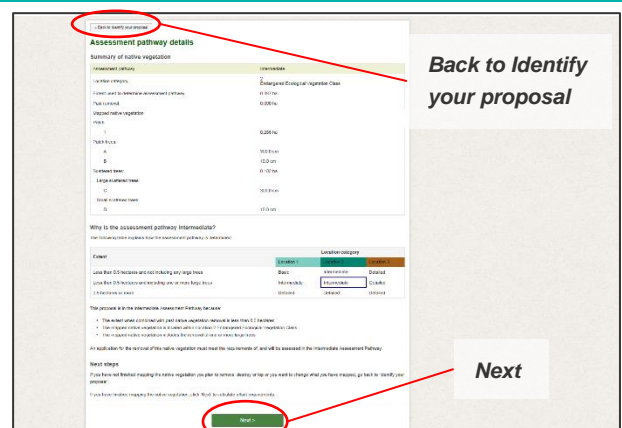


2. Review the assessment pathway details

You will see a summary of the native vegetation you mapped, the assessment pathway and information on how the assessment pathway was determined.

If you want to adjust the native vegetation you mapped, click 'Back to Identify your proposal'.

When you are happy with the native vegetation you have mapped and are ready to continue, click 'Next'.



3. Review the offset requirements

You will see a summary of the offset requirements that would apply if your permit to remove native vegetation is granted.

If you want to adjust the native vegetation you mapped, click 'Back to Assessment pathway details'.

When you are happy with the native vegetation you have mapped and are ready to continue, click 'Next'.

Offset requirements

A native vegetation offset will be included if a permit is granted to remove native vegetation. The offset must meet the following requirements:

Offset type	Offset value
Offset amount (permet holder value)	0.17
Offset amount (assessor value)	0.17
Offset amount (assessor value)	0.17
Offset amount (assessor value)	0.17

Summary of mapped native vegetation

Native vegetation	Area (ha)
Native vegetation	7
Native vegetation	7
Native vegetation	7
Native vegetation	7
Native vegetation	7
Native vegetation	7
Native vegetation	7
Native vegetation	7
Native vegetation	7
Native vegetation	7

Next >

4. Enter topographical and land information

Describe any topographical or land features on your property. This includes ridges, crests and hilltops, drainage lines, wetlands and waterways, steep slopes, low lying areas, saline discharge areas and areas of existing erosion. It may be helpful to show this information on a map, or you can write down a brief description.

5. Enter avoid and minimise statement

All applications must state what has been done to avoid and minimise native vegetation removal. The statement should include information about the following:

- A description of any *strategic level planning*. For example, if your property is subject to a Property Vegetation Plan (PVP), your response can include a copy of the plan.
- A description of any *site level planning*. You must state how you have sited your proposal to avoid or minimise impacts on native vegetation. Be specific about the values you have avoided. For example, if you sited your proposal in an area away from the largest trees, you should include this in your statement. Section 4.2 and Figure 3 will help you do this.
- That no feasible opportunities exist to further avoid removal or minimise impacts without compromising the proposed use or development. If you think you have done all you can, or you think you have no alternatives, you can write this in your statement. This could be when the proposal does not impact important biodiversity or other values.

Additional information

Fill in the following to ensure the report you download includes the information needed to make an assessment of your application.

If you want to enter this additional information at a later time, leave the boxes blank and click 'Next >'. This information will be entered on the next screen. When you are ready to enter the additional information, you will be able to import your map.

Topographical and land information

Describe any topographical or land features on your property. This includes ridges, crests and hilltops, drainage lines, wetlands and waterways, steep slopes, low lying areas, saline discharge areas and areas of existing erosion.

The *Applicants guide* provides more details.

This is an application requirement and your application will be incomplete without it.

Avoid and minimise statement

Describe why you cannot avoid the removal of native vegetation and what you have done to minimise impacts from removing native vegetation. This can be done by locating your development in areas where there is no native vegetation or in areas where the value of the native vegetation is lower.

The *Applicants guide* will help you understand the value of native vegetation on your site.

This is an application requirement and your application will be incomplete without it.

Defendable space statement

If the vegetation to be removed is to create defendable space describe what other bushfire risk mitigation measures have been considered that could reduce the need to remove native vegetation. This could include building to a different standard or in a different location. This statement is not required if your application also includes an application under the Bushfire Management Overlay.

If clearing is not for defendable space, write 'not applicable'.

Offset statement

Describe how you intend to secure the required offset. This may be by purchasing the offset (attach the quotation to your permit application) or by establishing a new first party offset.

The *Applicants guide* provides further guidance on your offset statement and how to identify a suitable offset.

This is an application requirement and your application will be incomplete without it.

Next >

If you want to enter the topographical information, avoid and minimise statement, defendable space statement and offset statement at a later time:

- Leave the additional information entry boxes blank and click 'Next'.
- Click 'Export map' and save the map to your computer as a Shapefile or a KML file.
- When you are ready to enter the additional information, return to the NVIM native vegetation removal tool mapping screen and click 'Import'. Select the map file that you saved.
- Click through the screens until you return to the additional information entry screen to complete the NVR report.

6. Enter defendable space statement

If the removal of native vegetation is to create defendable space to reduce bushfire hazard, explain why this removal is necessary, and how other bushfire risk mitigation measures have been considered.

If the application to remove native vegetation is in conjunction with an application under the Bushfire Management Overlay (BMO) you already have to provide this information in accordance with the BMO application requirements. You do not need to repeat this information and this defendable space statement is not required. If the removal is under the BMO, write “Not applicable – my application also includes a BMO application”.

If the removal is not for defendable space, write “Not applicable – not for defendable space”.

7. Enter offset statement

All applications must explain that a suitable offset has been identified and can be secured. A suitable statement includes evidence that the required offset:

- A. is available to purchase from a third party, or
- B. will be purchased from a proposed new third party offset site, or
- C. can be met by a first party offset site.

The three options and how to write an offset statement for each option is explained in Appendix 4.

You do not need to secure the offset until after your application to remove native vegetation is approved. You only need to include a statement that shows how you intend to secure the offset if your application is approved.

8. Download the Native vegetation removal report

Click ‘Download report’ to save the NVR report to your computer.

Click ‘Export map’ to save the map to your computer as a Shapefile or a KML file.

← Back to Offset requirements

Additional information

Fill in the following to ensure the report you download includes the information needed to make an application to remove native vegetation.

If you want to enter this additional information at a later time, leave the boxes blank and click 'Next'. You will be able to save and export your map on the next screen. When you are ready to enter the additional information, you will be able to import your map and complete the application.

Topographical and land information

Describe any topographical or land features on your property. This includes ridges, crests and hilltops, drainage lines, wetlands and waterways, steep slopes, low lying areas, saline discharge areas and areas of existing erosion.

The Applicant's guide provides more details.

This is an application requirement and your application will be incomplete without it.

Avoid and minimise statement

Describe why you cannot avoid the removal of native vegetation and what you have done to minimise impacts from removing native vegetation. This can be done by locating your development in areas where there is no native vegetation or in areas where the value of the native vegetation is lower.

The Applicant's guide will help you understand the value of native vegetation on your site.

This is an application requirement and your application will be incomplete without it.

Defendable space statement

If the vegetation to be removed is to create defendable space describe what other bushfire risk mitigation measures have been considered that could reduce the need to remove native vegetation. This could include building to a different standard or in a different location. This statement is not required if your application also includes an application under the Bushfire Management Overlay.

If clearing is not for defendable space, write 'not applicable'.

Offset statement

Describe how you intend to secure the required offset. This may be by purchasing the offset (attach the quotation to your permit application) or by establishing a new first party offset.

The Applicant's guide provides further guidance on your offset statement and how to identify a suitable offset.

This is an application requirement and your application will be incomplete without it.

Next >

← Back to Additional information

Review and download

Next steps

This proposal to remove native vegetation must meet the application requirements of the Intermediate Assessment Pathway. It will be assessed in the Intermediate Assessment Pathway.

If you wish to remove the mapped native vegetation you must apply for a permit from your local council.

If all the steps have been completed in this tool, the report will contain most of the information needed to make an application to remove, destroy or lop native vegetation. The report must be included with your application.

You will need to add to this report:

- Recent photographs of the native vegetation to be removed
- Any approved Property Vegetation Plan that you have for your property
- If your application is a Clause 52.16 permit application, you will need to include a statement that responds to the relevant Native Vegetation Precinct Plan considerations. Your local council will tell you if Clause 52.16 applies.

If you have finished mapping the native vegetation and filled in the additional information, proceed with the following steps:

- Download the report and export the mapped native vegetation for your future use.
- Make sure you have met all application requirements. The Applicant's guide can help you with this.
- Submit this report with your application to your local council.

Download report

Export map

Step 6 - Lodge the application

Your permit application must meet all the application requirements. Most of the requirements are met by the NVR report but others must be met by you (see Table 4).

If the native vegetation to be removed is not a patch or a scattered tree (Appendix 1), a planning permit is still required, but a NVR report is not required. The application must meet the relevant requirements of the Basic Assessment Pathway. Relevant requirements are listed in Table 4.

Your application cannot be assessed unless all application requirements are complete. If you submit an incomplete application, you will be asked to supply the required information which may cause delays.

Once all application requirements are met you can lodge your application with your local council.

Table 4. Meeting the application requirements for a planning permit to remove native vegetation

No.	Summary of application requirements	Requirement met by:	
		<i>Basic and Intermediate Assessment Pathway</i>	<i>Detailed Assessment Pathway</i>
1	Information about the native vegetation to be removed, including: <ul style="list-style-type: none"> • The assessment pathway and reason for the assessment pathway[^]. This includes the location category of the native vegetation to be removed. • A description of the native vegetation to be removed. • Maps showing the native vegetation and property in context. • The offset requirement that will apply if the native vegetation is approved to be removed[^]. 	NVR report	NVR report
2	Topographic and land information relating to the native vegetation to be removed, showing ridges, crests and hilltops, wetlands and waterways, slopes of more than 20 percent, drainage lines, low lying areas, saline discharge areas, and areas of existing erosion, as appropriate.	Applicant adds to the NVR report	Applicant*
3	Recent, dated photographs of the native vegetation to be removed.	Applicant	Applicant*
4	Details of any other native vegetation approved to be removed, or that was removed without the required approvals, on the same property or on contiguous land in the same ownership as the applicant, in the five year period before the application for a permit is lodged.	Applicant adds to the NVR report	Applicant
5	An avoid and minimise statement. The statement describes any efforts to avoid the removal of, and minimise the impacts on the biodiversity and other values of native vegetation, and how these efforts focussed on areas of native vegetation that have the most value.	Applicant adds to the NVR report	Applicant*
6	A copy of any Property Vegetation Plan contained within an agreement made pursuant to section 69 of the <i>Conservation, Forests and Lands Act 1987</i> that applies to the native vegetation to be removed.	Applicant	Applicant
7	Where the removal of native vegetation is to create defensible space, a written statement explaining why the removal of native vegetation is necessary.	Applicant adds to the NVR report	Applicant*
8	If the application is under Clause 52.16, a statement that explains how the proposal responds to the Native Vegetation Precinct Plan considerations at decision guideline 6.	Applicant	Applicant*
9	An offset statement providing evidence that an offset that meets the offset requirements for the native vegetation to be removed has been identified, and can be secured.	Applicant adds to the NVR report	Applicant*
10	A site assessment report of the native vegetation to be removed, completed by an accredited native vegetation assessor.	N/A	Site assessment report
11	Information about impacts on rare or threatened species habitat.	N/A	NVR report

Note: [^] Not required if the native vegetation does not qualify as a patch or a scattered tree. * Required information may be included in the site assessment report or provided by the accredited native vegetation assessor.

Appendix 1 – How to classify native vegetation

A. What is native vegetation?

Native vegetation is defined in the Victoria Planning Provisions as ‘plants that are indigenous to Victoria, including trees, shrubs, herbs and grasses’.

The Guidelines classify native vegetation in two categories; patch and scattered tree.

If you are not an accredited native vegetation assessor, the flow diagram in Figure 8 will help you work out if the native vegetation is a patch or a scattered tree.

B. What is a patch of native vegetation?

A patch of native vegetation is either:

- an area of vegetation where at least 25 per cent of the total perennial understorey plant cover is native (Figures 4, 5 and 6), or
- any area with three or more native canopy trees where the drip line of each tree touches the drip line of at least one other tree, forming a continuous canopy (Figures 4 and 7), or
- any mapped wetland included in the *current wetlands* layer, available in systems and tools developed by DELWP.

When you are mapping a patch of native vegetation that contains native canopy trees you will also need to measure the trees to determine if any are considered to be ‘large trees’. Section 2.3 explains how to do this.

C. What is a scattered tree?

A scattered tree is a native canopy tree that does not form part of a patch (Figures 4, 6 and 7).

A scattered tree can be a ‘large scattered tree’ or a ‘small scattered tree’.

D. What is a native canopy tree?

A native canopy tree is a mature tree that is taller than 3 metres and normally found in the upper layer of the relevant vegetation type.

E. What is a large tree?

A large tree is a native canopy tree with a trunk circumference greater than or equal to the large tree benchmark for the local vegetation type³.

A large tree can be a large scattered tree or a large tree within a patch of native vegetation.

You will need to measure the trunk circumference of all native canopy trees so that the NVIM native vegetation removal tool can determine if a tree is large. Section 2.3 explains how to do this.

F. Extent

The extent of native vegetation is the area of land covered by a patch and/or a scattered tree:

- The extent of a patch is the size of the patch in hectares.
- The extent of a small scattered tree is mapped as a circle with a 10 metre radius.
- The extent of a large scattered tree is mapped as a circle with a 15 metre radius.

G. Native vegetation that is not a patch or a scattered tree

If the native vegetation to be removed is not a patch or a scattered tree, a planning permit is still required. The application must meet the relevant requirements of the Basic Assessment Pathway.

³ A large tree is a native canopy tree with a Diameter at Breast Height (DBH) greater than or equal to the large tree benchmark for the local Ecological Vegetation Class (EVC), measured at 1.3 metres above ground level.

Figure 4. How to classify native vegetation

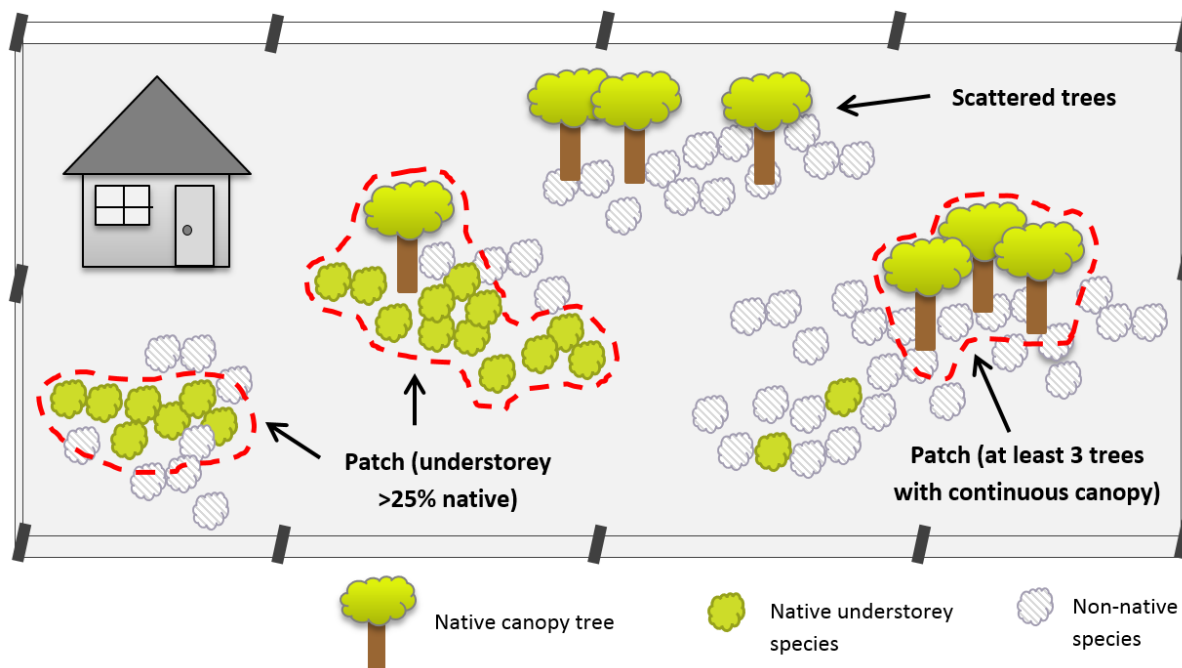


Figure 5. Patch of native vegetation (treeless) where at least 25 per cent of the total perennial understorey plant cover is native

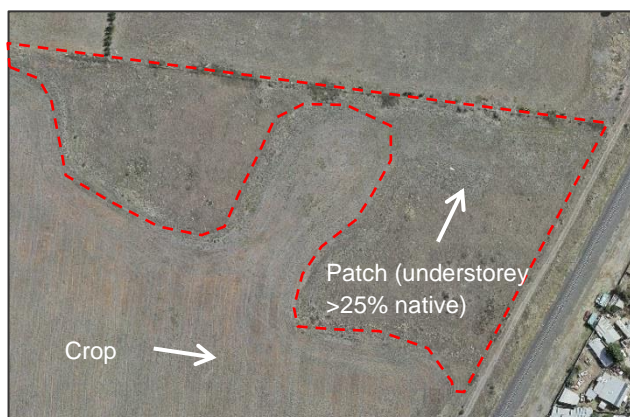


Figure 7. Patches of native vegetation with three or more native canopy trees where the drip line of each tree touches the drip line of at least one other tree, forming a continuous canopy

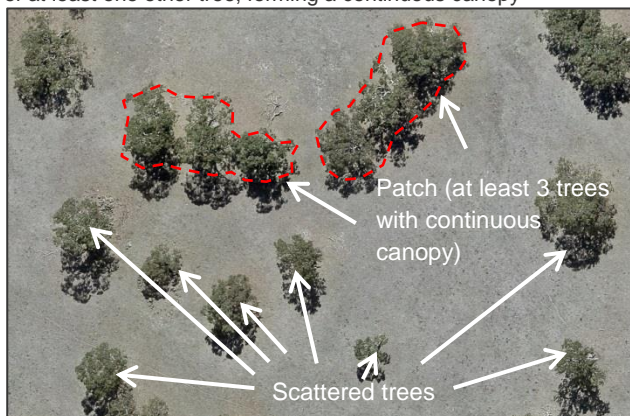


Figure 6. Patch of native vegetation (including trees within the patch) where at least 25 per cent of the total perennial understorey plant cover is native

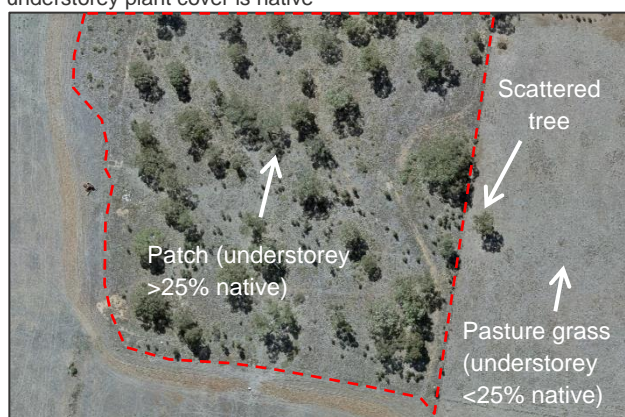
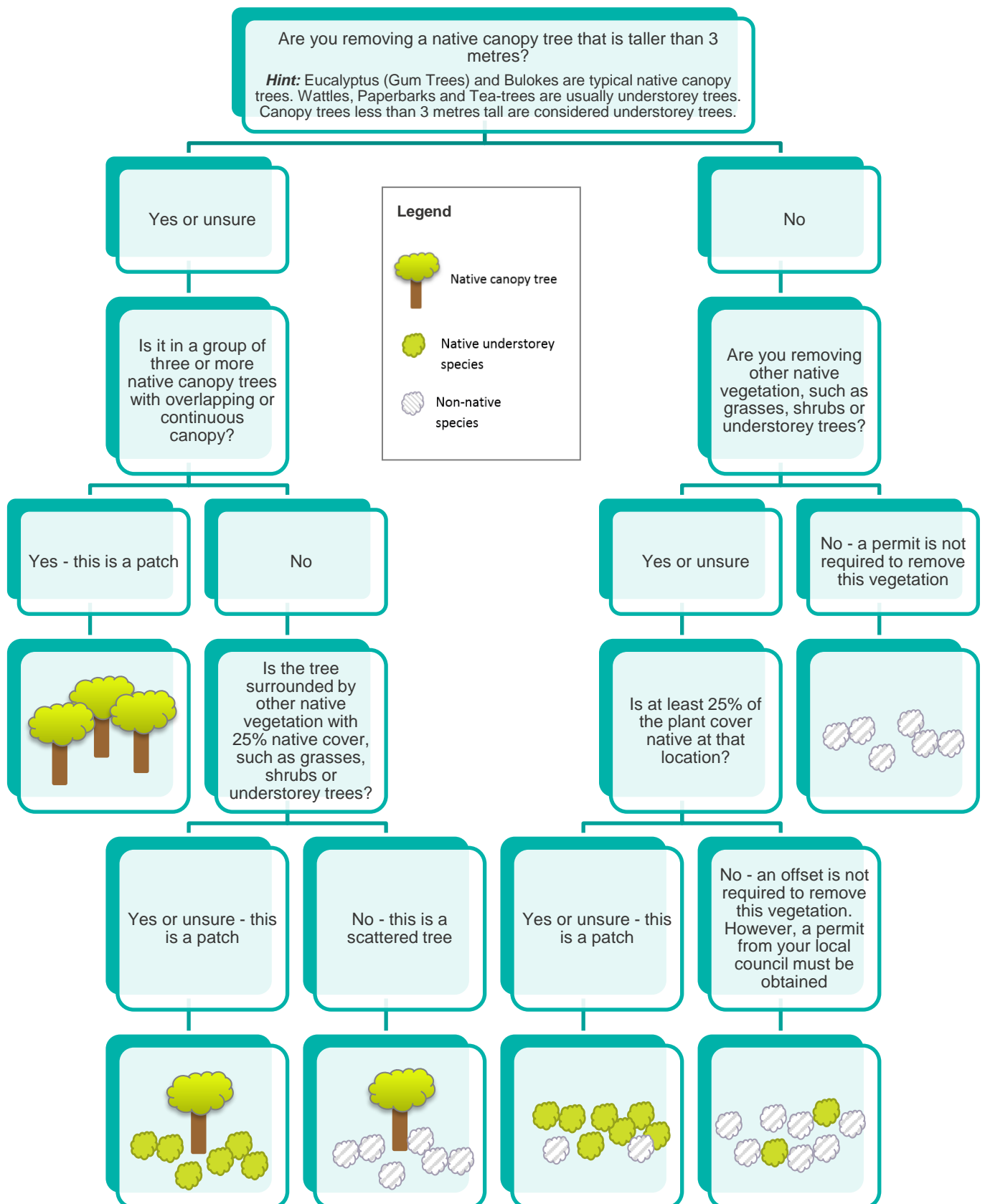


Figure 8. Planted wind row. A permit is not required to remove vegetation that is not native or that is planted (provided it was not planted for the purposes of conservation).



Figure 9. How to decide if native vegetation is a patch or scattered tree



Appendix 2 – Mapped biodiversity values used by the NVIM native vegetation removal tool

To determine offset requirements and the assessment pathway the NVIM native vegetation removal tool uses a series of maps. These maps determine the *location category*, *condition score* and *strategic biodiversity value score* for your proposal.

Location category

There are three location categories that indicate potential risk to biodiversity from removing native vegetation. This is shown in the *Location map* and includes:

- Location 3 – Locations where less than 0.5 hectares of removal could have a significant impact on habitat for a rare or threatened species.
- Location 2 – Endangered Ecological Vegetation Classes and sensitive wetlands and coastal areas.
- Location 1 – All remaining locations in Victoria.

Information from the *Location map* is combined with site information to determine the assessment pathway. This is shown in Table 5.

Native vegetation condition score

The condition score of native vegetation describes how close native vegetation is to its mature natural state. This is shown in the *Native vegetation condition map* that has scores between 0.2 and 1.

The NVIM native vegetation removal tool uses the map of modelled condition scores to determine the condition of native vegetation. This is used to determine offset requirements. Removing only poorer condition native vegetation will reduce your offset requirements and costs.

Strategic biodiversity value score

The strategic biodiversity value score of native vegetation represents how important a site is for Victoria's biodiversity, relative to other locations in the state.

The NVIM native vegetation removal tool uses scores in the *Strategic biodiversity value map* to determine the strategic biodiversity value score of the native vegetation you want to remove. The scores range between 0.1 and 1 with scores of 0.1 being of lowest strategic value and scores of 1 having the highest strategic value.

The score is used to determine offset requirements. Removing native vegetation with lower strategic biodiversity value scores will reduce your offset requirements and costs.

Table 5. Determining the assessment pathway

Extent of native vegetation	Location category		
	Location 1	Location 2	Location 3
Less than 0.5 hectares and not including any large trees	Basic	Intermediate	Detailed
Less than 0.5 hectares and including one or more large trees	Intermediate	Intermediate	Detailed
0.5 hectares or more	Detailed	Detailed	Detailed

Appendix 3 – Partial removal

A. Removal of only understorey plants from a patch of native vegetation

When removing some or all understorey plants from a patch of native vegetation:

- the full extent of the removal must be mapped, and
- the condition score must be halved.

Halving the condition score will adjust the habitat hectares, the general habitat score and the amount of offset (general habitat units required).

If the NVR report was generated using the NVIM native vegetation removal tool, these changes must be made manually in the report by the applicant (Figure 10). To do this:

1. Use the NVIM native vegetation removal tool to map the full extent of the native vegetation proposed to be removed and generate a NVR report.
2. In Appendix 1 of the NVR report, use a red pen to cross out the 'condition score of all marked native vegetation' and write in the halved score.
3. Write in the amended habitat hectares, general habitat score and offset amount.
4. Adjust the scores and amounts on the front page of the NVR report.

B. Removal of only canopy trees from a patch of native vegetation

When removing only canopy trees from a patch of native vegetation:

- Each large canopy tree to be removed must be mapped as a large scattered tree.
- Each small canopy tree to be removed must be mapped as a small scattered tree.
- The combined extent of the mapped canopy trees receives the condition score of the patch of native vegetation they are located in.

If a site assessment was completed by an accredited native vegetation assessor:

If the applicant has included a habitat hectare assessment report completed by an accredited native vegetation assessor, the condition score determined by that assessment is used in place of the modelled condition score. This will adjust the habitat hectares, the general biodiversity score and the amount of offset required.

This can apply to a patch of native vegetation and scattered tree condition scores determined by the NVIM native vegetation removal tool from the *Native vegetation condition map*. These changes must be made manually in the NVR report by the applicant, shown in Figure 10.

C. Proposal includes some partial removal and some complete removal

If the proposed removal includes some partial removal and some complete removal, three reports will be required:

- Report 1: showing the extent of all removal (both partial and complete). This report provides the assessment pathway for the application. If the proposal is in the Detailed Assessment Pathway then the application requirements and decision guidelines will apply as per the Detailed Assessment Pathway and a site assessment report will be required.
- Report 2: showing the extent of complete removal. This report provides the offset requirements for areas of complete removal.
- Report 3: showing the extent of partial removal. This report provides the offset requirement for areas of partial removal.

Figure 10. How to manually halve the condition score and amend the habitat hectares, general habitat score and offset amount in Appendix 1 of the NVR report

Appendix 1 - Details of offset requirements		
Native vegetation to be removed		
Extent of all mapped native vegetation (for calculating habitat hectares)	0.154	The area of land covered by a patch of native vegetation and/or a scattered tree, measured in hectares. Where the mapped native vegetation includes scattered trees, each tree is assigned a standard extent and converted to hectares. A small scattered tree is assigned a standard extent defined by a circle with a 10 metre radius and a large scattered tree a circle with a 15 metre radius. The extent of all mapped native vegetation is an input to calculating the habitat hectares.
Condition score*	0.752 0.376	The condition score of native vegetation is a site-based measure that describes how close native vegetation is to its mature natural state. The condition score is the weighted average condition score of the mapped native vegetation calculated using the <i>Native vegetation condition map</i> .
Habitat hectares	0.116 0.058	Habitat hectares is a site-based measure that combines extent and condition of native vegetation. It is calculated by multiplying the extent of native vegetation by the condition score: Habitat hectares = extent x condition score
Strategic biodiversity value score	0.830	The strategic biodiversity value score represents the complementary contribution to Victoria's biodiversity of a location, relative to other locations across the state. This score is the weighted average strategic biodiversity value score of the mapped native vegetation calculated using the <i>Strategic biodiversity value map</i> .
General landscape factor	0.915	The general landscape factor is an adjusted strategic biodiversity value score. It has been adjusted to reduce the influence of landscape scale information on the general habitat score.
General habitat score	0.406 0.053	The general habitat score combines site-based and landscape scale information to obtain an overall measure of the biodiversity value of the native vegetation. The general habitat score is calculated as follows: General habitat score = habitat hectares x general landscape factor
* Offset requirements for partial removal: If your proposal is to remove parts of the native vegetation in a patch (for example only understorey plants) the condition score must be adjusted. This will require manual editing of the condition score and an update to the calculations that the native vegetation removal tool has provided: habitat hectares, general habitat score and offset amount.		
Offset requirements		
Offset type	General offset	A general offset is required when the removal of native vegetation does not have a significant impact on any habitat for rare or threatened species. All proposals in the Basic and Intermediate assessment pathways will only require a general offset.
Offset multiplier	1.5	This multiplier is used to address the risk that the predicted outcomes for gain will not be achieved, and therefore will not adequately compensate the biodiversity loss from the removal of native vegetation.
Offset amount (general habitat units)	0.459 0.080	The general habitat units are the amount of offset that must be secured if the application is approved. This offset requirement will be a condition to any permit or approval for the removal of native vegetation. General habitat units required = general habitat score x 1.5
Minimum strategic biodiversity value score	0.664	The offset site must have a strategic biodiversity value score of at least 80 per cent of the strategic biodiversity value score of the native vegetation to be removed. This is to ensure offsets are located in areas with a strategic biodiversity value that is comparable to the native vegetation to be removed.
Vicinity	North Central CMA or Macedon Ranges Shire Council	The offset site must be located within the same Catchment Management Authority boundary or municipal district as the native vegetation to be removed.
Large trees	1 large tree (s)	The offset site must protect at least one large tree for every large tree removed. A large tree is a native canopy tree with a Diameter at Breast Height greater than or equal to the large tree benchmark for the local Ecological Vegetation Class. A large tree can be either a large scattered tree or a large patch tree.

Appendix 4 – How to write an offset statement

An application to remove native vegetation must include an offset statement. The statement must provide evidence that a suitable offset exists and can be secured in accordance with the Guidelines.

The offset statement:

- Ensures you are aware of any costs to secure an offset before you go through the permit process. If the costs are too high you can either look for other offset options or reduce your offset requirement by altering your proposal to remove less native vegetation, or native vegetation with less values.
- Assures the permit assessor that the impacts on biodiversity from the removal of native vegetation can be adequately compensated if the application is approved.

A suitable offset statement includes evidence that the required offset:

- is available to purchase from a third party, or
- will be purchased from a proposed new third party offset site, or

- can be met by a first party offset.

The three options are described in Table 1.

You do not need to secure the offset until after your application to remove native vegetation is approved. You only need to include a statement that shows how you intend to secure the offset if your application is approved. How to write an offset statement for each option is explained in Table 2.

More information about native vegetation offsets is available on the DELWP native vegetation website: <https://www.environment.vic.gov.au/native-vegetation/offsets>.

Table 1. Overview of the three options that can be described in the offset statement

	A. Offset is available to purchase from a third party	B. Offset will be purchased from a proposed new third party offset site	C. Offset can be met by a first party offset
Description	The easiest way to secure an offset is to purchase an existing offset from a third party. These offsets are recorded by DELWP on the Native Vegetation Credit Register (NVCR), and are called 'native vegetation credits'. Native vegetation credits can be purchased via a Native Vegetation Credit Register (NVCR) accredited broker.	This is when a third party offset site has not yet been established. A third party will establish a new offset site and the offset will be purchased from them. The third party agrees to establish the offset site and to sell the credits to the permit holder. You may know of a suitable site in your local area, or an NVCR accredited broker may know of suitable offset sites that will be established but are not yet finalised.	This is when your offset requirement is met by protecting and managing native vegetation or an area of revegetation on your own property.
What will the offset cost?	The third party sets the price of the native vegetation credits generated from the protection and management of native vegetation on their property. The price will depend on the type of security and management required for the offset site. To understand the potential cost of purchasing native vegetation credits, you can look at the table of previous credit trade prices. Look at previous trades that are similar to your offset requirements and attributes. If you want to know the current price of the native vegetation credits you need, you can contact one or more NVCR accredited brokers who may be able to provide an estimate of costs. The list of previous credit trade prices and a list of NVCR accredited brokers is available in an excel file on the DELWP native vegetation website .		The costs to establish an offset site on your own property will depend on the type of security and management required for the site. Section 2.3 of the <i>First party offset guide</i> provides information on the costs to secure and manage native vegetation at a first party offset site. This guide is available on the DELWP native vegetation website .

	A. Offset is available to purchase from a third party	B. Offset will be purchased from a proposed new third party offset site	C. Offset can be met by a first party offset
How do I secure the offset?	Contact an NVCR accredited broker to purchase native vegetation credits from a third party. They will arrange for all the documents to be completed for you to sign.	The third party must first establish the offset site and record it on the NVCR. You can then purchase the credits from the third party via the NVCR accredited broker. Information for a third party wanting to establish a third party offset site can be found on the DELWP native vegetation website .	You must sign an agreement with a statutory body to protect and manage native vegetation on your property in perpetuity (forever). The <i>First party offset guide</i> explains how to establish a first party offset site. It is available on the DELWP native vegetation website .

NOTE: You do not need to secure the offset until after your application to remove native vegetation is approved. You only need to include a statement that shows how you *intend* to secure the offset *if* your application is approved.

Table 2. How to write an offset statement for the three options

	A. Offset is available to purchase from a third party	B. Offset will be purchased from a proposed new third party offset site	C. Offset can be met by a first party offset
Suitable evidence to support your offset statement	<ul style="list-style-type: none"> Suitable evidence from the NVCR or NVCR accredited broker that the required offset is available to purchase. This could be an email stating that the credits are available and may or may not include a cost estimate. Confirm an understanding of the potential cost of the offset. Provide confirmation that the table of past trades has been used to gain an understanding of costs if a cost estimate is not included. 	<ul style="list-style-type: none"> A <i>Native vegetation offset report</i> (either final or preliminary estimate by an NVCR service provider – site assessor) that shows the offset site meets the offset requirements, AND Confirmation from the NVCR site assessor that the site would be eligible to become an offset site, AND Written agreement from the third party (i.e. the offset provider or owner of the offset site) to establish the offset site and sell the credits to the permit holder. 	<ul style="list-style-type: none"> A <i>Native vegetation offset report</i> that shows the offset site meets the offset requirements, AND A letter or an email from a statutory body stating they will sign a security agreement, AND Confirmation that the site is eligible to be an offset site.
Example of how to write an offset statement (words in <i>italics</i> must be replaced with the relevant response)	<p>"I am going to purchase the offset I need from an existing native vegetation credit site. I have attached <i><insert type of evidence></i> to this application, which shows that the offset is available. I have checked and understand the likely cost of the offset."</p> <p>Make sure you attach the evidence to the application.</p>	<p>"I am going to purchase my offset from a new offset site that will be established by <i><insert name of third party></i>. I have attached <i><insert type of evidence></i> to this application, along with the written agreement of the owner of the site. I have checked and understand the likely cost of the offset."</p> <p>Make sure you attach the evidence and the written agreement to the application.</p>	<p>"I will meet my offset requirement by protecting native vegetation on my own property. I have attached the <i>Native vegetation offset report</i>. <i><Insert statutory body></i> has agreed to secure the site via a <i><insert agreement></i>. I have checked and understand the costs and requirements to secure the offset site."</p> <p>Make sure you attach the report and the written agreement to the application.</p>

Appendix 5 – Example statements

EXAMPLE 1

You want to build a house on a vacant lot that is covered in native vegetation, has large trees and a waterway (Figure 11). Examples of statements for the application could be:

Topographical and land information

The land slopes gradually from east to west then has a steep slope towards a creek in the west of the property. There is a farm dam in the centre of the property.

Avoid and minimise statement

There has been no strategic planning on my property.

I have sited my house to minimise impacts by:

- *building in Location 1 and on native vegetation with the lowest condition score.*
- *building where no large trees need to be removed.*

- *making sure the house is more than 30 metres away from the creek.*

Nothing more can be done to avoid or minimise impacts because:

- *native vegetation covers the majority of the property.*
- *the house needs to be built close to the utility connection points. Areas without native vegetation are too far away from these points.*

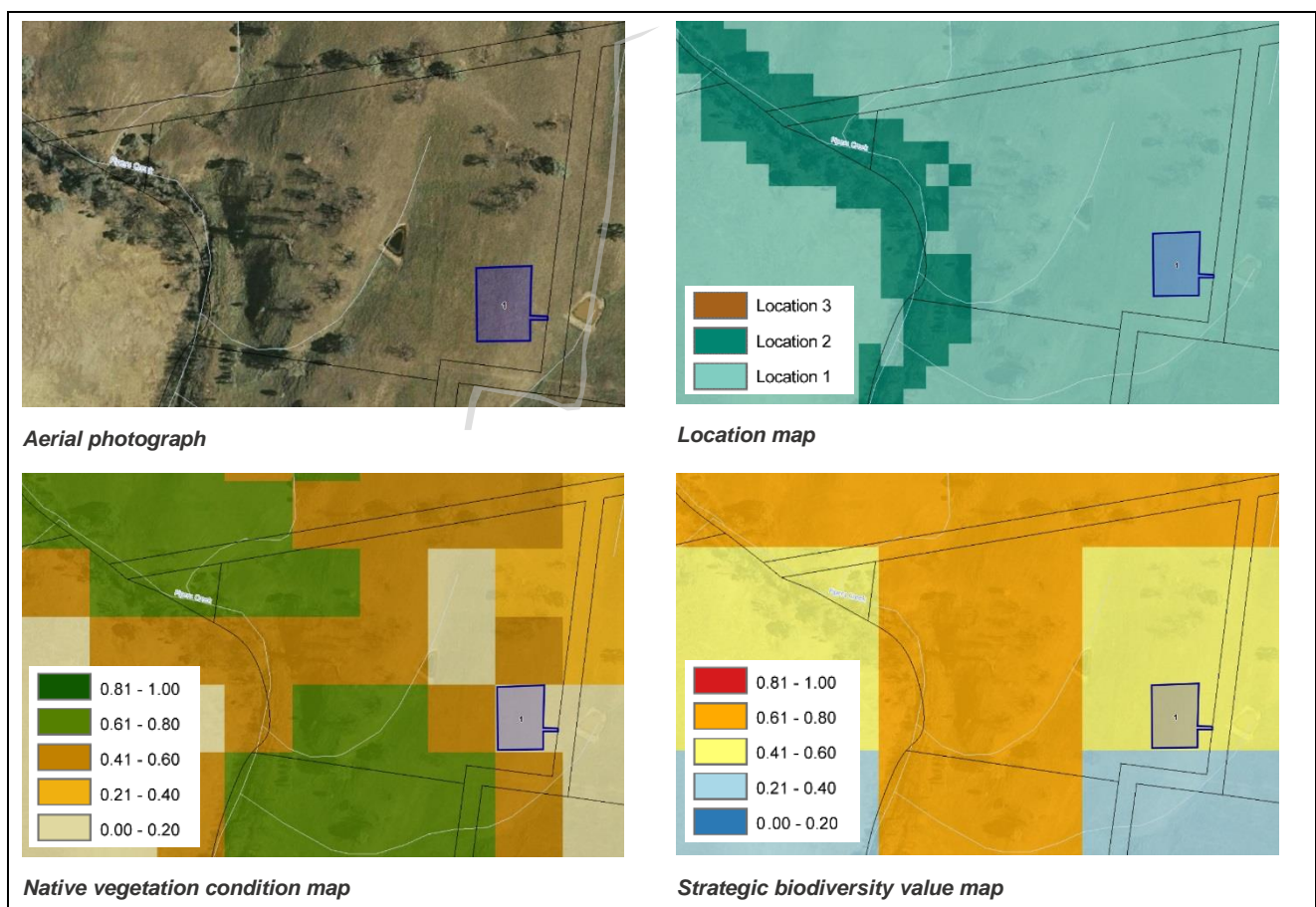
Defendable space statement

Not applicable – not for defendable space.

Offset statement

I am going to purchase the offset I need from an existing native vegetation credit site. I have attached an email from a NVCR accredited broker / DELWP to this application, which states that the offset is available. I have checked and understand the likely cost of the offset.

Figure 11. Biodiversity maps used by the NVIM native vegetation removal tool showing native vegetation to be removed in Example 1



EXAMPLE 2

You want to build a garage next to an existing house. The house is surrounded by native vegetation (Figure 12). Examples of statements for the application could be:

Topographical and land information

The land is generally flat.

Avoid and minimise statement

There has been no strategic planning on my property.

There is nothing I can do to avoid or minimise impacts on native vegetation because the garage has to provide direct access to the house. Areas

with a lower condition score are more than 15 metres away from the house, and not in contact with the house.

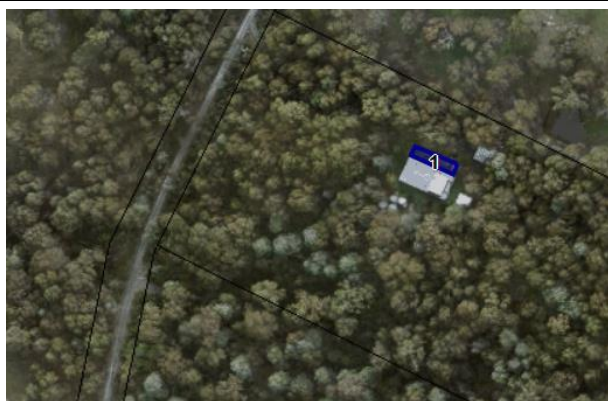
Defendable space statement

Not applicable – my application also includes a BMO application.

Offset statement

“I will meet the offset requirement by protecting native vegetation on my own property. I have attached the Native vegetation offset report. <Insert> Shire Council has agreed to secure the site via a Section 173 agreement – the confirmation letter is attached. I have checked and understand the costs and requirements to secure the offset site.

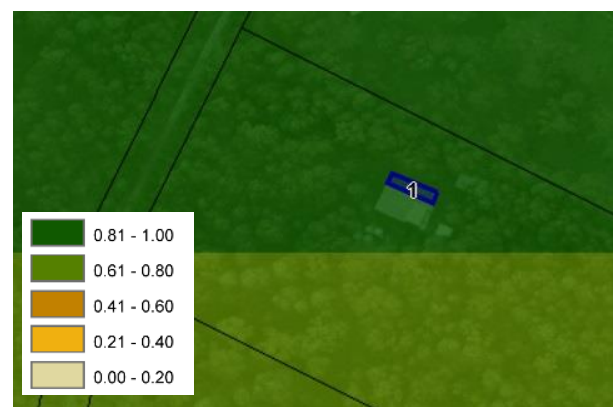
Figure 12. Biodiversity maps used by the NVIM native vegetation removal tool showing native vegetation to be removed in Example 2



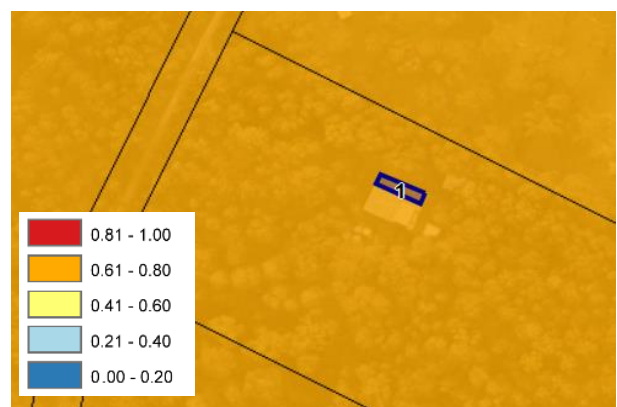
Aerial photograph



Location map



Native vegetation condition map



Strategic biodiversity value map

